



Chilliwack  
School District

# BOARD POLICY MANUAL

## (REVISED & UPDATED)

The Board of Education is currently reviewing its Bylaws and Policies to ensure they are current and functional, and that they align with the School Act, Regulations and Orders in Council, and Ministerial Orders. All Policies in this Board Policy Manual (Revised & Updated) have been completed.



**BYLAWS**

<b>BYLAW 1:</b>	<b>BOARD BYLAW PROCEDURES</b>
<b>BYLAW 2:</b>	<b>TRUSTEE ELECTIONS</b>
<b>BYLAW 3:</b>	<b>INDEMNIFICATION</b>
<b>BYLAW 4:</b>	<b>APPEAL PROCEDURES</b>
<b>BYLAW 5:</b>	<b>BOARD MEETING PROCEDURES</b>

THE BOARD OF EDUCATION  
OF SCHOOL DISTRICT NO. 33  
(CHILLIWACK)  
Board Bylaws



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## BYLAW 1 BOARD BYLAW PROCEDURES

A BYLAW OF THE BOARD OF EDUCATION OF SCHOOL DISTRICT NO. 33 (Chilliwack) (hereinafter called "the Board") to establish Board Bylaws.

WHEREAS the *School Act* provides that the Board may deal with such matters by bylaw.

AND WHEREAS the Board wishes to enact procedures regarding Board Bylaws.

NOW THEREFORE the Board enacts as follows:

This bylaw may be cited as School District No. 33 (Chilliwack) Board Bylaw 1 – Bylaw Procedures.

The definitions contained in the *School Act* shall apply to this bylaw.

1. The following matters shall be dealt with only by bylaw.
  - 1.1. Trustee Elections
  - 1.2. Indemnification
  - 1.3. Student or Parent/Guardian Appeal Procedures
  - 1.4. Adoption of the Annual or Amended Annual Budget
  - 1.5. Referendums
  - 1.6. Capital Bylaws
  - 1.7. Ordinary rules or procedures of the Board and rules relative to the organization of meetings of the Board
  - 1.8. Acquisition or Disposal of Property
2. Bylaws may be adopted, amended and repealed in accordance with the process identified below:
  - 2.1. Written notice will be provided in the agenda package of the meeting where the new bylaw, bylaw amendment or bylaw repeal is to be proposed. The notice will be sent to each Trustee by email, using the school district provided email account, at least 48 hours in advance.
  - 2.2. If no such notice has been given, the proposal may move forward upon unanimous vote of members of the Board present.
  - 2.3. Bylaws shall normally be dealt with in the following stages:
    - 2.3.1. first reading – discussion of the principle of the bylaw
    - 2.3.2. second reading – debate and/or amendment
    - 2.3.3. third reading - consideration and final decision

- 2.4. The Board shall not give a bylaw more than two readings at any one meeting unless the members of the Board who are present at the meeting unanimously agree to give the bylaw all three readings at the meeting.
- 2.5. A bylaw may be withdrawn at any stage with unanimous consent of members of the Board present.
- 2.6. The Secretary-Treasurer shall certify on a copy of each bylaw the readings and the times thereof and the context of any amendment passed.
- 2.7. Bylaws or amendments to bylaws shall be approved by a majority vote of Trustees present.

READ A FIRST TIME THE 1<sup>st</sup> day of June 2021

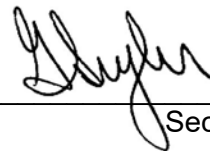
READ A SECOND TIME THE 1<sup>st</sup> day of June 2021

READ A THIRD TIME, RECONSIDERED AND ADOPTED THE 1<sup>st</sup> day of June 2021



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Board Chair



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Secretary Treasurer

## BYLAW 2 TRUSTEE ELECTIONS

A BYLAW OF THE BOARD OF EDUCATION OF SCHOOL DISTRICT NO. 33 (Chilliwack) (hereinafter called "the Board") to provide for the determination of various procedures for the conduct of general school elections and other trustee elections.

WHEREAS under the *School Act* a Board of Education may, by bylaw, determine various procedures and requirements to be applied in the conduct of trustee elections.

In School District No. 33 (Chilliwack), trustee elections are held in the following trustee electoral areas:

Trustee electoral area description:	# of trustees
City of Chilliwack	7
Electoral Area D, Fraser Valley Regional District	
Electoral Area E, Fraser Valley Regional District	
Electoral Area H, Fraser Valley Regional District	

NOW THEREFORE the Board enacts as follows:

This bylaw is cited as School District No. 33 (Chilliwack) Trustee Elections Bylaw 2.

The Board wishes to establish various procedures and requirements under the authority of the *School Act* for trustee elections.

The Board of Education shall be comprised of seven members elected at large throughout the School District under the provisions of the *School Act* and the *Local Government Act*.

The Board has entered into an agreement with the City of Chilliwack and the Fraser Valley Regional District to conduct its elections. Therefore, the Board provides that the bylaws of the local government respecting elections apply to trustee elections.

The Board, in an open meeting of the Board, enacts as follows:

1. Definitions:

The terms used in this bylaw shall have the meanings assigned by the *School Act*, the *Local Government Act*, and the *Local Elections Campaign Financing Act*, except as the context indicates otherwise.

"Board" means the Board of Education of School District No. 33 (Chilliwack);

"by-election" means a trustee election to fill a vacancy on the board in any of the circumstances described in sections 36 of the *School Act*,

“election” means a trustee election; and

“general voting day” means the date on which general voting for a trustee election is to take place, whether part of the general school elections or a by-election.

2. This bylaw applies to both general school elections and by-elections, except as otherwise indicated.
3. Following the filing of nomination papers, the Superintendent will act impartially to make information available to all candidates regarding the school system.
4. The order of names of candidates on the ballot will be determined by lot.
5. In the event of a tie vote after a judicial recount, the tie vote will be resolved by lot in accordance with the *Local Government Act*.

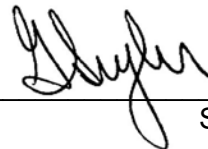
READ A FIRST TIME THE 1<sup>st</sup> day of June 2021

READ A SECOND TIME THE 1<sup>st</sup> day of June 2021

READ A THIRD TIME, RECONSIDERED AND ADOPTED THE 1<sup>st</sup> day of June 2021



Board Chair



Secretary Treasurer

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## BYLAW 3 INDEMNIFICATION

A BYLAW OF THE BOARD OF EDUCATION OF SCHOOL DISTRICT NO. 33 (Chilliwack) (hereinafter called "the Board") to establish Board indemnification.

WHEREAS the *School Act* provides that the Board shall deal with such matters by bylaw.

AND WHEREAS the Board wishes to enact an indemnification bylaw.

NOW THEREFORE the Board enacts as follows:

This bylaw may be cited as School District No. 33 (Chilliwack) Indemnification Bylaw 3.

The definitions contained in the *School Act* shall apply to this bylaw.

**1. Interpretation:** In this bylaw:

- a. "trustee" means a member of the Board of Education of School District No. 33 (Chilliwack);
- b. "officer" means a Superintendent, Assistant Superintendent, Secretary-Treasurer, Assistant Secretary Treasurer or Director;
- c. "employee" means all excluded staff, school-based administrators, teachers and nonteaching personnel other than officers;
- d. reference to a trustee, officer or employee includes a former trustee, officer or employee; and
- e. wherever the singular is used in this bylaw, the same shall be construed as meaning the plural, or the body corporate whenever the context so requires.

