



POLICY COMMITTEE PUBLIC MEETING AGENDA

**The Central Okanagan Board of Education acknowledges that this meeting is being held
on the Traditional Territory of the Okanagan People.**

DATE: Wednesday, May 29, 2019
TIME: 4:00 PM
LOCATION: School Board Office
1040 Hollywood Road S.
Kelowna, B.C.

1. AGENDA

Additions/Amendments/Deletions

2. REPORT/MATTERS ARISING

2.1 Policy Committee Public Meeting Report: February 6, 2019
(Attachment)

3. RECOGNITION/PRESENTATIONS/DELEGATIONS

4. PUBLIC QUESTION/COMMENT PERIOD

5. COMMITTEE MEMBERS QUERIES/COMMENTS

6. DISCUSSION/ACTION ITEMS

6.1 Amendments to Policy 480 – Raising the Bar: The Three-Year Rule
Deletion of Appendix 480A – Raising the Bar: The Three-Year Rule (Appendix A)
Application for Exemption of the Three-Year Rule
Deletion of Appendix 480A – Raising the Bar: The Three-Year Rule (Appendix B)
Appeal of Decision to Deny Three-Year Rule Exemption Application
(Attachment)

(Deferred from February 6, 2019 Policy Committee Meeting)
Staff Recommendation:

THAT: The Policy Committee recommends to the Board:

THAT: The Board of Education approve the amendments to Policy 480 – Raising the Bar: The Three-Year Rule, Deletion of Appendix 480A – Raising the Bar: The Three-Year Rule (Appendix A) - Application for Exemption of the Three-Year Rule, Deletion of Appendix 480A – Raising the Bar: The Three-Year Rule (Appendix B) - Appeal of Decision to Deny Three-Year Rule Exemption Application, as attached to the Agenda and as presented at the May 29, 2019 Policy Committee Meeting.

6.2 Amendments to Policy 335 – Occupational Health and Safety

(Attachment)

Staff Recommendation:

THAT: The Policy Committee recommends to the Board:

THAT: The Board of Education approve the amendments to Policy 335 – Occupational Health and Safety, as attached to the Agenda and as presented at the May 29, 2019 Policy Committee Meeting.

6.3 Amendments to Policy 702 – Aboriginal Education Community Partnerships

(Attachment)

Staff Recommendation:

THAT: The Policy Committee recommends to the Board:

THAT: The Board of Education approve the amendments to Policy 702 – Aboriginal Education Community Partnerships, as attached to the Agenda and as presented at the May 29, 2019 Policy Committee Meeting.

7. INFORMATION ITEMS

7.1 Amendments to Regulations 405R – Student Placement (*Regulations*)

(Attachment)

(Referred from the February 6, 2019 Policy Committee Meeting)

7.2 Amendments to Regulations 650R – Public Use of School Facilities (*Regulations*)

(Attachment)

(Referred from the February 13, 2019 Board Meeting)

7.3 Review of Policy 220 and Regulations 220R – Principals and Vice-Principals: Selection, Appointment and Transfer

(Attachment)

(Referred from the February 27, 2019 Board Meeting)

8. COMMITTEE CORRESPONDENCE

9. ITEMS REQUIRING SPECIAL MENTION

10. RECOMMENDATIONS/REFERRALS TO THE BOARD/COORDINATING COMMITTEE/ OTHER COMMITTEES

11. ITEMS FOR FUTURE POLICY COMMITTEE MEETINGS

- Review of Central Okanagan Public Schools Policies (in relation to the Board of Education) relative to School District No. 83 (North Okanagan-Shuswap) Policies
- Policy 390 – Conflict of Interest and Confidentiality

- 12. FUTURE POLICY COMMITTEE MEETINGS**
Wednesday, October 2, 2019 at 4:00 pm
- 13. MEDIA QUESTIONS**
- 14. ADJOURNMENT**

SCHOOL DISTRICT No. 23 – BOARD COMMITTEE REPORT

COMMITTEE: Policy Committee DATE: February 6, 2019

CHAIRPERSON: Trustee L. Tiede STAFF CONTACT: K. Kaardal, Superintendent/CEO

Attendees:

Board of Education:

Trustee L. Tiede (Chairperson)
Trustee N. Bowman (Committee Member)
Trustee A. Geistlinger (Committee Member)
(via teleconference)
Trustee M. Baxter

Staff:

K. Kaardal, Superintendent of Schools/CEO
T. Beaudry, Deputy Superintendent
E. Sadlowski, Secretary-Treasurer
M. Essler, Executive Assistant (Recorder)

Partner Group Representation:

COPAC	No representative
COTA	Susan Bauhart, President (arrived at 4:08 pm)
COPVPA	Scott Sieben, President
CUPE	Shelley Yost, Clerical/Library Assistant Shop Steward
DSC	Theresa Schwab, Grade 12, Rutland Senior Secondary School

Agenda – Additions/Amendments/Deletions

The February 6, 2019 Agenda was approved as presented.

