



ADMINISTRATIVE PROCEDURE MANUAL

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

SECTIONS:

Section 200 – Partner & Community Relations

Section 300 – Students, Instruction & Programs

Section 400 – Health & Safety

Section 500 – Human Resources

Section 600 – Business & Support Services



PARTNER & COMMUNITY RELATIONS

SECTION 200:

210 ADMINISTRATIVE PROCEDURE:	PARENTS' ADVISORY COUNCILS AND DISTRICT PARENTS' ADVISORY COUNCIL
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ADMINISTRATIVE PROCEDURE 210 PARENTS' ADVISORY COUNCILS AND DISTRICT PARENTS' ADVISORY COUNCIL

Purpose:

This Administrative Procedure ("Procedure") is to support and recognize Parent Advisory Councils ("PACs") as the unified voice of parents, guardians and caregivers within each school community.

As part of this commitment to parental involvement, the Board of Education (the "Board") also recognizes the Chilliwack District Parent Advisory Council ("DPAC"), which is composed of representatives from individual school PACs. In addition to providing education, support and advice to parents across the Chilliwack School District (the "District"), DPAC may advise the Board on matters concerning education within the District. To facilitate this, DPAC collaborates with community and provincial organizations and holds regular meetings with the Superintendent of Schools (the "Superintendent") or a designated representative.

Guiding Principles:

1. The District supports the establishment of a PAC in each school and a DPAC as per Section 8 of the [School Act](#).
2. For the PAC to play a meaningful role, its organization, functions, and constitution and bylaws must be clearly defined.
3. Every principal in the District must be aware of the requirements of Section 8 of the [School Act](#) and District Procedures where consultation with PACs is required.
4. The District will provide support to the DPAC and PACs, which may include an annual financial grant as outlined in [Policy 221](#) District Parent's Advisory Council, access to facility rentals for meetings and events (rental requests submitted through the [Online Booking Portal](#)), access to the Microsoft 365 Office Suite, and school communication on behalf of each PAC.

Related Legislation:

Related Contract Article: Nil

Adopted: September 12, 2025

Amended: MM DD YYYY; MM DD, YYYY

ADMINISTRATIVE PROCEDURE 211 INSURANCE EXTENSION FOR PARENTS' ADVISORY COUNCILS AND DISTRICT PARENTS' ADVISORY COUNCIL

Availability of liability insurance coverage:

1. The Chilliwack School District's (the "District") insurance coverage through the BC Schools Protection Program ("SPP") enables third-party legal liability insurance coverage to be extended to include Parents' Advisory Councils ("PAC"), the District Parents' Advisory Council ("DPAC") and their members
 - a) where the PAC has been recognized by [Policy 220](#) and
 - b) while they are engaged in authorized activities in connection with the school or District
2. An authorized activity requires that a school administrator or teacher-in-charge oversees the event to ensure its compliance with District policies and procedures, which includes onsite supervision.
3. Other risks, including but not limited to property loss or damage, embezzlement of PAC funds or claims brought by a member of a PAC or DPAC against any other member, are not covered under SPP.
4. PACs and DPAC have the option to purchase additional liability insurance for their organization from a private insurance carrier and are responsible to insure their own property and securities.

Coordination of insurance with the Parents' Advisory Council and District Parents' Advisory Council:

1. Since insurance coverage is based on the activity being connected with the District, PACs and DPAC must solidify insurance coverage for an activity by obtaining District authorization.
 - PACs can obtain authorization through their school principal ("Principal")
 - DPAC can obtain authorization through the Secretary Treasurer's office
 - Authorization(s) may be in verbal or written form.
2. PACs and DPAC are directed to communicate to the Principal the details of the organization and operation of their activity by completing [Form 211A – Activity Authorization for PACs and DPAC](#).
3. Principals are directed to communicate to their PAC:
 - a) liability risk management practices which the District utilizes with respect to the type of activity planned by the PAC and

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- b) the District's reporting procedures for any incidents which may occur and any claims which may arise (SPP Incident Reports).
- 4. When an event is not authorized by the District, the event will not be supported by District resources or insurance; however, the PAC/DPAC may decide to rent the facility privately for non-authorized events and obtain their own insurance.

Coverage Summary

Covered	Not Covered
Legal liability insurance for PACs and DPAC when engaged in authorized activities connected to the school or District	Property loss or damage (e.g., equipment, funds, or other assets owned by PACs and DPAC)
Activities that have been authorized by the school principal (for PACs) or the Secretary Treasurer (for DPAC)	Embezzlement or theft of PAC/DPAC funds
Events that are properly authorized and aligned with District policies	Claims made by a PAC or DPAC member against another member (e.g., disputes, personal conflicts)
Tenants Legal Liability ("TLL") coverage for damage to rented premises, provided the event is authorized by the District	Damage to rented premises without District authorization or resulting from private, non-school events
	Parent-sponsored events that are not authorized by the District (e.g., independent "grad" events organized by parents)
	Medical or disability benefits for PAC/DPAC volunteers injured while participating in activities; personal insurance is advised

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Authorization

Please ensure that you have provided attachments or links with your submission including a tracked changes copy of the policy (if applicable).