**2. Indemnification**

- a. The provisions of this indemnification bylaw apply where, in the opinion of the Board, acting reasonably, the trustee, officer or employee had reasonable grounds to believe their conduct was lawful.
- b. The Board shall indemnify a trustee, an officer or an employee of the Board against a claim for damages against the trustee, officer or employee arising out of the performance of their duties, and, in addition, pay the actual costs incurred by the trustee, officer or employee in a court proceeding arising out of the claim, except as otherwise provided for in this bylaw.
- c. The Board shall indemnify a trustee, an officer or an employee where an inquiry under the *Public Inquiry Act* or other proceedings involving the administration and conduct of the business of the school district, and also pay legal costs incurred in such inquiries or proceedings, except as otherwise provided in this bylaw.

3. **Contracts:** This bylaw refers to officer and employee employment contracts, including collective agreements, now in force or in force in the future.
4. **Exclusions:** In the event that insurance coverage is available with respect to the liability of the trustee, officer or employee, the Board shall not indemnify the trustee, officer or employee as the case may be.

The Board shall not indemnify a trustee, officer or employee against:

- a. fine, penalty or order imposed as a result of a conviction for an offence;
  - b. legal fees incurred as a result of prosecution where the trustee, officer or employee is convicted of an offence or obtains a conditional or absolute discharge;
  - c. liability and/or legal fees arising in respect of allegations of harassment unless the Board agrees to the contrary, by an affirmative vote of a majority of its members;
  - d. liability and/or legal fees resulting from proceedings initiated pursuant to the *Teachers Act* unless the Board agrees to the contrary, by an affirmative vote of a majority of its members;
  - e. legal fees incurred in an appeal of any conviction, sentence, judgment or order unless the Board agrees to the contrary, by an affirmative vote of a majority of its members;
  - f. legal fees and/or liability resulting from an action or any other proceeding taken by the Board against the trustee, officer or employee, or as a result of an action or proceeding taken by the trustee, officer or employee against the Board;
  - g. liability and/or legal fees incurred by a trustee where there has been a determination by a Court that the trustee knowingly contravened the *School Act* or other legislation;
  - h. liability and/or legal fees incurred by a trustee, officer or employee where there is a determination by a Court that the trustee, officer or employee knowingly permitted and/or authorized an expenditure not otherwise authorized by an enactment;
  - i. liability incurred by a trustee resulting from any restitution ordered pursuant to the *School Act*; and
  - j. those matters for which the Board, pursuant to its authority under the *School Act*, may seek indemnity from an employee.
5. **Legal Counsel:** For those matters provided in Section 2 of this bylaw, and not excluded by Section 4, the trustee, officer or employee may either:
    - a. retain legal counsel appointed by the Board, in which case legal counsel shall be paid for and directed by the Board;
    - b. retain legal counsel chosen by the trustee, officer or employee, in which case the Board shall have the right to:
      - i. approve, in advance, any agreement for legal fees and disbursements;
      - ii. pay all or part of the legal fees and disbursements and to set a maximum for legal fees and disbursements;
      - iii. direct the defense and to settle or compromise the claim or action;



- iv. tax the account of the legal counsel and the trustee, officer or employee agrees to include such a term in the agreement with their counsel; and
- v. determine whether or not the trustee, officer or employee will be reimbursed by the Board for legal fees or any portion of the legal fees that have been paid by the trustee, officer or employee prior to the approval of the Board.

6. **Amounts Payable:** Any amount that may be payable by the Board shall be reduced by any court costs awarded to the trustee, officer or employee.
7. **Advancing Legal Costs:** The Board shall give consideration to advancing legal costs to the trustee, officer or employee prior to the final resolution of a claim or action in order to prevent undue hardship. When the Board advances such costs to a trustee, officer or employee, the trustee, officer or employee shall provide written authorization for the Board to deduct an amount equivalent to the costs advanced from future funds payable to the trustee, officer or employee by the Board.

The authorization shall only be used by the Board if it is determined at a later date that the trustee, officer or employee is not entitled to be indemnified pursuant to the terms of this bylaw.

8. **Severability:** If any section or lesser portion of this bylaw is held invalid, the invalidity shall not affect the validity of the remaining portions of this bylaw.

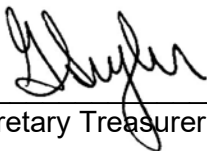
READ A FIRST TIME THE 15th day of June 2021

READ A SECOND TIME THE 14<sup>th</sup> day of September 2021

READ A THIRD TIME, RECONSIDERED AND ADOPTED THE 5<sup>th</sup> day of October 2021



Board Chair



Secretary Treasurer

THE BOARD OF EDUCATION  
OF SCHOOL DISTRICT NO. 33  
(CHILLIWACK)  
Board Bylaws

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## **BYLAW 4 APPEAL PROCEDURE**

A BYLAW OF THE BOARD OF EDUCATION OF SCHOOL DISTRICT NO. 33 (Chilliwack) (hereinafter called "the Board") to establish the procedure for appeals under Section 11 of the School Act.

WHEREAS Section 11 of the School Act and School Act Regulation 24/08 provides that a parent/guardian/caregiver and/or student in the School District may appeal a decision of an employee or employees of the Board if that decision significantly affects the education, health or safety of the student;

WHEREAS the Board wishes to enact the process for the conduct of such appeals;

AND WHEREAS the Board believes that the resolution of concerns is best addressed at the point the concern occurred and appeals will generally not be heard unless the appellants have made efforts to resolve the issue with the decision-maker;

NOW THEREFORE the Board enacts as follows:

This bylaw may be cited as School District No.33 (Chilliwack) Appeal Procedure Bylaw 4.

The definitions contained in the School Act shall apply to this bylaw.

### Fairness Principles

1. Students/parents/guardians/caregivers can expect fairness in the appeals process, including:
  - 1.1. the right to be heard,
  - 1.2. the right to adequate notice and timely receipt of relevant information,
  - 1.3. being provided with reasons for decisions,
  - 1.4. an impartial decision maker,
  - 1.5. a respectful process, free from retaliation, and
  - 1.6. confidentiality throughout the process.

### Decisions Which May Be Appealed

2. The Board of Education recognizes the right of a student and/or parent/guardian/caregiver of a student under Section 11 of the School Act to appeal a decision of an employee of the Board where such decision significantly affects the education, health or safety of the student.
3. A "decision" for the purposes of this bylaw includes the failure of an employee to make a decision.
4. Examples of grounds for appeal include, but are not limited to:
  - 4.1. disciplinary suspension from school;

- 4.2. suspension from an educational program, if no other educational program is provided by the board;
- 4.3. expulsion from an educational program;
- 4.4. refusal to offer an educational program to a student who is sixteen (16) years of age or older;
- 4.5. requirement to complete all or part of an educational program by distributed learning, or in an alternate program, as a disciplinary measure, where space and facilities are available in a school;
- 4.6. exclusion from school for a health condition;
- 4.7. failure to provide an Individual Education Plan to a student with special needs;
- 4.8. failure to offer to consult with a parent/guardian/caregiver regarding the placement or Individual Education Plan of a student with special needs;
- 4.9. denial of an educational program by failure to take action in respect of a complaint of bullying, intimidation, harassment, racism or threat or use of weapons or violence by one or more students against another student; and
- 4.10. any other decision that, in the opinion of the Board, significantly affects the education, health or safety of a student.

#### Refusal to Hear Appeals

5. The Board may refuse to hear an appeal where:
  - 5.1. the appeal has not been filed within a reasonable time of the decision being appealed;
  - 5.2. the student or parent/guardian/caregiver appealing the decision has not first discussed the decision being appealed with any persons identified by the Board; or
  - 5.3. the Board determines that the decision does not significantly affect the student's education, health or safety, including school placement.