Report

The October 3, 2018 Public Policy Committee Report was approved as presented.

Discussion/Action Items

4:08 pm Susan Bauhart, President, COTA arrived.

1. Annual Review of Committee's Mandate, Purpose and Function

Policy 168 – Policy Committee

The Committee discussed Policy 168 – Policy Committee and specifically the Scope of Functions. In response to a query from Susan Bauhart, COTA President, the Committee reviewed Policy 110 – Policy Development and how a partner group can request the review of a Policy. If a partner group would like to recommend the review of a Policy, the request can be made under "Items for Future Policy Committee Meetings".

The following amendments to Policy 168 – Policy Committee were recommended:

Page 1 – Item 1.1.1

"Three trustees, appointed by the full Board, with one trustee appointed Committee Chairperson, usually at the Board's inaugural or annual meeting."

Page 2 – Item 3.3

"Public meetings of the Committee shall be scheduled to occur on specific dates and times during the school year as determined by the Board resolution usually at the inaugural or annual meeting."

Outcome:

THAT: The amendments to Policy 168 – Policy Committee, as amended at the February 6, 2019 Policy Committee Meeting, be forwarded to the Board of Education for approval.

2. Amendments to Policy 115 – Inaugural and Annual Board Meetings

Amendments to Policy 140 – School Board Standing and Ad Hoc Committees

At the September 12th Public Board Meeting, the Board of Education referred all Policies pertaining to the Inaugural Meeting, Annual General Meeting and initiation of a new Board, to the Policy Committee for review.

This review was requested as a result of the change in election dates. The Secretary-Treasurer/CFO reviewed all relevant Policies and is bringing forth recommended amendments to Policy 115 – Inaugural and Annual Board Meetings and Policy 140 – School Board Standing and Ad Hoc Committees. One further amendment was recommended:

Page 2 – Item 4.2

~~"Election~~ Appointment of Vice-Chairperson:....."

Outcome:

THAT: The amendments to Policy 115 – Inaugural and Annual Board Meetings and Policy 140 – School Board Standing and Ad Hoc Committees, as further amended at the February 6, 2019 Policy Committee Meeting, be forwarded to the Board of Education for approval.

3. Deletion of Policy 365 – Employee Discipline

The staff recommendation coming forward to the Policy Committee is for the deletion of Policy 365 – Employee Discipline. The Superintendent of Schools/CEO advised that this recommendation is due to employee discipline being specified in Collective Agreement language and the grievance process. Susan Bauhart, President of COTA, spoke against the deletion of this Policy as it refers to 'remedial action' which is symbolic of discipline that is meant to be remedial as opposed to punitive. A discussion occurred on the removal of "Table 1" on the 2nd page of the Policy, removal of item 3, and referral of the remainder of the Policy to an Ad Hoc Committee for further review. Members of the Ad Hoc Committee were determined to be Trustee Tiede, Trustee Bowman, Trustee Geistlinger, Superintendent of Schools/CEO and a representative from each partner group.

Outcome:

An Ad Hoc Committee be formed to review Policy 365 – Employee Discipline.

4. Amendments to Policy 525 – Field Trips – Curricular and Extra-Curricular

Regulation 525R – Field Trips – Curricular and Extra-Curricular

Appendix 525A – Field Trip Activities

Form 525.1 – Field Trip Application

Form 525.2 – Field Trip Parent Permission

Form 525.3 – Transportation of School District No. 23 Students Vehicle Use and Authorized

Driver's Statements

Form 525.4 – Student Using Vehicle for Field Trips – Curricular and Extra-Curricular

The amendments coming forward to the Policy Committee for review include the change of language from Field Trips to Field Studies. Field Studies indicate an educational outcome at the completion of the Study. The definitions of the Field Study levels in the Regulations will be updated to the same as the descriptors indicated in the Field Studies Guidelines.

Outcome:

THAT: The amendments to Policy 525 – Field Trips – Curricular and Extra-Curricular, Regulation 525R – Field Trips – Curricular and Extra-Curricular, Appendix 525A – Field Trip Activities, Form 525.1 – Field Trip Application, Form 525.2 – Field Trip Parent Permission, Form 525.3 – Transportation of School District No. 23 Students Vehicle Use and Authorized Driver's Statements, Form 525.4 – Student Using Vehicle for Field Trips – Curricular and Extra-Curricular, as further amended at the February 6, 2019 Policy Committee Meeting, be forwarded to the Board for approval.

5. Review of Policy 390 – Conflict of Interest and Confidentiality

The Superintendent of Schools/CEO recommended an Ad Hoc Committee be formed to review the current Policy 390 – Conflict of Interest and Confidentiality as well as other School District's Policies on Conflict of Interest.

Outcome:

An Ad Hoc Committee be formed to review Policy 390 – Conflict of Interest and Confidentiality.