Name of PAC/DPAC President/ Designate:			
Signature:		Date:	
Name of Principal (PAC) (Secretary-Treasurer for DPAC):			
Signature:		Date:	
Oversite Details: <i>(Please confirm arrangements for oversight during the activity, including naming the admin or teacher-in-charge on site, the setup and the takedown if applicable)</i>			

Acknowledgement of Responsibilities

As a representative of the PAC/DPAC, I acknowledge that:

This activity will be conducted in compliance with all District policies and risk management practices.

Any unauthorized activities or events are not covered under the District's insurance.

The PAC/DPAC is responsible for ensuring its own property and finances are insured against risks not covered by the Schools Protection Program.

Incident reporting procedures will be followed as required.

Signature of PAC/ DPAC President/ Designate:	
Name:	
Date:	

****Note:**** Any contracts related to this activity (e.g., venue rentals, equipment leases) must be reviewed and signed by an authorized representative of the District. PAC/DPAC representatives are not permitted to enter into contracts on behalf of the District.

ADMINISTRATIVE PROCEDURE 255 PERSONAL INFORMATION MANAGEMENT PROGRAM

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

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

Definitions

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

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recordings, computer files, email and correspondence; but does not include a computer program or other mechanism that produces records.

- Staff – the employees, contractors, and volunteers of the District.

Purposes for Collecting Personal Information

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

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

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

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

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

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- Ensuring compliance with applicable school District policies and procedures, and other applicable laws.

Collection, Use and Disclosure of Personal Information

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

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

Securing Personal Information

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

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

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

Retention of Personal Information

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

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Accuracy and Correction

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

Access to Records

Please refer to [Administrative Procedure 258: Access to Records](#).

Complaints and Inquiries

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

ADMINISTRATIVE PROCEDURE 256 PRIVACY IMPACT ASSESSMENTS

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

Definitions

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

Scope & Responsibility

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

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

Responsibilities of the Privacy Officer

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

Responsibilities of All School District Staff

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

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

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The Role of the Responsible Employee

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

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

Initiatives involving the Storage of Personal Information outside of Canada

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

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

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

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

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

Contact Information

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

ADMINISTRATIVE PROCEDURE 257 CRITICAL INCIDENT AND PRIVACY BREACH

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

Definitions

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

Responsibility of the Privacy Officer

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

Responsibilities of Staff

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

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

Privacy Breach Response

1. Report and Contain

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

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

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

2. Assessment and Containment

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

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

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

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

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

3. Notification

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

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

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

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

4. Prevention

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

Contact Information

Questions or comments about this procedure may be addressed to the Privacy Officer at privacy@sd33.bc.ca.

ADMINISTRATIVE PROCEDURE 258 ACCESS TO RECORDS

The *Freedom of Information and Protection of Privacy Act* (FIPPA) enables the public to request and obtain copies of records held by all provincial governmental public bodies, including the District, when those records are not routinely available.

Requests for Records

The District recognizes its obligations to respond to requests for access to records, including records containing personal information, openly and accurately by making every reasonable attempt to assist requestors with their requests.

A request for records is a written request that potentially could be released, in whole or in part, to anyone.

The Act requires the District to protect personal information of others, therefore the decision to grant complete or partial access to records or to refuse access will be made by the Privacy Officer guided by the relevant provisions of the Act.

If the Privacy Officer asks, the commissioner may authorize the public body to disregard requests under section 5 or 29 that (a) would unreasonably interfere with the operations of the public body because of the repetitious or systematic nature of the requests, or (b) are frivolous or vexatious. (Section 43 of the Act)

Records Available to the Public Without a Request are available at
<https://www.sd33.bc.ca/freedom-information-and-protection-privacy>

Before Submitting a Request

- Review the Chilliwack School District's Privacy policies, administrative procedures and the *Freedom of Information and Protection of Privacy Act* (FIPPA) carefully.
- Ensure that you are seeking records, not information or answers to questions that can be readily obtained on the District website or from other sources aside from District.
- Do not ask questions or seek answers in an Access to Records request. You must request "records".

Submitting an Access to Records Request:

- Please use [Form 258A Request for Access to Records](#). All formal Access to Records requests must be in writing.
- Describe the specific records that you are requesting clearly and concisely in as much detail as possible and limit your request to only the records you need to simplify the search and minimize potential fees.