#### Before Filing an Appeal

6. Before an appeal is filed, it is the Board's expectation that the student and/or parent/guardian/caregiver will discuss (present the concern verbally) the issue in dispute in a constructive manner with those responsible at the school or district level.
  - 6.1. The Board encourages the use of the following steps before an appeal is filed:
    - Step 1: The student and/or parent/guardian/caregiver will discuss the issue with the teacher/employee who made the decision.
      - a. The teacher/employee will review information and will inform the parent/guardian/caregiver of their decision within one week.
    - Step 2: Should the decision in 7.1.1 be unsatisfactory, the student and/or parent/guardian/caregiver will discuss the issue with the principal where the decision was made at the school level, or the responsible administrator, where the decision was made at the district level; and
      - a. The principal or administrator will review information and will make a decision within one week.
    - Step 3: The student and/or parent/guardian/caregiver will discuss the issue with the Superintendent and/or administrator(s) appointed by the Superintendent.
      - a. The Superintendent or administrator will review information and will make a decision within one week.

- 6.2. The Principal's/Administrator's/ Superintendent's decision at Step 2 or 3, will be provided in writing, with reasons for the decision, along with a copy of the Board Appeal Procedure Bylaw 4.
  - 6.3. Notwithstanding the above, an appellant may file a formal appeal at any point in the process.
7. In order to facilitate resolution of an issue, the district can provide the services of an uninvolved staff member as a navigator and/or provide interpretive services.

#### Time Limit for Filing an Appeal

8. An appeal must be filed within thirty (30) days of the date the student or parent/guardian/caregiver was informed of the final decision in accordance with section 8 above.
  - 8.1. If the student or parent/guardian/caregiver initiating the appeal (the "appellant") can demonstrate that there are reasonable grounds to extend this time limit, the Board will consider same.
9. Upon receipt of the notice of appeal, it will be immediately forwarded to the Board, and the appellant will be notified of same.

#### Filing an Appeal

10. An appeal shall be initiated by filing a notice of appeal in writing with the Secretary Treasurer.
  - 10.1. The notice of appeal shall include the following information:
  - 10.2. the name, address, email address (if applicable), and telephone phone number of the appellant, including the student's name, school, grade level;
  - 10.3. a description of the decision that is being appealed and its effect on the education, health or safety of the student;
  - 10.4. the name of the employee who made the decision;
  - 10.5. the date the appellant was informed of the decision being appealed;
  - 10.6. the grounds of the appeal and the action requested; and
  - 10.7. the steps that the appellant has taken to discuss the matter directly with the person who made the decision or with other school or district employees.
11. The district will provide assistance with preparing an appeal if requested
  - 11.1. An Appeal Form is available, but not mandatory, provided the information in 12 is provided.
12. Upon receipt of the appeal, the appellant will be provided with details regarding:
  - 12.1. confidentiality and information-sharing;
  - 12.2. a description of how appeal will be conducted, such as an in-person hearing, through written submissions, or both;
  - 12.3. how and to whom appeal submissions can be made and a main, neutral contact person;
  - 12.4. who (what position(s), name of committee) will conduct the review, and how the district ensures an unbiased decision maker will be assigned; and

- 12.5. any time limits within the appeal process such as when an individual must submit all evidence to be considered on appeal, or time limits for a response to a request for additional information.
13. Where the appellant is a student under the age of nineteen (19) years, the Board shall provide a copy of the notice of appeal to the parent/guardian/caregiver (s) of the student.
14. The Secretary-Treasurer will, upon receiving the notice of appeal, notify the Board, the Superintendent, and the employee whose decision is being appealed.
15. The Superintendent may appoint a person to be responsible for carrying out the responsibilities of the Superintendent under this Bylaw.

#### Pre-Hearing Procedure

16. The Secretary-Treasurer or their designate is responsible for reviewing the notice of appeal and for communicating with the appellant and others on matters related to the appeal.
17. Where, in the opinion of the Secretary-Treasurer, the appeal does not comply with the requirements for an appeal established under this Bylaw or Section 11 of the School Act (e.g. it is not a decision of an employee which significantly affects the student's education, health or safety; the appeal was not filed in a timely manner), the Secretary-Treasurer shall refer the preliminary matter to the Board for a determination.
  - 17.1. The Board may ask for written submissions from the appellant and/or the Superintendent on the preliminary matter.
18. The Board shall notify the appellant and the Superintendent of any preliminary decision it may make, including a refusal to hear the appeal.
  - 18.1. The Board will make a preliminary decision, if required, within 10 working days of receipt of the appeal.
  - 18.2. The Board's preliminary decision not to hear an appeal is final.
19. The Board shall inform appellants of the preliminary decision, provide reasons for the decision and where the decision is not favourable to the appellant, provide information about the next level of appeal.
20. Where, in the opinion of the Secretary-Treasurer, there is no preliminary matter to be determined, arrangements will be made for the hearing of the appeal by the Board.
21. Prior to the date established for the hearing of the appeal, the Superintendent will provide a report to the Board regarding the matter under appeal. The appellants and the employee whose decision is being appealed shall receive a copy of this report.
22. The Board may, prior to the Board hearing the appeal or at any other time, require the appellant discuss the decision being appealed with persons directed by the Board.
23. The Board may make any interim decision it considers necessary pending the disposition of the appeal.

## Board Hearing

24. The Board may hold an oral hearing in respect of the appeal and/or may decide the appeal based upon written submissions. Oral hearings, and sessions to consider written materials will be held in an in-camera session.
  - 24.1. The Board shall advise the appellant, the Superintendent and the employee whose decision is being appealed, whether the appeal will be determined based upon written submissions and/or an oral hearing and on any directions established for the hearing of the appeal, including the time frame for oral and/or written submissions.
25. Where the Board decides to hold an oral hearing, the appellant, the Superintendent and the employee whose decision is being appealed, shall be provided with written notice of the date, time and location of the hearing. The correspondence will outline the purpose of the hearing which is to provide:
  - 25.1. an opportunity for the parties to make representations in support of their respective positions to the Board. This information may include medical, psychological, and educational data and may be presented by witnesses. The information may be both written and verbal;
  - 25.2. the Board with the means to receive information and to review the facts of the dispute; and,
  - 25.3. a process through which the Board can reach a fair and impartial decision.
26. The Superintendent and/or designate(s) will have an opportunity to explain the decision, the reasons for the decision and to respond to information presented by the appellant.
27. The appellant will have an opportunity to respond to the information presented by the Superintendent or designate(s).
28. The Board will have the opportunity to ask questions or request clarification from both parties.
  - 28.1. No cross examination of the parties shall be allowed, however, the Board may ask questions of any person appearing at the appeal hearing.
29. The Board shall consider any requests for adjournments in relation to the hearing of appeals and will notify the parties in writing of their decision regarding the adjournment.
30. The Board may adjourn the hearing at any time to obtain additional information where it considers such information would assist the Board in determining the appeal. If the Board requires additional information or clarification in order to make its decision, both parties to the appeal will be requested to return to the hearing for the required information.
31. During the appeal process, the appellant may be accompanied by an advocate, support person and/or interpreter/translator.
32. Notes of the proceedings, excluding Board deliberations, will be recorded for the purpose of the Board's records.

## Decision

33. The Board shall make any decision that it considers appropriate in respect of the matter that is being appealed and any preliminary matters.

34. The Board shall decide the appeal based on the oral and/or written submissions presented to it and any other information obtained by the Board in accordance with this Bylaw.
35. The Board must make a decision within 45 days from the date the notice of appeal was received.
36. The Board shall promptly notify the appellant, the Superintendent and the employee whose decision was appealed of the decision of the Board and shall provide written reasons for the decision within five days of the conclusion of the Board hearing.
37. An appellant may have a right to appeal a decision of the Board made under this Bylaw to the Student Appeals Branch of the Ministry of Education.