6. Review of Policy 480 – Raising the Bar: The Three-Year Rule

Appendix 480A – Raising the Bar: The Three Year Rule (Appendix A)

Application for Exemption of the Three-Year Rule

Appendix 480A – Raising the Bar: The Three Year Rule (Appendix B)

Appeal of Decision to Deny Three-Year Rule Exemption Application

Raising the Bar: The Three-Year Rule was developed to encourage students entering grade 10 to strive to complete graduation requirements within three years. In certain extenuating circumstances this may not always be possible. Students who do not complete graduation requirements within the three years are notified in the spring of their third year and provided with an information package on programs and opportunities to complete graduation outside their neighbourhood school, as well as an Application for Exemption of the Three-Year Rule. The Superintendent of Schools/CEO will review and bring forth amendments to the Policy. Amendments may include the removal of reference to an application process, that learning/support processes will be developed for individual students at the school level to complete their graduation, and also supports in place for special needs students to continue in school until transition to Community Living supports.

Outcome:

The Superintendent of Schools/CEO will review and bring forward to the Policy Committee suggested amendments to Policy 480 – Raising the Bar: The Three-Year Rule, Appendix 480A – Raising the Bar: The Three Year Rule (Appendix A) Application for Exemption of the Three-Year Rule, Appendix 480A – Raising the Bar: The Three Year Rule (Appendix B) Appeal of Decision to Deny Three-Year Rule Exemption Application.

7. Review of Policy 405 and Regulations 405R – Student Placement

The Review of Policy 405 and Regulations 405R – Student Placement was referred to the Policy Committee from the Education and Student Services Committee on May 2, 2018 for clarification of the Board's role. For example, 3.1 of the Regulations states that "Decisions related to capping will be made by the appropriate area Assistant Superintendent.....". Trustee Moyra Baxter stated that the Assistant Superintendents may make the decision to cap a *grade* (which must be brought forward to the Board as information), but the capping of a *school* is a decision of the Board of Education.

Outcome:

The Superintendent of Schools/CEO will review and bring forward to the Policy Committee suggested amendments to Regulations 405R – Student Placement to clarify the Board's role in the capping of schools.

Information Items:

1. Policy 470 and Regulations 470R – Transportation Services Management

Policy 475 and Regulations 475R – Transportation: Authority and Responsibility

The topic of transportation of students will have significant changes and challenges for the School District due to the opening of a new middle school, expansion of the French Immersion Programs on the Westside, bus routes at capacity and an increase demand for courtesy riders. The Planning and Facilities Committee will be having further discussions on the topic of transportation.

2. Policy 650 and Regulations 650R – Public Use of School Facilities

Appendix 650A – Public Use of School Facilities Schedule of Rental Fees

The Public Use of School Facilities is brought forward to the Policy Committee to discuss the inclusion of the use of alcohol for special occasions for District activities/events. The Superintendent of Schools/CEO's office will review Policies from other Districts. This item will be brought forward to a future Policy Committee meeting for further review.

Items for Future Policy Committee Meetings

- Policy 365 – Employee Discipline
- Policy 390 – Conflict of Interest and Confidentiality
- Policy, Regulations and Appendix 480 – Raising the Bar: The Three-Year Rule
- Policy 405 and Regulations 405R – Student Placement
- Policy 650 Regulations 650R and Appendix 650A – Public Use of School Facilities
- Review of Central Okanagan Public Schools Policies (in relation to the Board of Education) relative to School District No. 83 (North Okanagan-Shuswap) Policies

Future Policy Committee Meetings

Wednesday, May 1, 2019 at 4:00 pm

Wednesday, October 2, 2019 at 4:00 pm

Questions – Please Contact:

Lee-Ann Tiede, Chairperson

Kevin Kaardal, Superintendent/CEO

Eileen Sadlowski, Secretary-Treasurer

Phone: 250-763-4650

Phone: 250-470-3256

Phone: 250-470-3216

email: lee-ann.Tiede@sd23.bc.ca

email: kevin.kaardal@sd23.bc.ca

email: eileen.sadlowski@sd23.bc.ca

Lee-Ann Tiede, Chairperson



Section Four: Students

480 – RAISING THE BAR: THE THREE-YEAR RULE SECONDARY STUDENT TRANSITIONS AND GRADUATION

The Board of Education provides a wide range of educational opportunities for students as part of their secondary school experience. The diversity of course and program offerings ensures each student can select a course of study to meet graduation requirements. The Board believes students entering grade 10 should strive to complete graduation requirements within three years, however, in certain extenuating circumstances this may not always be possible.