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- Do not ask questions or seek answers in an Access to Records request. You must request “records”.
- Try to name the exact records you seek.
- Use specific dates and/or locations if applicable.
- Do not submit a request that is duplicate of a previous request as the previous request would have already been fulfilled and a response sent to you.
- Broad, complex requests, or requests for “all records” take longer to process and increase the likelihood of longer timelines of delivery and larger fees being charged to you.
- All formal requests must be submitted by in-person drop-off, mail, or email to:

School District No.33
Attn: Privacy Officer
8430 Cessna Drive
Chilliwack BC V2P 7K4
email: privacy@sd33.bc.ca

Fees for Access to Records Requests

- A non-refundable application fee of \$10 is required for all general Access to Records requests. Your request will not be processed until payment is received.
- There are no application fees for personal FIPPA requests or requests from Indigenous Governing Entities.
- Fee payments can be made by cash, cheque or credit card at the Chilliwack School District Office.
- Please note that additional processing fees may apply depending on the size and complexity of the request as permitted under Section 75 of the Act. If an additional fee will be charged, we will provide you with an estimate of the fees before responding to your request.
- The fees applicable to the processing of access to records requests are set out in Schedule 1 of the *Freedom of Information and Protection of Privacy Regulation*:
https://www.bclaws.gov.bc.ca/civix/document/id/complete/statreg/155_2012#Schedule1

Once the Access to Records Request has been received, the Privacy Officer will:

1. Acknowledge receipt of the request.
2. Determine whether the records are routinely accessible.
3. Log the request, create a file and track records.
4. Determine whether additional service fees are applicable or whether there will be a delay in responding and will proceed to notify the applicant of same.

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5. Refer the request to the area responsible for the records to conduct a search.
6. Determine whether information in the records falls under any exceptions in *FIPPA*.
7. Prepare the response letter and records for disclosure.

Complaints and Inquiries

Questions or complaints about the District's Privacy Policies and/or Procedures should be directed to the Privacy Officer at privacy@sd33.bc.ca. Response to all complaints will be in writing.

ACCESS TO RECORDS REQUESTS

INSTRUCTIONS

To make a request under the *Freedom of Information and Protection of Privacy Act* (the “Act”, “FIPPA”) for access to records within the custody or control of the Chilliwack School District, please complete the form on page 2 of this document and submit it to the [Privacy Officer](#).

- Requests are ordinarily processed within 30 business days, but timelines may be extended in some circumstances as permitted by *FIPPA*.
- Persons requesting copies of their own personal information may be asked to provide proof of identity before records will be released.
- If you are making a request for personal information on behalf of another person, please enclose a written authorization from the individual whose information you are requesting.

FEES

- A non-refundable application fee of \$10 is required for all general Access to Records requests. Your request will not be processed until payment is received.
- There are no application fees for personal FIPPA requests or requests from Indigenous Governing Entities.
- Fee payments can be made by cash, cheque or credit card at the Chilliwack School District Office.
- Please note that additional processing fees may apply depending on the size and complexity of the request as permitted under Section 75 of the Act. If an additional fee will be charged, we will provide you with an estimate of the fees before responding to your request.

CONTACT INFORMATION

- All formal requests must be submitted by in-person drop-off, mail, or email to:

School District No.33
Attn: Privacy Officer
8430 Cessna Drive
Chilliwack BC V2P 7K4
email: privacy@sd33.bc.ca

REQUEST FOR ACCESS TO RECORDS

A non-refundable \$10 application fee applies to all general Access to Record Requests. This fee does not apply to requests for one's own Personal Information.

Please email this completed form to privacy@sd33.bc.ca

Last Name:	First Name:		
Address:	City	Province	Postal Code
Contact Phone Number:	Email Address:		

DETAILS OF REQUESTED RECORDS

RECORDS REQUESTED: (Please describe the records you are requesting. Be as specific as possible, as this will assist the request process. Attach a separate sheet if the space below is not sufficient.)

Date Range (if applicable)

Are you requesting access to another person's personal information?

☐ Yes

☐ No

If yes, please attach, as appropriate:

- a) That person's signed consent for disclosure, or
- b) Proof of authority to act on that person's behalf

Preferred Method of Access to records:

☐ Digital Copy

☐ Photocopy

☐ Examine Original

Your signature:	Date signed (YYYY/MM/DD)
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You may make a request for access to records without using this form by emailing privacy@sd33.bc.ca.

ADMINISTRATIVE PROCEDURE 260 ENVIRONMENTAL STEWARDSHIP

This procedure supports policy 291 Environmental Stewardship and is in keeping with the districts fundamental commitment to environmental sustainability.