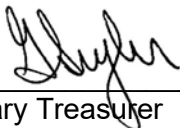
Postal Address: Registrar, Student Appeals  
Ministry of Education, Student Appeals Branch  
PO Box 9146 Stn Prov Govt,  
Victoria, BC V8W 9H1

Email EDUC.studentappeals@gov.bc.ca  
Telephone 1-877-387-8037 or 250-387-8037  
Website <https://www2.gov.bc.ca/gov/content/education-training/k-12/support/student-disputes-and-appeals>

READ A FIRST TIME THE 7<sup>th</sup> day of December 2021  
READ A SECOND TIME THE 7<sup>th</sup> day of December 2021  
READ A THIRD TIME, RECONSIDERED AND ADOPTED THE 8<sup>th</sup> day of February 2022



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



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Secretary Treasurer

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## BYLAW 5 BOARD MEETING PROCEDURES

A BYLAW OF THE BOARD OF EDUCATION OF SCHOOL DISTRICT NO. 33 (Chilliwack) (hereinafter called "the Board") to establish Board meeting procedures.

WHEREAS the *School Act* provides that the Board may deal with such matters by bylaw.

AND WHEREAS the Board wishes to enact meeting procedures to ensure that meetings shall be conducted in a democratic and expeditious manner, with an intent to serve students and the public.

NOW THEREFORE the Board enacts as follows:

This bylaw may be cited as School District No. 33 (Chilliwack) Board Meeting Procedures Bylaw 5.

### 1. Oath of Office, Inaugural Meeting and Election of Board Officers

- 1.1. A person elected or appointed as a Trustee must take a prescribed oath of office, by oath or solemn affirmation, within the timelines outlined in the *School Act*, before taking their seat on the Board.
- 1.2. After the general local election of Trustees, the Secretary Treasurer will convene a first meeting of the Board as soon as possible and, in any event, within 30 days from the date that the new Board begins its term of office.
- 1.3. The Secretary Treasurer will call the meeting to order and will preside until a Chair has been elected.
- 1.4. The Secretary Treasurer will announce the results of Trustee elections and confirm that all Trustees have taken the oath of office, or will administer or cause the oath of office to be administered.
- 1.5. The Secretary Treasurer will call for nominations for the position of Board Chair.
  - 1.5.1. Trustees may not nominate themselves.
  - 1.5.2. Nominations do not require a seconder.
  - 1.5.3. After each nomination, the Secretary Treasurer will request that each candidate accept or decline their nomination.
  - 1.5.4. Once nominations are closed, Trustees, who have accepted a nomination, may address their colleagues for two minutes.
  - 1.5.5. Trustees who are not elected for one office may accept a nomination for another office.
- 1.6. The Secretary Treasurer will then conduct a vote by secret ballot. The Secretary Treasurer may designate one or more staff members as scrutineers to count the ballots. A person



receiving a clear majority of votes cast shall be elected Board Chair. If no person receives a majority, further ballots will be taken.

- 1.6.1. If more than two candidates are on a ballot and no majority is reached, then candidate/s with one vote will be eliminated from the next ballot.
  - 1.6.2. In the event of a 3-2-2 vote the Trustees with two votes will be on a separate ballot and the winner will be included in a final ballot with the Trustee who received three votes.
  - 1.6.3. The Secretary Treasurer will declare the duly elected Chair of the Board for the ensuing year and will vacate the Chair.
  - 1.6.4. All ballots shall be destroyed by motion of the Board.
- 1.7. Upon assuming the chair, the Board Chair will call for nominations for Vice-Chair, and then for the BCSTA Provincial Councilor and BCPSEA representative (and their alternates) for the ensuing year and will conduct each election in the same manner as described in 1.5 and 1.6 above.
  - 1.8. The Chair and Trustees serve at the pleasure of the Board or until the annual special meeting in the following December.

## **2. Annual Special Meeting and Election of Board Officers**

- 2.1. In the years when no inaugural meeting is required, an annual special meeting of the Board will be held no later than the second Tuesday in December. The Secretary Treasurer will preside as Chair at the meeting to elect a chair as per 1.5 and 1.6 above. When the Board Chair is elected, the Chair will then proceed as per 1.7 above.

## **3. Meetings of the Board - General Provisions**

- 3.1. Annually, the Board of Education will determine the schedule of Board meetings for the following school year.
- 3.2. All meetings will begin with an acknowledgement of Traditional Stó:lō Territory.
- 3.3. A quorum of the Board is a majority of the Trustees holding office at the time of the meeting.
- 3.4. Any Trustee with a conflict of interest shall immediately declare so and leave the meeting or the part of the meeting during which the matter is under consideration.
- 3.5. At the appointed time for commencement of a meeting, the presiding officer will ascertain that a quorum is present before proceeding to the business of the meeting. If a quorum has not been made within one-half hour after the appointed time, the meeting shall stand adjourned until the next meeting date or until another meeting has been called in accordance with this Bylaw.
- 3.6. In the event both the Chair and Vice Chair are absent, a chair will be decided by drawing of lots of those trustees willing to have their name stand.

- 3.7. After a meeting has commenced, if notice is drawn to a lack of quorum, the presiding officer shall adjourn the meeting to the next regular meeting date or to another meeting called in accordance with this Bylaw.
- 3.8. Meetings of the Board shall be conducted in accordance with this Bylaw and, where the Bylaw is silent, using Robert's Rules of Order, Newly Revised.
- 3.9. A motion, when introduced, brings business before the meeting.
  - 3.9.1. The presiding officer may divide a motion containing more than one subject and it will be voted on in the form in which it is divided.
  - 3.9.2. A replacement or substitute motion or an amendment should be worded in a concise, unambiguous, and complete form and, if lengthy or complex, should be provided in writing. Staff can provide assistance with wording, if requested.
  - 3.9.3. All debateable motions shall be seconded.
- 3.10. Wherever possible, requests for information are to be addressed prior to the question being considered.
- 3.11. Debate shall be strictly relevant to the question before the meeting and the presiding officer will advise speakers when violating this rule.
  - 3.11.1. Speakers shall be recognized by the Chair and will address remarks to the Chair.
  - 3.11.2. Each Trustee has the right to speak twice on the same question on the same day but cannot make second comments so long as any Trustee who has not spoken on that question desires to speak. No Trustee shall speak for more than three minutes at one time.
  - 3.11.3. Debate may be extended, subject to a motion requiring a majority vote.
- 3.12. A matter of privilege (a matter dealing with the rights or interests of the Board as a whole or of a Trustee personally) may be raised at any time and will be dealt with forthwith before resumption of business.
- 3.13. No Trustee shall interrupt another Trustee who has the floor except to raise a point of order or a point of privilege, or to disclose a conflict of interest.
- 3.14. It is expected that all Trustees present at a duly constituted meeting of the Board will vote on each motion, unless a Trustee has a declared conflict of interest, in which case the Trustee must not vote.
  - 3.14.1. The Board chair shall vote at the same time as other Trustees.
  - 3.14.2. Voting, unless elsewhere stipulated, shall be by show of hands. The record will indicate Trustees in favour, opposed or abstained for each motion.
- 3.15. The Board-approved written minutes are the official record of a meeting.

#### **4. Regular Public Meetings**

- 4.1. Regular Board meetings shall be open to the public.