~~The Board believes the three-year rule will:~~

- ~~• Increase the number of students graduating on time, within three years (grades 10 to 12), and in their neighbourhood school.~~
- ~~• Encourage students to have a 'seriousness of purpose' regarding their studies.~~

Students who ~~do~~ are in a situation where they may not complete graduation requirements within the three years, and are under the age of nineteen, will be:

- Notified in the spring of their third year
- A meeting with the student and their parents/guardians will be scheduled
- At the meeting, the family will be provided with an information package which includes:
 - A transition or graduation plan that has been, where applicable, co-planned with the student's parent/guardian.
 - Programs and opportunities for completing graduation. ~~outside the neighbourhood school.~~ These programs may be offered outside their neighbourhood school.
 - ~~An application for exemption of the three-year rule for extenuating circumstances. (See 480A Appendix A – Application for Exemption of the Three-Year Rule).~~

~~If a student's application for exemption from the three-year rule is denied, an appeal may be made to the Superintendent of Schools. (See 480A Appendix B – Appeal of Decision to Deny Three-Year Rule Exemption Application). In the event this appeal is denied, the School Act and School Board policy give parents/students the right to appeal any decision of a school district employee directly to the Board.~~



“Together We Learn”

School District No. 23 (Central Okanagan)

Policies And Procedures

Section Four: Students

The following District resources will be available to the student:

- Distributed Learning
- Counselling
- Adult Education

Date Agreed: February 23, 2005
Date Amended: May 25, 2011
Date Reviewed: April 9, 2014
Related Documents: Form 460, 480A (Appendix A & B)

480 – ~~Raising the Bar: The Three-Year Rule~~
Secondary Student Transitions and Graduation

2 of 2



480A - Raising the Bar: The Three-Year Rule (*Appendix A*)

APPLICATION FOR EXEMPTION OF THE THREE-YEAR RULE

SECTION 1 – Must be completed in full by student

School Currently Attending: _____ Date: _____

Student Name: _____ Birth Date: _____

Parent(s)/Legal Guardian(s) Name: _____

Student's Current Address: _____

Postal Code: _____

Student's Year/Month Entry to Grade 10: _____ Student PEN _____

Application to be exempted from the Three-Year Rule based on the following exception(s):

Please check applicable box to support the exception claim:

- ☐ Serious medical conditions which significantly affect attendance/learning
- ☐ Participation in Board-approved exchange program
- ☐ Enrolment in BCIT, OC, or SSA Program
- ☐ Special Education student with significant learning needs
- ☐ ESL/Landed Immigrant
- ☐ Extenuating Circumstances

SECTION 2 – Must be completed by the student/parent/guardian

Outline the circumstances that you believe warrant the exemption from the Three-Year Rule on the reverse side of this form. Attached documentation may be used to support application.

To the best of my/our knowledge, the information contained on this form and accompanying documentation is correct.

Student/Parent/Guardian Name (Please Print)

Student/Parent/Guardian Signature

Date

SECTION 3 – To be completed at the school level (sign LINE 1 or 2 and LINE 3)

1. Special Education school-based approval ☐ Approved ☐ Denied (*if needed*)

Special Education Teacher Name (Please Print)

Special Education Teacher Signature

Date

2. Extenuating Circumstances ☐ Approved ☐ Denied (*if needed*)

School Based Team Chairperson (Please Print)

School Based Team Chairperson Signature

Date

3. Principal's Verification - this application has been reviewed as per District Policy (*required*)

Principal's Name (Please Print)

Principal's Signature

Date

Any comments: _____

SECTION 4 – Adjudication

EXEMPTION OF THREE-YEAR RULE: ☐ Approved ☐ Denied

Dir. of Student Support Services (when necessary)

Dir. of Student Support Services Signature

Date

Assistant Superintendent
(Please Print)

Assistant Superintendent Signature

Date

Completed Application Forms are to be sent to:
Assistant Superintendent Responsible for the Graduation Program
Central Okanagan Public Schools

1940 Underhill Street, Kelowna, BC V1X 5X7

Telephone: (250) 860-8888

Fax: (250) 860-9799



APPLICATION FOR EXEMPTION OF THE THREE-YEAR RULE

SECTION 5 – Supporting Documentation

Outline the circumstances that you believe warrant the exemption from the Three-Year Rule. Attached documentation may be used to support application.

1. Introduction
 2. Background
 3. Methodology
 4. Results
 5. Conclusion
 6. References
 7. Appendix
 8. Index
 9. Table of Contents
 10. Figure 1
 11. Figure 2
 12. Figure 3
 13. Figure 4
 14. Figure 5
 15. Figure 6
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 17. Figure 8
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SECTION 6 – Appeal Process

I understand that a student who has had their Application for Exemption of the Three-Year Rule Program denied, may appeal first to the Superintendent of Schools and secondly to the Board of Education. According to Board Policy 460 (Appeals Bylaw), I understand that I have the right to appeal any decision of a School District employee to the Board of Education.

Student Signature

Parent/Guardian Signature

Completed Application Forms are to be sent to:
Assistant Superintendent Responsible for the Graduation Program
Central Okanagan Public Schools
1940 Underhill Street, Kelowna, BC V1X 5X7
Telephone: (250) 860-8888 Fax: (250) 860-9799



Section Three: Staff

“Together We Learn”

335 – OCCUPATIONAL HEALTH AND SAFETY

The Board of Education believes that the workplace should be a healthy and safe environment. To achieve this, an Occupational Health and Safety Program has been designed, and will be maintained, to reduce injuries and disease.