1. It is the collective responsibility of all district personnel to contribute to environmental sustainably. This includes:
 - 1.1. Modeling and encouraging a culture of energy and resource conservation.
 - 1.2. Integrating environmental considerations and sustainable practices into administrative, capital planning, and programming decisions.
 - 1.3. Reviewing programs and practices to limit the nature and scale of negative environmental impact and to increase sustainable practices and environmental stewardship.
 - 1.4. Building capacity amongst students as responsible contributors to an environmentally sustainable future.
 - 1.5. Supporting, fostering, and celebrating successful sustainability initiatives within the School District.
2. The Secretary Treasurer (or designate) and Director of Facilities (or designate) will:
 - 2.1. Consider inter-governmental and community partnerships that will assist the School District in achieving its sustainability goals.
 - 2.2. Identify and implement effective sustainability initiatives and solutions. Key elements to be considered include:
 - 2.2.1. Lighting
 - 2.2.2. Heating, ventilation, air conditioning systems
 - 2.2.3. Building automation
 - 2.2.4. Renovation and new construction
 - 2.2.5. Renewable energy opportunities
 - 2.3. Implement a greenhouse gas reduction plan that is consistent with the Government of BC's Carbon Neutral requirements.
 - 2.4. Design mechanisms to report progress to the Board on energy management and sustainability on an annual basis.
3. The Director of Facilities (or designate) will be responsible for tracking and monitoring energy consumption, and for coordinating energy management and sustainability activities with principals/vice-principals, teachers, support staff, and students.
4. School principals will facilitate energy management programs at the school. Efficient use of the various energy systems of each school will be the joint responsibility of the principal and the Director of Facilities.

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5. Teachers and support staff will consider a variety of curricular materials to provide the opportunity for students to participate in energy management and sustainability initiatives.

ADMINISTRATIVE PROCEDURE 270 FLAG PROTOCOL

The purpose of this Administrative Procedure is to ensure that the National flag of Canada, the Provincial flag of British Columbia, and Sovereign Nations flags are displayed, raised, lowered, stored, replaced, and disposed of in accordance with federal and provincial protocols and the requirements of the *School Act*.

The District will:

- follow the [Federal guidelines](#) for displaying the National flag of Canada as published by the Canadian Heritage Ministry of the Government of Canada.
- adopt the [Provincial Guidelines](#) of the Protocol and Events Branch of the Government of British Columbia for the lowering (half-masting) of flags.
- follow the [Ministry of Education and Childcare, School Regulation 265/89](#).

PROCEDURES

Flying the Flag

“The manner in which flags may be displayed in Canada is not governed by any legislation but by established practice. The rules applied by the federal government are in no way mandatory for individuals or organizations; they may serve as guidelines for all persons who wish to display the Canadian Flag and other flags in Canada.” From Protocol and Events Branch (Provincial).

Dignity of Flags

1. The National Flag of Canada is to be displayed only in a manner befitting this important national symbol; it is not to be subjected to indignity or displayed in a position inferior to other flags or ensigns. The National Flag of Canada always takes precedence over all other flags.
2. The National Flag of Canada is always to be flown on its own mast - flag protocol dictates that it is improper to fly two or more flags on the same mast (e.g. one beneath the other).
3. When the National Flag of Canada is raised or lowered, or when it is carried past in a parade or review, all present are to face the flag, all hats are to be removed, and all are to remain silent. Those in uniform are to salute.
4. The Provincial flag of British Columbia will either be flown on its own flagpole (for sites and schools that have two exterior flagpoles) or prominently displayed inside the school or site using one of the following methods:
 - 4.1. Attached to a flat wall with fasteners penetrating the hem area only.
 - 4.2. Hung from a beam in the gymnasium, or
 - 4.3. With the National flag of Canada, on upright or crossed flagpoles against a wall.

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5. Sovereign Nations, including Indigenous Nations, as recognized by the Canadian Constitution, also have flags. To display sovereign nation flags, follow the federal and provincial guidelines for use:
 - 5.1. Flag displays in gymnasiums: The National flag of Canada is the furthest to the left, followed by Provincial flag of British Columbia, followed by other Sovereign Nation flags. Center flags so that all are in a position of honour, above the speaker.
 - 5.2. Sovereign Nation flags should not be placed in display cabinets or in classrooms, unless advised by Rightsholders for awareness purposes.
6. Community Organizations and Banners (Pride flags, Every Child Matters etc.).
 - 6.1. Community-based and awareness flags may be displayed broadly throughout classrooms and buildings, as determined appropriate by school staff.