- 4.2. The Chair will ensure that a draft agenda and notice of meeting is prepared in consultation with the Vice Chair, the Superintendent and the Secretary Treasurer. Proposed items may be requested to be on the draft agenda in one of the following ways:
  - 4.2.1. By notifying the Board Chair, Vice Chair or Superintendent one week prior to the board meeting.
  - 4.2.2. By notice of motion at a previous meeting within the trustee's written report.
  - 4.2.3. As a request from a committee of the Board.
- 4.3. Where a Trustee has proposed an item for the agenda and it has not been included, the Chair will advise the Trustee and provide reasons.
- 4.4. The proposed agenda and supporting documentation will be posted on the district website on Friday afternoon prior to the meeting. Written notice of each meeting, together with the proposed agenda, will be provided to each Trustee by email using the school district provided email account at least 24 hours prior to the agenda being made public.
- 4.5. The order of business at regular Board meetings shall be:
  - 4.5.1. call to order, acknowledgement and inclusion statement
  - 4.5.2. adoption of agenda
  - 4.5.3. reading and approval of minutes
  - 4.5.4. strategic presentations/delegations
  - 4.5.5. reports
    - 4.5.5.1. written Board Advisory and Working Committee reports and/or minutes
    - 4.5.5.2. Trustee written reports
    - 4.5.5.3. information item reports
  - 4.5.6. public participation: comments and/or questions concerning the agenda
  - 4.5.7. action items
  - 4.5.8. meeting summaries
  - 4.5.9. public participation: comments and/or questions concerning the agenda
  - 4.5.10. adjournment
- 4.6. An addition or deletion to the agenda, or change to the order of business, may be proposed by any Trustee at the adoption of the agenda. Any addition to the agenda, or change to the order of business, shall require a majority vote.
- 4.7. Trustee Reports
  - 4.7.1. Trustees will prepare a short, written report regarding their liaison and representation assignments.
- 4.8. A regular meeting will stand adjourned at three hours after its commencement unless a resolution is passed by a majority vote to extend the hour of adjournment.
- 4.9. Minutes of the proceedings of regular meetings will be stored in digital format certified as correct by the Secretary Treasurer or other employee designated by the Board under the *School Act*, and signed by the Chair or other member presiding at the meeting or at the next meeting at which the minutes are adopted.
  - 4.9.1. The minutes of the regular public meeting will be open for inspection at all reasonable times.
  - 4.9.2. Copies and extracts will be made available in accordance with the *School Act*.

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Related Legislation: School Act [RSBC 1996, Part 4, Division 6, Section 50; and Part 6, Division 1, Sections 65-72] and [Local Elections Campaign Financing Act, Section 47(1)(a)] and Local Government Elections Regulation

Adopted: February 8, 2022  
Amended: February 7, 2023

- 4.10. If the Secretary Treasurer is unable to attend the meeting, another employee must be appointed by Board motion to serve as acting Secretary Treasurer to record motions and their disposition.
- 4.11. In accordance with the *School Act*, the Chair may expel from the meeting a person, other than a Trustee, that the Chair considers is conducting themselves improperly.
  - 4.11.1. A majority of the Trustees present at a meeting of the Board may expel a Trustee from the meeting for improper conduct.

## **5. Public Participation in the Public Meeting**

- 5.1. Communication with the public is extremely important. The public Board meeting is the formally designated means of transacting Board business. Two public participation periods are therefore provided solely as a means for ensuring that community members who are present in the audience have an opportunity to provide comments and/or ask questions about business or issues pertaining to the Board agenda.
- 5.2. The public participation periods are open to comments and/or questions from the public concerning the agenda.
  - 5.2.1. Each public participation period will generally be allotted fifteen minutes.
  - 5.2.2. Speakers must identify themselves before speaking.
  - 5.2.3. Individuals will be limited to a total of two minutes per speaker.
  - 5.2.4. Persons addressing the Board are reminded that, when requests or questions are directed to the Board, actions or answers to many questions may be deferred pending Board consideration.
  - 5.2.5. The Chair may indicate another means of response if question cannot be answered at the time.
- 5.3. Community members who have other comments or questions are encouraged to contact Trustees or the Superintendent or, if desired, to appear as a formal delegation on the Board agenda in accordance with section six of this Bylaw.
- 5.4. Matters currently under negotiation or litigation, or related to personnel or student circumstances, are not permitted and will not be addressed in the public participation periods.
- 5.5. The Chair shall have the authority to terminate the remarks of any individual who does not adhere to this Bylaw.

## **6. Delegations**

- 6.1. Delegations comprised of an individual or groups of students, parents, teachers and others are welcome at regular meetings.
- 6.2. Delegations that wish to appear before the Board shall submit a request in writing to the Secretary Treasurer ten days prior to the meeting, outlining the item(s) they wish to present and naming a spokesperson.

- 6.3. A maximum of ten minutes will be allowed for each delegation to make a presentation.
- 6.4. The Secretary Treasurer will review the delegation request at the agenda review meeting and, if accepted, will then make the appropriate arrangements for the delegation to appear.
- 6.5. A delegation accepted to appear before the Board may present written material to the Board which must be provided at least five working days prior to the meeting for inclusion on the Board agenda.
- 6.6. The Board will hear the delegation's presentation and the Trustees may ask questions for clarification. The Board will ordinarily take the presentation under advisement and will take action after due deliberation, usually at a subsequent meeting.
- 6.7. If circumstances warrant, the Board may receive such individuals or delegations "in-camera".

## **7. In-camera Board Meetings**

- 7.1. If, in the opinion of the Board, the public interest so requires, persons other than Trustees may be excluded from a meeting.
- 7.2. Unless otherwise determined by the Board, the following matters shall be considered in an in-camera meeting:
  - 7.2.1. salary claims and adjustments and consideration of requests of employees and Board officers with respect to collective bargaining procedures;
  - 7.2.2. accident claims and other matters where Board liability may arise;
  - 7.2.3. legal opinions respecting the liability or interest of the Board;
  - 7.2.4. the conduct, efficiency, discipline, suspension, termination or retirement of employees;
  - 7.2.5. medical reports;
  - 7.2.6. matters pertaining to individual students including the conduct, discipline suspension or expulsion of students;
  - 7.2.7. staff changes including appointments, transfers, resignations, promotions and demotions;
  - 7.2.8. purchase of real property including the designation of new sites, consideration of appraisal reports and accounts claimed by owners, determination of Board offers and expropriation procedures;
  - 7.2.9. lease, sale or exchange of real property prior to finalization thereof;
  - 7.2.10. matters pertaining to the safety, security or protection of Board property; and
  - 7.2.11. such other matters where the Board decides that the public interest is best served.
- 7.3. If the Secretary Treasurer is unable to attend the meeting, another employee must be appointed by Board motion to serve as acting Secretary Treasurer for the purpose of the meeting, to record motions and their disposition.
- 7.4. No Trustee shall disclose to the public the proceedings of an in-camera meeting unless a resolution has been passed at the in-camera meeting to allow such disclosure, except such as might be necessary to enforce the conflict of interest provisions of the *School Act*.