In accordance with the Worker's Compensation Act and Regulations, a copy of the District's Occupational Health and Safety Program is available electronically to all staff through the SharePoint portal under District – Programs – Health and Safety.

1. The Board of Education shall be responsible for:
 - 1.1 ensuring the Superintendent of Schools/CEO develops and implements a District Occupational Health and Safety Program;
 - 1.2 establishing policy governing the Occupational Health and Safety Program.
2. The Superintendent of Schools/CEO shall be responsible for:
 - 2.1 ensuring the Health and Safety Program is being maintained;
 - 2.2 conducting an annual review of the Occupational Health and Safety Program in December of each year;
 - 2.3 ensuring that management has knowledge of the Occupational Health and Safety Program.
3. All directors, principals and supervisors are required to:
 - 3.1 provide a healthy and safe environment;
 - 3.2 orientate new workers;
 - 3.3 provide ongoing training of workers;
 - 3.4 participate in regular safety meetings;
 - 3.5 perform inspections and conduct incident investigations;
 - 3.6 correct unsafe acts, health or safety hazards.
4. Workers' responsibilities include:
 - 4.1 learning and following safe work procedures;
 - 4.2 correcting hazards or reporting them to supervisors;
 - 4.3 participating in inspections and incident investigations when required;
 - 4.4 using personal protective equipment where required;
 - 4.5 helping to keep a safe workplace by recommending ways to improve the occupational health and safety program.

Date Agreed: September 23, 1992

Date Amended: September 25, 2002

Date Reviewed/Amended: November 13, 2002

Date Amended: March 26, 2003; June 23, 2010;

November 26, 2014

Date Reviewed: April 6, 2011

Related Documents - WCB Act & Regulations



702 – ABORIGINAL EDUCATION COMMUNITY PARTNERSHIPS

Introduction

The Board of Education acknowledges and honours the traditional territory and history of the Okanagan (Syilx) People and Westbank First Nation as our host band. We also acknowledge the traditional teachings of Elders and the wisdom of their Aboriginal culture.

The Board believes in the importance of partnerships to build on the success of Aboriginal students (K-12) who self-identify as First Nation, Métis and Inuit.

Policy

1. The Board believes the best possible way to support the educational programs for Aboriginal students is through the implementation of the District's Enhancement Agreement. This Enhancement Agreement guides the Aboriginal Education Programming, providing goals to enhance the emotional, spiritual, physical, and intellectual growth of our students.
2. The Board believes that the formation of the following collaborative structures are important to furthering the goals of the Enhancement Agreement:

2.1. ~~District Aboriginal~~ Indigenous Education Council ("Council")

This Council is comprised of representatives from the Board of Education, Westbank First Nation, Okanagan Indian Band, Okanagan Nation Alliance, Kelowna Métis Association, Ki-Low-Na Friendship Society, Lake Country Native Association and the Aboriginal Parent and Family Education Council. The Council is supported by District staff. The Terms of Reference will be posted on the School District website. Council meeting agendas, reports, and minutes will also be posted on the School District website and provided to partner groups.

2.2 ~~District Aboriginal~~ Education Advisory Committee ("Committee")

The Committee's mandate is to assist the ~~Aboriginal~~ Indigenous Education Council in the implementation of the Enhancement Agreement. The Committee assists the Council by identifying programs and service needs and provides input related to designing, implementing, and assessing achievement of all Aboriginal students. The Committee is generally comprised of representatives from Westbank First Nation, Okanagan Indian Band, Okanagan Nation Alliance, Kelowna Métis Association, Métis Child and Family Services, Ki-Low-Na Friendship Society, Lake Country Native Association, En'owkin Center, UBC-O, Okanagan College, and District staff. The Terms of Reference will be posted on the School District website.



"Together We Learn"

School District No. 23 (Central Okanagan)

Policies And Procedures

Section Seven: Community Partnerships

2.3 District Aboriginal Parent and Family Education Council ("Parent Council")

This Parent Council is comprised of parents and families of Aboriginal students and provides feedback to the Council and Committee on the implementation of the Enhancement Agreement.

AMENDMENT

Date Agreed: June 24, 2015

Date Amended:

Date Reviewed:

Related Documents: District Aboriginal Education Council Terms of Reference; District Aboriginal Education Advisory Committee Terms of Reference; Policy 705 – Relations with Parents of Students; Enhancement Agreement (2014-2019)

702 – Aboriginal Education Community Partnerships
Page 2 of 2



Section Four: Students

“Together We Learn”

405R – STUDENT PLACEMENT (REGULATIONS)

1. Placement

A student may enrol in an educational program at any school in our district, providing there is space, as outlined in Sections 2(2) and 74.1 of the *School Act*, this Policy and its Regulations, unless they have been directed to another school for any reason as determined by the Superintendent of Schools or designate.

Once a student has been registered in a school, he/she will be counted as a student of that school.