Half-Masting of Flags

1. In accordance with [Canadian flag etiquette](#), flags in the Chilliwack School District will be flown at half-mast on these occasions:
 - 1.1. As directed by the provincial [Office of Protocol](#).
 - 1.2. As directed by the Ministry of Education.
 - 1.3. As directed by the superintendent.
 - 1.4. On System-Wide Half-Masting of Flags days (see 3.6.1)
2. With the approval of the superintendent or designate, flags at individual sites may be flown at half-mast upon the death of a member of the school community or other tragic event.
 - 2.1. Flags may also be half-masted at the request of the Prime Minister and/or Premier of British Columbia for certain significant tragic events (at International, National or Regional levels).
 - 2.2. On occasions requiring that the National flag of Canada be flown at half-mast, all flags flown together should also be flown at half-mast.
 - 2.3. Flags will be half-masted only on flagpoles fitted with halyards and pulleys such that school personnel may raise and lower the flag.
3. System-wide Half-Masting of Flags:
 - 3.1. The National Flag of Canada shall be flown at half-mast at all Chilliwack School District schools and sites on the following days:
 - **January 27** – International Holocaust Remembrance Day
 - **January 29** – National Day of Remembrance of Quebec Mosque Attack and Action against Islamophobia.

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-
- **April 28** – Workers' Mourning Day
 - **June 23** – National Day of Remembrance for Victims of Terrorism
 - **Last Sunday in September** – Police and Peace Officers' National Memorial Day
 - **September 30** – National Day for Truth and Reconciliation
 - **November 11** – Remembrance Day
 - **December 6** – National Day of Remembrance and Action on Violence Against Women
4. If the day to be observed falls when schools are not in session, flags should be lowered on the last school day preceding the date of observation and raised on the first day following the date of observation.
 5. The School District Office will fly “special occasion” flags (such as the Pride Flag or the Poppy Flag) for brief periods (for example, during June Pride Month) on its third flagpole. Flags for consideration are based on “special occasions” embedded in the District [Equity, Diversity and Inclusion \(EDI\) Calendar](#).

Method of Half-Masting

1. The flag is brought to the half-mast position by first raising it to the top of the mast then immediately lowering it slowly to the half-mast position.
2. The position of the flag when flying at half-mast will depend on the size of the flag and the length of the flagstaff. It must be lowered at least to a position recognizably "half-mast" to avoid the appearance of a flag, which has accidentally fallen away from the top of the mast owing to a loose flag rope. A satisfactory position for half-masting is to place the centre of the flag exactly halfway down the staff.

Disposal of Flags

When a flag becomes tattered and is no longer in a suitable condition for use, it should be respectfully disposed of, not discarded in the garbage. A work request is submitted to the Facilities Department to ensure proper disposal.

Obtaining Flags

A National flag of Canada and/or BC Provincial flag may be ordered by submitting a work request to the Facilities Department. The cost of a flag is paid from school funds.



STUDENTS, INSTRUCTION & PROGRAMS

SECTION 300:

300 ADMINISTRATIVE PROCEDURE:	STUDENT SUBSTANCE USE
302 ADMINISTRATIVE PROCEDURE:	STUDENT BEHAVIOUR SUPPORT
305 ADMINISTRATIVE PROCEDURE:	STUDENT BEHAVIOUR – SEXUAL HARASSMENT AMONG STUDENTS
307 ADMINISTRATIVE PROCEDURE:	POLICE REQUESTS FOR STUDENT INTERVIEWS
308 ADMINISTRATIVE PROCEDURE:	STUDENT SEARCH AND SEIZURE
312 ADMINISTRATIVE PROCEDURE:	STUDENT RECORDS
315 ADMINISTRATIVE PROCEDURE:	DISTRICT / AUTHORITY SCHOLARSHIPS
317 ADMINISTRATIVE PROCEDURE:	INTERNATIONAL STUDENT PROGRAM: FEE PAYING STUDENTS
318 ADMINISTRATIVE PROCEDURE:	STUDENT CELL PHONE AND DIGITAL DEVICE USE
319 ADMINISTRATIVE PROCEDURE:	STUDENT ATTENDANCE
321 ADMINISTRATIVE PROCEDURE:	STUDENT CODE OF CONDUCT
325 ADMINISTRATIVE PROCEDURE:	DISTRIBUTION OF INFORMATION OR MATERIALS
330 ADMINISTRATIVE PROCEDURE:	SUPPORT FOR STUDENT EDUCATION PROGRAMS BY OUTSIDE AGENCIES AND CERTIFIED PROFESSIONALS
335 ADMINISTRATIVE PROCEDURE:	RESIDENCY AND STUDENT ELIGIBILITY
337 ADMINISTRATIVE PROCEDURE:	SCHOOL ADMISSION AND CHOICE
338 ADMINISTRATIVE PROCEDURE:	SPECIALTY ACADEMIES AND PROGRAMS
340 ADMINISTRATIVE PROCEDURE:	SCHOOL FEES
342 ADMINISTRATIVE PROCEDURE:	SELECTION OF LEARNING RESOURCES
343 ADMINISTRATIVE PROCEDURE:	PROCEDURES FOR DEALING WITH CHALLENGED MATERIALS
345 ADMINISTRATIVE PROCEDURE:	GUIDELINES FOR CONDUCTING RESEARCH IN CHILLIWACK SCHOOLS
350 ADMINISTRATIVE PROCEDURE:	BOARD/AUTHORITY AUTHORIZED COURSES
352 ADMINISTRATIVE PROCEDURE:	TECHNOLOGY USE
355 ADMINISTRATIVE PROCEDURE:	SAFE SCHOOLS
356 ADMINISTRATIVE PROCEDURE:	SAFE AND CARING SCHOOLS: SEXUAL ORIENTATION AND GENDER IDENTITY OR EXPRESSION
357 ADMINISTRATIVE PROCEDURE:	PLANNING FOR STUDENTS WITH DISABILITIES AND DIVERSE ABILITIES
360 ADMINISTRATIVE PROCEDURE:	PETS / ANIMALS ON SCHOOL DISTRICT PROPERTY
362 ADMINISTRATIVE PROCEDURE:	DISTRICT MAGNET SCHOOLS, SCHOOLS OF CHOICE AND DISTRICT PROGRAMS
365 ADMINISTRATIVE PROCEDURE:	ALTERNATE DELIVERY OF PHYSICAL AND HEALTH EDUCATION K-10 CURRICULA
370 ADMINISTRATIVE PROCEDURE:	STUDENT FIELD EXPERIENCES