- 7.5. The Board will prepare a meeting summary listing the general nature of the matters discussed. The in-camera meeting summary will be presented at the next regular public meeting of the Board.
- 7.6. The Chair will ensure a draft agenda and notice of an in-camera meeting is prepared in consultation with the Vice Chair, the Superintendent and the Secretary Treasurer. Proposed items may be requested to be on the draft agenda in one of the following ways:
  - 7.6.1. By notifying the Board Chair, Vice Chair or Superintendent one week prior to the meeting.
  - 7.6.2. By notice of motion at the previous meeting.
  - 7.6.3. As a request from a committee of the Board.
- 7.7. Where a Trustee has proposed an item for the agenda and it has not been included, the Chair will advise the Trustee and provide reasons.
- 7.8. The proposed agenda and supporting documentation will be provided to each Trustee by email using the school district provided email account at least 48 hours prior to the meeting.
- 7.9. The order of business at in-camera meetings shall be:
  - 7.9.1. call to order
  - 7.9.2. meeting attendance
  - 7.9.3. adoption of agenda
  - 7.9.4. approval of minutes
  - 7.9.5. information items
  - 7.9.6. action items
  - 7.9.7. adjournment
- 7.10. A change to the order of business may be proposed by any Trustee at the adoption of the agenda. Any addition or deletion to the agenda, or change to the order of business, shall require a majority vote.
- 7.11. Any Trustee with a conflict of interest shall immediately declare so and leave the meeting or the part of the meeting during which the matter is under consideration.
- 7.12. An in-camera meeting shall adjourn or recess at least 15 minutes before the regular public meeting and shall not exceed a total of 2 hours unless a resolution is passed by a majority vote to extend the hour of adjournment.

## **8. Special Meetings**

- 8.1. Special meetings are any Board meetings held between the regularly scheduled meetings.
- 8.2. A special public or special in-camera meeting of the Board may be called by the Chair or, upon written request by a majority of the Trustees, will be called by the Secretary Treasurer.
- 8.3. The agenda and supporting documentation will be provided to each Trustee by email using the school district provided email account at least 48 hours prior to the meeting.

8.3.1. Delivery of a written notice and the agenda may be waived by a majority vote of Trustees holding office, provided all reasonable steps have been taken to notify all Trustees of the meeting.

8.4. No business other than that for which the meeting was called shall be conducted at the meeting unless waived unanimously by all Trustees present.

8.5. If the Secretary Treasurer is unable to attend the meeting, another employee must be appointed by Board motion as acting Secretary Treasurer for the purpose of the meeting, to record motions and their disposition.

## 9. Electronic Participation by Trustees

9.1. In accordance with the *School Act*, Trustees may participate in or attend a meeting of the Board by telephone or other means of communication, provided that all Trustees and other persons participating in or attending the meeting are able to communicate with each other.

9.2. If a Trustee participates in or attends a meeting of the Board by telephone or other means of communication, the Trustee is to be counted for the purpose of establishing a quorum.

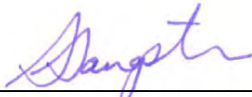
READ A FIRST TIME THE 7<sup>th</sup> day of February 2023

READ A SECOND TIME THE 7<sup>th</sup> day of February 2023

READ A THIRD TIME AND ADOPTED THE 7<sup>th</sup> day of February 2023



Board Chair



Secretary Treasurer



**GOVERNANCE**

**SECTION 100:**

<b>110 POLICY:</b>	<b>DISTRICT VISION, MISSION AND MOTTO</b>
<b>120 POLICY:</b>	<b>BOARD AUTHORITY, ROLES AND RESPONSIBILITIES</b>
<b>121 POLICY:</b>	<b>DUTIES OF THE CHAIR AND VICE-CHAIR</b>
<b>130 POLICY:</b>	<b>TRUSTEE CODE OF CONDUCT</b>
<b>131 POLICY:</b>	<b>TRUSTEE CONFLICT OF INTEREST</b>
<b>140 POLICY:</b>	<b>BOARD – SUPERINTENDENT RELATIONSHIP</b>
<b>141 POLICY:</b>	<b>ROLE OF THE SUPERINTENDENT</b>
<b>142 POLICY:</b>	<b>SUPERINTENDENT PERFORMANCE REVIEW</b>
<b>150 POLICY:</b>	<b>POLICY DEVELOPMENT, REVIEW AND REVISION</b>
<b>160 POLICY:</b>	<b>BOARD ADVISORY COMMITTEE</b>
<b>161 POLICY:</b>	<b>EDUCATION ADVISORY COMMITTEE</b>
<b>162 POLICY:</b>	<b>BUDGET ADVISORY COMMITTEE</b>
<b>163 POLICY:</b>	<b>AUDIT WORKING COMMITTEE</b>
<b>168 POLICY:</b>	<b>TRUSTEE LIAISON</b>
<b>169 POLICY:</b>	<b>TRUSTEE REPRESENTATION</b>
<b>170 POLICY:</b>	<b>RECORDING OF BOARD MEETINGS</b>
<b>180 POLICY:</b>	<b>BOARD PERFORMANCE REVIEW</b>
<b>181 POLICY:</b>	<b>TRUSTEE PROFESSIONAL LEARNING</b>
<b>182 POLICY:</b>	<b>TRUSTEE ORIENTATION</b>
<b>190 POLICY:</b>	<b>TRUSTEE RENUMERATION</b>
<b>191 POLICY:</b>	<b>TRUSTEE EXPENSES</b>
<b>192 POLICY:</b>	<b>TRUSTEE COMMUNICATION</b>



## **POLICY 110 DISTRICT MISSION, VISION AND MOTTO**

The Board of Education has adopted the following statements that inform and guide the work of the district:

### Mission Statement

We ensure deep learning that engages our heart, head and hands to develop competencies vital for the success of all learners.

### Vision Statement

Syós:ys lets'e th'ále, lets'emó:t (One heart, one mind, working together for a common purpose.)

### Our Motto: "Partners in Learning"

Students, parents/guardians/caregivers, staff, First Nations, community members and organizations are important members of our education community and partners in learning with the Board of Education. Together we strive to create a culture of mutual respect that supports engagement and collaboration in order to achieve the shared goals outlined in our District Strategic Plan. Collectively we aim to meet the present needs of our students and our community, while remaining flexible to anticipate and respond to future priorities.

### Core Values

We provide a learning and working environment where these core values are central to all that we do:

1. Equity
  - We commit to ensure that everyone receives the required support and experiences they need to be successful and fulfill their potential.
2. Kindness
  - We demonstrate caring, compassion and empathy towards everyone in order to create a spirit of connectedness in our community.
3. Inclusion
  - We believe that meaningful inclusion is a right and we support all learners to feel safe, supported and connected through programming that promotes diversity and personalization.
4. Collaboration
  - With open hearts and minds we listen to each other and work together to achieve our shared goals.
5. Innovation
  - We will continue to be curious, creative and open to new ideas so that we can produce high-quality learning outcomes across the system.

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

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## Key Terms:

- Deep Learning – Deep learning is defined as the process of acquiring the six global competencies: character, citizenship, collaboration, communication, creativity and critical thinking. These competencies describe the increasing complexity of thinking and problem solving, collaborative skills, self-knowledge and responsibility that underlie character, and the ability to feel empathy and take action that makes one a global citizen.
- Equality vs. Equity – Equality means giving everyone the same resources; equity means giving each student access to the resources they need to learn and thrive.

## **POLICY 120 BOARD AUTHORITY, ROLES AND RESPONSIBILITIES**

The Board of Education has, as its primary role, the governance of the school district and the commitment to student achievement. The Board fulfills this role, in part, through the development and implementation of a strategic plan that establishes a vision, mission and goals to direct resources and align the work of staff.

The Board also has a foundational responsibility to competently protect the interests, image and credibility of the school district, to ensure its financial viability and to act in accordance with all applicable laws, regulations and policies.

The Board's authority is established within the *School Act* and its regulations. The rights, powers, duties and liabilities of the Board rest only with the legally constituted Board, and not with committees of trustees or individual trustees.

The Board exercises its authority and responsibilities through the development of policy and the establishment of a balanced annual budget.