2. Enrolment Priorities

Priority shall be given to students on the following basis:

- catchment area students who, in the previous year, attended the school;
- catchment area students who, in the previous year, were ‘placed’ by the district in a different school;
- siblings of catchment area students;
- new catchment area students;
- siblings of non-catchment area students currently enrolled in the school;
- non-catchment area students who request to attend the school which is other than their catchment area school;
- non-district area students;
- international students.

The enrolment priorities are applied on a grade by grade basis and are not intended to cause the school to change its grade configuration. Each school is expected to maintain a cohort of students at each grade level offered at the school.

3. Capping

In situations where a grade, class, program or school has reached capacity as set by the Board of Education, capping will be used to relocate students to another school as follows:

3.1 Decisions related to capping of a school will be made by the Board of Education considering the advice of the Superintendent of Schools/CEO, and after consultation with the school community.



Section Four: Students

“Together We Learn”

- 3.2 Decisions related to capping *of a grade* will be made by the appropriate ~~area~~ *family of schools* Assistant Superintendent, in consultation with the parent(s)/student, the two Principals involved and the Director of Operations or designate if necessary.
- 3.3 *Decisions related to deferring a student to a school other than their catchment area school will be made by the appropriate family of schools Assistant Superintendent, in consultation with the parent(s)/student, the two Principals involved and the Director of Operations or designate if necessary.*
- 3.4 The Assistant Superintendent will provide to the Principals a form letter to communicate to parents the relocation of the student to another school and explaining the procedure.
- 3.5 The home catchment area Principal will place students on a chronological waiting list and will notify the parent(s)/student when space becomes available.
- 3.6 When notified that space is available, parent(s) will have the option of returning the student to the catchment area school, either immediately or at the beginning of the new school year, or have the student remain at the school to which he/she was relocated through capping. If the latter is chosen, the parent(s)/student will be responsible for transportation.

4. Non-Catchment Area Student Registrations

- 4.1 Each year, the Board will establish a formal registration period during which time a parent (or a student who is living independently) may seek to be registered at a school or program outside their catchment area in the following school year. Applications for registration will be considered in accordance with the Enrolment Priorities set out in Section 2 above, provided there is space in the school. Applications received after the formal registration period will be considered in September following the procedures identified in 4.2, 4.3 and 4.4 of these Regulations.
- 4.2 Applications for students from outside the school's catchment area will be placed on a chronological waiting list, based on the date and time the registration is received. After the students from within the catchment area have been placed into classes, non-catchment area students may be accepted into the school from the established Registration Priority waiting list.



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- 4.3 The receiving Principal will notify the parent(s) of the acceptance/rejection of the registration and of the student's position on the waiting list by the end of the first week in September.
- 4.4 Once a student is accepted into a school outside of his/her catchment area, siblings of this student will be accepted by established registration priorities and according to space being available.
- 4.5 Applications for transfers of non-catchment area students who are currently enrolled in the Central Okanagan School District Public Schools will be considered on a case-by-case basis taking into account the considerations set out in Section 5.1 of these Regulations. Applications for transfers will not be used to circumvent the Enrolment Priorities for non-catchment area student registration in this Section.

5. Reassignment Registrations

- 5.1 A reassignment of a student may occur if it is deemed to be in the best interest of the student and the school, after consultation with the receiving Principal and the parent(s)/student.
- 5.2 The receiving Principal should notify the parent(s)/student of the decision, at the earliest possible date.

6. Transportation

Transportation to attend a school other than the catchment area school shall be the sole responsibility of the parents, as in Board Policy 470 - *Transportation Services Management* unless the student has been directed to attend another school because of capping, or for any other reason as determined by the Superintendent or designate.

7. Appeals

A student placement decision made in accordance with this Policy and Regulations may be appealed to the Board under Board Policy 460 – *Appeals* and Regulations 460.2R – *Appeals Related to Student Placement*.

Date Agreed: April 23, 1980
Date Amended: February 24, 1982; March 7, 1984; April 24, 1985;
September 28, 1988; February 14, 1990; September 8, 1993; June 7, 2000

Date Reviewed/Amended: November 13, 2002
Date Amended: June 11, 2003; January 14, 2004; February 22, 2006; June 30, 2008;
May 8, 2013; January 27, 2016; February 22, 2017;
Date Reviewed: February 12, 2014
Related Documents: Policy 405, Policy 460, Regulations 460.2R, Forms F405.1, F460



Section Six: School District Facilities

650R – PUBLIC USE OF SCHOOL FACILITIES (REGULATIONS)

1. User Groups

The following identifies the different user groups for the purpose of the Schedule of Rental Fees (Appendix 650A).

- **Group A - Youth/Adult Non-Profit Organizations**
Scouts Canada, Girl Guides of Canada, minor league sports teams whereby all instructors and leaders are volunteers.
Adult meetings of youth organizations, youth activities or courses, adult sports programs or adult recreational teams, private youth recreational activities, registered charitable non-profit organizations and PAC-sponsored events.
- **Group B - Profit Organizations or Commercial Activity**

2. Rental Facilities

For rental purposes, school facilities will be grouped in the following categories:

- gymnasiums - includes auditoriums and theatres;
- classrooms, cafeterias, libraries and school multi-purpose rooms;
- Hollywood Road Education Services conference/meeting rooms;
- playing fields - includes any or all parts of the school grounds.