ADMINISTRATIVE PROCEDURE 300 STUDENT SUBSTANCE USE

As described in Policy 314: Student Substance Use, the use of controlled and regulated substances, including drugs, alcohol, cannabis, tobacco products, vaping devices and e-cigarettes by students is an issue that involves parents/guardians/caregivers, educators, students and the community.

The Chilliwack School District takes responsibility for providing resources and programs that promote education and prevention, interventions that support students, as well as expectations and consequences that are clearly outlined and communicated to students, parents/guardians/caregivers and educators.

Procedures:

- All School District property will be designated no smoking and no vaping allowed, with the use of tobacco, vapour products, cannabis (in all forms), and controlled and regulated substances on school property and areas abutting school property prohibited at all times for all employees, students and visitors.
- School property is defined as all school buildings, grounds and properties, including School District offices and facilities and any properties owned or leased by, or operated under the authority of the Board.
- The use of tobacco, vapour products, cannabis, and controlled and regulated substances will not be permitted in private vehicles on school property, in School District owned vehicles and equipment, and in any vehicle used to transport students.
- The exception to this policy is for the ceremonial use of tobacco where the activity has been approved by the Board, and the ceremony is performed in relation to a traditional indigenous cultural activity or performed by a group for a purpose approved by government regulation.
- Principals, vice-principals and teachers shall strive to ensure that all students receive instruction that promotes substance use awareness, responsible decision-making, positive self-esteem and overall good health.
- Students and parents/guardians/caregivers shall be made aware of available counseling services and other support services outside of the school. Access to community assessment, counseling and treatment services may be facilitated by the school for students and families. In taking or facilitating such action, school personnel shall strive to ensure the confidentiality of those involved. Students should feel free to seek and receive counseling about substance use and related problems without fear of punishment or reprisal.
- Any illegal substances discovered to be in a student's possession or on school property shall be confiscated immediately by the school principal/vice-principal. At the time of confiscation, other responsible adults shall be made aware of the action that has been

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taken by the principal/vice-principal. The substance shall be locked in a secure place within the school.

- School principals/vice-principals, given reasonable cause, are permitted to search student lockers without the consent of the student.
- The RCMP may be informed of suspected use or possession of illegal substances.
- In making decisions about disciplinary procedures, the principal shall be guided by the concept of "in loco parentis" and shall consider what is best for the individual student as well as the health, safety and well-being of other students and staff members.

ADMINISTRATIVE PROCEDURE 302 STUDENT BEHAVIOUR SUPPORT

Progressive Student Support:

In the event that student behaviour results in a significant or repetitive breach of Board Policy and Regulations, school rules or the school code of conduct, the school principal or designate will intervene with progressive supports at the school. These supports will begin at the classroom level, with consultation with parents/guardians; progressing to referrals to the School Based Team. These supports usually begin with classroom supports but can lead to alternate assignment (IE. Mainstream Alternate Program, suspension, a referral to Student Services, and/or a referral to the District Behaviour Committee (DBC)).

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

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

Alternative methods of discipline other than out of school suspension should be used for students who are truant, tardy, or otherwise absent from school. During a suspension, it is the responsibility of the principal or designate to make available an educational program for the student for the duration of the suspension.