### Guidelines

1. The Board represents the community, makes decisions with the benefit of the whole district in mind and is accountable to the community.
2. The Board will operate in an open and transparent manner, and debate on agenda items will be conducted within Board meetings.
3. The Board functions as a corporate Board and speaks with one voice.
4. The Board establishes a long-term vision, provides clear direction through policy and monitors results through reporting from staff through the Superintendent.
5. Accountability for the day-to-day operations of the district and policy implementation is delegated to the Superintendent.
6. The Board acts in the interests of all learners in the district, advocating for students, their learning and their well-being in the Board's work with the community, the municipality and the province.
7. The Board promotes confidence in publicly-funded education through its communications about the goals and achievements of the Board.

## **POLICY 121 DUTIES OF THE CHAIR AND VICE-CHAIR**

The role of the Board of Education Chair is critical in ensuring effective meeting processes and in setting the tone of the Board. The Chair is also most often the appointed public face of the Board, serving as its primary spokesperson. The Chair also serves as the Board's representative at events, hearings and meetings with other governing bodies and organizations. When trustees elect the Board Chair, they are choosing not only the person who will conduct their official meetings, but the person who will represent them to their education partners and the general public.

The Board Chair is an equal, with no more power or authority than any other trustee. Although the Chair assumes a leadership role, they must adhere to the Board's directions and may not act unilaterally.

The Chair works closely with the Superintendent to ensure that the direction of the Board is understood and works with the Board to present and clarify any concerns of the administration.

Specific responsibilities of the Chair include:

- Prepare the agenda and notice of meetings in consultation with the Vice-Chair, the Superintendent and the Secretary-Treasurer.
- Preside over the Board's deliberations, and enforce appropriate procedures and parliamentary processes for all regular and special meetings of the Board.
- Facilitate the Board self-evaluation process in accordance with Board policy.
- Facilitate the evaluation of the Superintendent in accordance with Board policy.
- Appoint Board representatives to all internal committees and liaison responsibilities in consultation with trustees.
- Initiate district long term planning in consultation with the Superintendent and trustees.
- Facilitate annual goals and objectives in collaboration with trustees and the Superintendent.
- Sign all Board correspondence.
- Represent the Board as necessary.

Specific responsibilities of the Vice-Chair include:

- Preside over the Board's deliberations, and enforce appropriate procedures and parliamentary processes for all in-camera meetings of the Board.
- Assume all duties of the Chair in their absence.
- Coordinate and facilitate partner group meetings.
- Participate in planning the agenda and notice of meetings.

## **POLICY 130 TRUSTEE CODE OF CONDUCT**

Public confidence in, and respect for the Board is enhanced by adopting and adhering to a Trustee Code of Conduct.

Trustees recognize that as representatives of a diverse community, trustees and members of the School District community may hold different views on matters related to the Board's business. The Code of Conduct aims to promote the respectful and lawful expression of such points of view if done in a manner consistent with this Code of Conduct.

### **Integrity and Dignity of Office**

- Trustees will carry out their duties faithfully, diligently and in a manner that will inspire public confidence in the ability and integrity of the Board.
- Trustees will conduct themselves in an appropriate, professional, and respectful manner when carrying out their duties.

### **Civil Behaviour and Decorum**

- Trustees will act with decorum and be respectful of other trustees, staff, students, partner groups and the public at all times.
- Trustees will not make remarks that disparage other members of the Board, employees of the district or recognized partner groups.
- Trustees will acknowledge the differing points of view of other Trustees, staff, students and the public and will endeavor to work with other Trustees and staff of the Board in a spirit of respect, openness, courtesy, and co-operation.

### **Confidentiality**

- Trustees will keep confidential any information disclosed or discussed in-camera, unless required to divulge such information by law or authorized by the Board to do so.
- Trustees will not divulge confidential information, including personal information about an identifiable individual.
- Trustees will not disclose information subject to solicitor-client privilege that they become aware of because of their position, except when required by law or authorized by the Board to do so.

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

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- No Trustee shall use confidential information for either personal gain or to the detriment of the Board.

## Decision Making

- Decision making authority rests with the Board, and no Trustee has any individual authority other than that delegated by the Board.
- Trustees will be diligent in familiarizing themselves with all materials provided in advance of meetings in order to make informed and credible decisions.
- Trustees will keep an open mind and base decisions upon all available facts.
- Trustees will accept the decisions of the Board and support any proposed actions in the implementation of a decision, regardless of holding an opposing position in debate or casting an opposition vote.
- A Trustee should be able to explain the rationale for a resolution passed by the Board. A Trustee may respectfully state their position on a resolution provided it does not in any way undermine the implementation of the resolution.

## Expressing Opinions

- When individual Trustees express their opinions in public through whatever forum, they must make it clear that they are not speaking on behalf of the Board.

## Compliance with Legislation

- Trustees are elected to discharge the duties and obligations imposed upon them by law, and in particular, by the *School Act* and associated *Regulations and Ministerial Orders*.
- Trustees will comply with the *Freedom of Information and Protection of Privacy Act*, the *British Columbia Human Rights Code*, the *Labour Relations Code* and any other relevant legislation.

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Related Legislation: School Act [RSBC 1996, Part 6, Division 1, Section 65 (2)]

Related Contract Article:

Adopted: January 13, 1988

Amended: April 26, 1994; January 15, 2008; February 10, 2009; October 12, 2010; February 26, 2013;  
June 17, 2014; February 3, 2015; November 17, 2015; November 8, 2016; October 3, 2017;  
June 18, 2019; March 8, 2022

## Procedures to Address Alleged Code of Conduct Breaches

- It is essential to establish and maintain clear, fair, and effective processes in response to allegations of Breach of the Trustee Code of Conduct. Those processes include:
- Bringing the alleged breach (“Complaint”) in writing to the attention of the Chair of the Board, designate or the Secretary Treasurer within 30 days of the alleged breach occurring. There may be exceptional circumstances which allow for an extension of the 30-day timeline. If an allegation is made against the Chair, the matter shall be managed by the Secretary Treasurer.
- The complaint must include the name of the Trustee who is alleged to have breached the Code; (ii) the alleged breach or breaches of the Code; (iii) information as to when the breach came to the Complainant's attention;(iv) the grounds for the belief by the Complainant that a breach of the Code has occurred; and (v) the names and contact information of any witnesses to the breach or any other persons who have relevant information regarding the alleged breach.
- Options to allow for consideration of an alleged breach even if the complainant withdraws the complaint.
- Providing all Trustees, including the subject of the alleged complaint, a copy of the Complaint within seven (7) days of receiving it.
- Complaint resolution options, including:
  - A recommendation by the Chair or the Secretary Treasurer if the alleged breach is by the Chair, not to proceed on the complaint.
  - Agreement that an informal resolution is appropriate.
  - Initiation of an investigation process, conducted with procedural fairness, concluding with the preparation and presentation of a report of the investigation’s findings in a timely manner for the board’s consideration.
  - Decision by the board (excluding the subject of the complaint) on the Chair’s or Secretary Treasurer’s recommendation for appropriate action to resolve the complaint.

## **POLICY 130 TRUSTEE CODE OF CONDUCT**

Public confidence in, and respect for the Board is enhanced by adopting and adhering to a Trustee Code of Conduct.

Trustees recognize that as representatives of a diverse community, trustees and members of the School District community may hold different views on matters related to the Board's business. The Code of Conduct aims to promote the respectful and lawful expression of such points of view if done in a manner consistent with this Code of Conduct.

### **Integrity and Dignity of Office**

- Trustees will carry out their duties faithfully, diligently and in a manner that will inspire public confidence in the ability and integrity of the Board.
- Trustees will conduct themselves in an appropriate, professional, and respectful manner when carrying out their duties.

### **Civil Behaviour and Decorum**

- Trustees will act with decorum and be respectful of other trustees, staff, students, partner groups and the public at all times.
- Trustees will not make remarks that disparage other members of the Board, employees of the district or recognized partner groups.
- Trustees will acknowledge the differing points of view of other Trustees, staff, students and the public and will endeavor to work with other Trustees and staff of the Board in a spirit of respect, openness, courtesy, and co-operation.