3. Rental Conditions

- 3.1 All agreements must be signed and paid for before the start of the rental agreement.
- 3.2 Longer term agreements must pay monthly in advance.



Section Six: School District Facilities

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- 3.3 All groups, with the exception of Youth Activities, preschool and after-school care, must start after 4:00 p.m.
- 3.4 The school district calendar runs July - June; therefore all agreements must end by June 30 and be renewed for the next calendar year.

4. Facility Charges

Current charges are outlined in *Schedule of Rental Fees (Appendix 650A)*.

4.1 Administration Fee

An administration fee for each rental agreement (per school) will be charged to all users. A rental agreement that involves more than one school site will be considered a separate agreement for each location.

4.2 Cancellation Fee

A cancellation fee (with more than 72 hours' notice) per rental agreement (per school, per time slot) will be charged to all users who cancel agreements after they are initiated. A rental that involves more than one location requires a separate rental agreement for each location. Rental fees will not be refunded should the cancellation be less than 72 hours' notice.

4.3 Rental Refund

Should the school district cancel a rental period, the renter will be refunded the rental fee for that period and any related custodial charges.

4.4 Weekend and After Hours Surcharge

There will be a surcharge for the opening of a facility on a Saturday, Sunday or holiday.

4.5 Preschool Operation

There will be a monthly charge, per classroom, for preschools operating during school hours.

4.6 After-School Care

There will be a monthly charge, per classroom, for after-school care operating between the hours of 2:30 p.m. and 6:00 p.m.



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4.7 Waiver of Fees

Providing that there are no custodial or security cost requirements, rental charges and administration fees are waived for school extra-curricular activities, meetings of COPAC, COTA, CUPE, COPVPA, PAC and School Planning Councils, school fund-raising events, PAC fund-raising events, staff activities and school-based groups.

4.8 Lining of Fields

When an outside agency requires a school field be lined, the full fee, as set from time to time by the Board of Education, will apply.

5. Custodial Rates

In the event that custodial security is required, the rates as set out in *Schedule of Rental Fees (Appendix 650A)* will apply.

- 5.1 After normal custodial hours from Monday - Friday and during the months of July and August, there will be a charge per hour (minimum four-hour call-out in July and August).
- 5.2 On Saturdays and Sundays there will be a charge per hour for a custodian (minimum four-hour call-out).

6. Equipment Use

- 6.1 Use of equipment within the school facilities will be at the discretion of the principal of the school.

7. Special Regulations

- 7.1 The Board reserves the right, on application, to waive or adjust the rental fees.
- 7.2 The Superintendent of Schools, in consultation with the principal concerned, may vary or waive the prescribed rental fee when they wish to foster good school/community relations.



Section Six: School District Facilities

"Together We Learn"

8. Supervision and Clean-up Charges

- 8.1 A school district employee must be on site at all times during the rental period for all after-school uses of a school building, but the organization authorized to use the facilities shall assume full responsibility for supervision of the activity.
- 8.2 No direct payment to school district personnel is to be made by the organization for the use of the facilities.

9. Alcohol and Cannabis in School Buildings and on School Grounds

The consumption of alcohol is not permitted within District facilities or on District property during school hours or at any time in the presence of students. The consumption of cannabis is not permitted within District facilities or property at any time.

9.1 Although the consumption of alcohol is not permitted in District buildings or property during instructional hours, special permission may be requested to serve alcohol outside of school hours.

9.2 The consumption of cannabis will not be considered at any time on District property or in District facilities.

9.3 On special request, the Secretary-Treasurer may permit the serving of alcohol at an event provided such approval is obtained in advance and appropriate licensing is obtained by the sponsor of the event. The following terms and conditions must be in place:

9.3.1 The authorization of the Principal must accompany all rental requests that involve the consumption of alcohol.

9.3.2 A copy of the Special Event Permit and a copy of at least one "Serving It Right" Certificate must be submitted.

9.3.3 A security deposit of \$1,000 may be required.

9.3.4 The security deposit, minus costs to repair any damages, will be returned to the group after the rental.

10. Terms and Conditions

- 10.1 All rentals of school facilities shall be covered by the prescribed rental agreement and administered through the office of the Secretary-Treasurer.