Student Suspension Procedures:

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

1. The principal or designate shall report the circumstances of the suspension to the parent or guardian, in person or by telephone. Telephone or personal contact will be confirmed, followed by a letter delivered via email or to the parent's home address. A copy of all correspondence must be kept on file.
2. For the duration of the suspension the principal or designate shall ensure that an appropriate educational program is made available to the student.
3. The principal or designate will discuss the matter with the student's parent/guardian and where necessary, consult with appropriate district personnel, School Based Team members or inter-agency care team personnel to create a success plan.
4. The suspension may be terminated or modified at the discretion of the principal or designate and/or the Superintendent or designate, after consultation with appropriate school district personnel and parent(s)/guardian(s).

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Referral Process to District Support

District Resource Team (DRT); District Behaviour Committee (DBC); Worrisome Behaviour

- DRT – The DRT is a problem-solving table – and is the next step to support a student after the School Based Team has exhausted their supports. When, in the opinion of the school principal, the resources of the school have been exhausted, the principal or designate may refer the student. This referral may coincide with a suspension; however, a referral may be made without a suspension. The referral to DRT must be promptly communicated to the parent. In making the referral to DRT, the principal or designate, must complete a full referral of actions taken at the school level to resolve the difficulties. Before the referral is made, appropriate consultation with the family, School Based Team, Indigenous Education Department, and Student Services Team should take place. Support services will also be made available to the victims of harassment, intimidation, or aggression.
- DBC Overview – The DBC is a decision-making table to work through serious violations to the school code of conduct for Middle/Secondary school aged students. In the event that the school principal or designate believes that a student's violation of the school code of conduct is serious enough to warrant a suspension of for more than five (5) days, the principal must refer the student to the DBC. This committee, chaired by the Assistant Superintendent (s), and consisting of the District Principals of Student Services, Indigenous Education, and Alternative Education, shall consider each case on its own merits, meet with the parent(s)/guardian and student concerned and consider further action, which shall include, but not be limited to recommending to the Superintendent any of the following:
 - a) suspension
 - b) provision of additional counselling and other support services to the student and the student's family
 - c) referral to the appropriate agencies (ADTP, PCRS Traverse program, Maples, Etc.)
 - d) placement in an alternate school setting, alternate school site (different school) or Kwíyegel Secondary School
 - e) provide an at home educational program
 - f) expulsion from the school if the student is older than age 16 – *BC School Act*
 - g) referral to Student Services
 - h) no further action
- DBC Process – A member of the DBC team will meet with the parent/guardian and student prior to the DBC meeting. The purpose of the pre meeting is to help prepare the family for the DBC meeting. Additionally, another member of the committee will have a pre meeting with the school team to prepare as well. Both the parents and the school

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team will receive a one-page overview of the meeting process at the pre-meeting. After the formal DBC meeting, and upon receiving the recommendations of the DBC, a letter, written by the Superintendent or designate, detailing the outcomes of the District Behaviour Committee meeting will be forwarded to the parents and filed at the school and at the School District.

- Worrisome Behaviour – Elementary aged students follow a different process termed, Worrisome Behaviour Planning. This process includes creating a behaviour or safety response plan developed together (school staff & parents) with Student Support Services.

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from any form of retaliation including harassment of the individual(s) who have made a complaint or provided evidence.

7. In the event that a transfer is required, it shall be the harasser who is transferred, except where the complainant requests to be the one transferred.
8. Both the complainant and the alleged harasser have access to the school or district counsellor.
9. A student or parent/guardian of the student has a right to appeal decisions made by District staff as per Policy 390: Resolving Concerns.

Responsibility of Employees:

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

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

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- 1.2.2. If parent(s)/guardian(s)/childcare authorities cannot be reached or are unable to attend the interview, the Principal shall request the police officer to delay the interview until such time as the parent(s)/guardian(s)/childcare authorities can be contacted or be present.
 - 1.2.3. If this request is refused, then the Principal or designate shall act "in loco parentis". The Principal or designate must sit in on the interview and shall summarize the meeting in writing and provide the written report to the parent(s)/guardian(s)/childcare authorities, a copy to the Superintendent and retain a copy at the school in a file for that purpose, with notes subject to the terms of the *Freedom of Information and Protection of Privacy Act*.
 2. A student is not to be released to the custody of other legal authorities in the absence of clear legal authority to do so.
 - 2.1. Any such release shall be in accordance with the District's duty of care for students and any formal regulations governing such release, including notification of parents/guardians/childcare authorities.
 - 2.2. In the case of students of Indigenous ancestry, processes delineated in Local Education Agreements shall be followed.
- In situations where police wish to have contact with a student at school:
1. The Principal shall request that the police complete interviews, conduct searches and effect arrests at another location away from school, if possible.
 2. The school shall make every attempt to notify the parent(s)/guardian(s)/childcare authorities and confirm whether they wish to attend. The administrator shall document the attempt to make contact.
 3. The Principal shall determine from the police officer what the nature of the contact will be, and support the student as required.

Related Legislation: School Act, Sections 6, 7, 20, 22, 26, 65, 85; Child, Family and Community Service Act; BC Handbook for Action on Child Abuse and Neglect; Freedom of Information and Protection of Privacy Act; Youth Justice Act; Youth Criminal Justice Act (Canada)

Related Contract Article: Nil

Adopted: November 24, 1998

Amended: November 3, 2023; March 13, 2024

ADMINISTRATIVE PROCEDURE 308 STUDENT SEARCH AND SEIZURE

The District is committed to providing a safe and caring school environment that is conducive to effective learning and to providing for the safety and security of its students. Searches by school authorities as a means to achieve this objective are authorized for the purposes of eliminating the possession of controlled substances, stolen property and any object or material that may pose a risk or hazard to students or staff within a school or on property owned or leased by the District.

The BC School Regulation, section 5 (7) provides the Principal or designate the authority for search and seizure where there are reasonable grounds to be suspicious. Best search and seizure practices are referenced in *Maintaining School Safety: A guide for School and Policy Personnel in BC 2019*.

Procedure

1. School lockers and any school furniture or fixtures capable of being used for storage will be available to students on the condition that the Principal reserves the right to search at any time without notice.
2. The Principal will communicate on an annual basis that searches may occur without notice under the direction of the Principal.
 - 2.1. If the Principal plans to implement school-wide locker searches, this is to also be clearly stated.
 - 2.2. It must be clarified that all the student acquires is the right to use the locker and the school lock, both of which remain the property of the District.
3. Students shall be advised at the time they are assigned a locker of the following rules and conditions of use under which the locker is assigned:
 - 3.1. Students are responsible for the locker which is assigned to them and the locker is not to be used by any other person.
 - 3.2. Only school locks may be used on student lockers and the combination of the lock must be registered at the office.
 - 3.3. No illegal substances, weapons or other prohibited or offensive material are to be placed in school lockers.
 - 3.4. School officials may search student lockers at any time and without prior notice in order to ensure compliance with the conditions of use and other school procedures and rules.
 - 3.5. Permission to use the locker may be terminated where a student does not comply with the conditions of use or school policies or rules.

Related Legislation: Sections 6, 8, 20, 22, 65, 85 of the School Act Civil Rights Protection Act
Human Rights Code; *Maintaining School Safety: A guide for School and Policy Personnel in BC 2019*; Youth Criminal Justice Act (Canada)

Adopted: November 3, 2023

Amended: xxxx

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- 8.7. The principal shall record, in writing, the reasons for conducting the search, the result of the search and any action taken as a result. The identity of any informant(s) shall be kept confidential.
- 8.8. The principal shall, when appropriate, inform and/or consult with the respective Assistant Superintendent regarding searches conducted under section 8.
9. The principal shall ensure that students and parents are aware of, at minimum, the following:
 - 9.1. Clear statements that lockers, desks, school furniture or fixtures capable of being used for storage are the property of the District.
 - 9.2. A clear statement that District property is subject to inspection or search at any time.
 - 9.3. The requirement that one (1) administrator and at least one (1) other adult are present for any search and shall ensure that gender concerns are addressed.
 - 9.4. The consequences of not cooperating with a search.
 - 9.5. No searches of the student's person by school personnel is permitted.
 - 9.6. The situations that may require police involvement.

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believe significantly affects the education, health, or safety of the student, once the above steps have been considered.

Related Legislation: *School Act* and Regulations Ministerial Orders M14/91, M190/91 Sharing Information with Probation, [Youth Criminal Justice Act](#), [Freedom of Information & Protection of Privacy Act and Regulations](#)

Related Contract Article: Nil

Adopted: Mar 25, 1993

Amended: January 27, 2015, September 8, 2023, September 13, 2023

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GRADUATION:

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

SCHOLARSHIPS AND BURSARIES:

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

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Unauthorized use of electronic devices is not tolerated. If a student is found using a device without permission, it will be confiscated and returned at the end of the class or day as determined by school staff.

For repeated offences, the device(s) will be given to the office who may return the device(s) to the student and/or contact the parents if the issue persists. Students may then be asked to turn their cell phone in the office each morning and pick it up at the end of the day or to leave it at home.

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Type of Distribution	Submit to:	Contact Information:
School Based	School Principal	School Directory
District	Communications Department	information@sd33.bc.ca

2. Decisions will be made in consultation with the Superintendent of Schools and District staff.
3. Applicants are encouraged to submit requests in advance of their intended distribution date. The review and approval process may take up to two weeks.
4. Applicants will be notified of the decision.

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