Section Six: School District Facilities

- 10.2 Any damage to school district property will be repaired by the school district at the expense of the organization using the facilities.
- 10.3 No sprinklers and other irrigation equipment can be moved or tampered with.
- 10.4 School equipment shall not be removed without special agreement.
- 10.5 No school buildings shall be used for dances, unless they are school dances sponsored by the school or parent advisory council.
- 10.6 No alcohol, cannabis product use, smoking or vaping are permitted in any part of the school buildings or anywhere on school property (Policy 640: Smoke-Free Environment).
- 10.7 The principal of the school concerned shall be consulted before any rentals are finalized.
- 10.8 Any organization or commercial enterprise wishing to use a school, or intending to put on a show in conjunction with a school, will be referred to the Secretary-Treasurer or designate before commitments of any nature are made.
- 10.9 Any film production company requesting access to our facilities for filming purposes must contact the ~~School District No. 23~~ Central Okanagan Public Schools Rental Department (at least 30 days prior to filming), and provide a copy of the script and specific filming requirements. Prior to approval, the Secretary-Treasurer or designate will review the script to ensure that the contents are respectful of the values of ~~School District No. 23 (Central Okanagan)~~ Central Okanagan Public Schools. The Secretary-Treasurer or designate will also determine if the District is able to accommodate filming requirements. Upon receiving approval for filming, the production company must meet with the site-based administrator/supervisor to ensure filming will not interfere with student learning or staff responsibilities. Prior written approval must be obtained and submitted to the school Principal for any students or staff involved in the production of the movies.

Date Agreed: April 23, 1980

Date Amended: November 14, 1984; December 9, 1987; June 29, 1989;
January 10, 1996; June 11, 1997; May 8, 2002;

Date Reviewed/Amended: November 13, 2002; June 25, 2014;

Date Amended: May 26, 2004; September 27, 2007; November 12,
2008; June 24, 2009; June 26, 2013; October 24, 2018

Related Document: Policy 640, 650, 650A



Section Two: School District Administration

220 – PRINCIPALS AND VICE-PRINCIPALS: SELECTION, APPOINTMENT AND TRANSFER

Introduction

The Board of Education recognizes the important role of principals/vice-principals in ensuring the provision of quality educational programs to students. The Board is therefore committed to ensuring that the best candidates for principal and vice-principal positions are selected and placed to best meet the needs of the school.

Policy

1. Selection of New Principals and Vice-Principals

The Board believes that, wherever practical, representatives of the school community will be consulted as part of the selection process. In arriving at its final decision on the appointment of a principal/vice-principal, the Board will generally work within the following framework.

- 1.1 The Superintendent will develop a profile and selection process for a principal/vice-principal's position.
- 1.2 The Superintendent will prepare an advertisement, taking into consideration the profile, which will be advertised externally as well as internally. In addition, the Superintendent will develop the shortlist of applicants who will be interviewed by the Selection Committee.
- 1.3 The Selection Committee, comprised of senior staff appointed by the Superintendent and two Trustees appointed by the Board Chair, will interview the shortlisted candidates and recommend a candidate to the Board for consideration.

2. Appointment of Principals and Vice-Principals to New School Sites

- 2.1 The Board authorizes the Superintendent to have the principal, and in some cases the vice-principal, begin their assignment before the opening of a new school.
- 2.2 The commencement date of the assignment will be at the discretion of the Superintendent (after consultation with the principal/vice-principal).



Section Two: School District Administration

3. Transfer

- 3.1 The Board accepts that a periodic change of assignments of principals and vice-principals between schools may be beneficial to these individuals as well as to the school district as a whole. Conversely, too many changes may be detrimental to both the principals and vice-principals and the school.
- 3.2 The Board further believes that each principal/vice-principal has specific administrative/supervisory strengths. A transfer of a principal/vice-principal enables many schools to benefit from these strengths, and also allows for growth of the individual.
- 3.3 The Board therefore directs that the Superintendent review principal/vice-principal assignments and make recommendations to the Board regarding possible transfers.

Date Agreed: February 23, 1994

Date Amended: June 7, 2000

Date Reviewed/Amended: November 13, 2002

Date Amended: May 11, 2005; February 23, 2011

Date Reviewed: November 12, 2014

Related Documents: School Act Sec. 15, Regulation 220R

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Selection, Appointment and Transfer

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Section Two: School District Administration

220R – PRINCIPALS AND VICE-PRINCIPALS: SELECTION, APPOINTMENT AND TRANSFER (REGULATIONS)

The Board of Education is committed to ensuring that the candidates available for principal/vice-principal positions are hired and placed appropriately. Therefore, in reviewing these assignments, the following will be considered by the Superintendent of Schools:

1. The usual minimum period for assignment to a school will be three years.
2. A principal/vice-principal will be considered for a transfer if he/she has strengths deemed desirable at the new location.
3. A principal/vice-principal will not be transferred merely because he/she is having difficulties in his/her present position.
4. A principal/vice-principal requesting to be transferred to another administrative position should express their interest in writing to the Director of Instruction - Human Resources by January 31 in the school year before the move being requested.

Prior to the transfer or new appointment of a principal, the Superintendent or designate will meet with the staff, Parent Advisory Council and (where appropriate) students to seek input.

Date Agreed: February 23, 1994;
Date Amended: June 7, 2000

Date Reviewed/Amended: November 13, 2002
Date Amended: May 11, 2005; February 23, 2011; June 22, 2016
Date Reviewed: November 12, 2014
Related Documents: Policy 220

220R - Principals and Vice-Principals:
Selection, Appointment and Transfer
(Regulations)
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