### **Confidentiality**

- Trustees will keep confidential any information disclosed or discussed in-camera, unless required to divulge such information by law or authorized by the Board to do so.
- Trustees will not divulge confidential information, including personal information about an identifiable individual.
- Trustees will not disclose information subject to solicitor-client privilege that they become aware of because of their position, except when required by law or authorized by the Board to do so.



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

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- No Trustee shall use confidential information for either personal gain or to the detriment of the Board.

## Decision Making

- Decision making authority rests with the Board, and no Trustee has any individual authority other than that delegated by the Board.
- Trustees will be diligent in familiarizing themselves with all materials provided in advance of meetings in order to make informed and credible decisions.
- Trustees will keep an open mind and base decisions upon all available facts.
- Trustees will accept the decisions of the Board and support any proposed actions in the implementation of a decision, regardless of holding an opposing position in debate or casting an opposition vote.
- A Trustee should be able to explain the rationale for a resolution passed by the Board. A Trustee may respectfully state their position on a resolution provided it does not in any way undermine the implementation of the resolution.

## Expressing Opinions

- When individual Trustees express their opinions in public through whatever forum, they must make it clear that they are not speaking on behalf of the Board.

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- Trustees are elected to discharge the duties and obligations imposed upon them by law, and in particular, by the *School Act* and associated *Regulations and Ministerial Orders*.
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June 18, 2019; March 8, 2022

## Procedures to Address Alleged Code of Conduct Breaches

- It is essential to establish and maintain clear, fair, and effective processes in response to allegations of Breach of the Trustee Code of Conduct. Those processes include:
- Bringing the alleged breach (“Complaint”) in writing to the attention of the Chair of the Board, designate or the Secretary Treasurer within 30 days of the alleged breach occurring. There may be exceptional circumstances which allow for an extension of the 30-day timeline. If an allegation is made against the Chair, the matter shall be managed by the Secretary Treasurer.
- The complaint must include the name of the Trustee who is alleged to have breached the Code; (ii) the alleged breach or breaches of the Code; (iii) information as to when the breach came to the Complainant's attention;(iv) the grounds for the belief by the Complainant that a breach of the Code has occurred; and (v) the names and contact information of any witnesses to the breach or any other persons who have relevant information regarding the alleged breach.
- Options to allow for consideration of an alleged breach even if the complainant withdraws the complaint.
- Providing all Trustees, including the subject of the alleged complaint, a copy of the Complaint within seven (7) days of receiving it.
- Complaint resolution options, including:
  - A recommendation by the Chair or the Secretary Treasurer if the alleged breach is by the Chair, not to proceed on the complaint.
  - Agreement that an informal resolution is appropriate.
  - Initiation of an investigation process, conducted with procedural fairness, concluding with the preparation and presentation of a report of the investigation’s findings in a timely manner for the board’s consideration.
  - Decision by the board (excluding the subject of the complaint) on the Chair’s or Secretary Treasurer’s recommendation for appropriate action to resolve the complaint.

## **POLICY 131 TRUSTEE CONFLICT OF INTEREST**

A Trustee is always required to act in the best interests of the Board as a whole, without regard to their personal interests. Trustees have an obligation to avoid conflicts of interest, to remain in a position to provide an unbiased, even-handed and disinterested consideration of matters that come before the Board. A Trustee must never use their position for personal benefit.

Conflicts of interest can arise in a variety of ways, including a direct or indirect pecuniary conflict of interest, a conflict of interest arising by virtue of predetermination of a matter coming before the Board and conflict of interest arising as a result of a personal interest resulting from circumstances or relationships of individual Trustees. A pecuniary interest is an interest in a matter that could monetarily affect the Trustee and includes an indirect pecuniary interest referred to in the *School Act*.

Trustees need to be vigilant in avoiding engagement in discussion, debate, decision-making or being privy to information that can give rise to actual, or perceived, conflicts of interest.

In accordance with common law, a Trustee is not qualified to vote on a matter in which they have a personal interest that could lead a reasonably well-informed outsider to think that their judgment could be influenced by that interest leading to a reasonable apprehension of bias.

A Trustee who has a conflict of interest in a matter before the Board must declare that interest – and not take part in the discussion, vote or attempt in any way to influence the outcome. The declared conflict of interest must be recorded in the Board meeting minutes.

The provisions of the *School Act* regarding disclosure do not apply to a pecuniary interest in any matter that a Trustee may have by reason of the Trustee having an interest in the matter which is an interest in common with electors generally.

Trustees are responsible to make themselves aware of the requirements of the *School Act*. Should a Trustee knowingly contravene the requirements of section 58 of the *School Act*, the courts may declare the Trustee's office vacant and require financial restitution.

### Guidelines

1. It is expected that if a Trustee has any conflict of interest in any matter, and is present at a meeting of the Board at which the matter is considered, the Trustee shall:
  - 1.1. disclose their interest and the general nature of the conflict of interest at the meeting;
  - 1.2. not take part in the discussion of or vote on any question in respect of the matter.
  - 1.3. not attempt in any way, whether before, during or after the meeting, to influence the voting on any question in respect of the matter.
  - 1.4. If the meeting is not open to the public the Trustee shall immediately leave the meeting or the part of the meeting during which the matter is under consideration.

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2. The general nature of every disclosure made at a board or committee meeting open to the public will be recorded in the minutes of the meeting. If the meeting was closed to the public, the fact that a disclosure was made, but not the general nature of the interest, shall be recorded in the minutes of the next open meeting.
3. As there are many individual considerations and variations when considering issues of conflict of interest, individual Trustees or Boards of Education may wish to seek external legal advice on such matters. In many situations, the individual circumstances must be considered before a determination of conflict can be made.

## **POLICY 140 BOARD – SUPERINTENDENT RELATIONSHIP**

An effective working relationship between the Board and the Superintendent is critical to the operation of the school district.

The Board designates the Superintendent as its Chief Executive Officer and delegates to the Superintendent the authority and responsibility to manage the operations of the district in accordance with the policies of the Board. The Board maintains responsibility for the final approval of policy, the district Strategic Plan and the Annual Budgets; the Board will normally proceed in these areas based on recommendations from the Superintendent.

The Superintendent is the principal contact between the Board and the staff, and will act as the spokesperson for the staff insofar as school district operations are concerned.

The Superintendent will assist the Board in reaching sound judgments and establishing policies, and will provide the Board with relevant facts, information and reports necessary to keep the Board adequately informed.

The Board shall refer all complaints regarding personnel or programs to the Superintendent for appropriate investigation and action.

The Board shall take actions related to the employment, discipline or dismissal of employees only upon the recommendation of the Superintendent.

The Superintendent shall act within the bounds of the *School Act* and other governing legislation, Board policies and the Board approved role description for the Superintendent.

Trustees shall respect the authority of the Superintendent of Schools granted by the *School Act* and by delegation from the Board, and shall respect the Superintendent's and their staff's responsibility to manage and operationalize policies and directions which have been established and evaluated by the Board.

## **POLICY 141 ROLE OF THE SUPERINTENDENT**

The Superintendent of Schools is the Chief Executive Officer of the Board of Education. The Superintendent reports to and is accountable to the Board for the implementation of the Strategic Plan and Board policies, and for providing leadership in educational administration, district planning and instructional programming.

### Responsibilities to the Board of Education:

1. Assists the Board in the development of a Strategic Plan, implements the plan as approved and reports regularly on results achieved.
2. Ensures that the Board is fully informed on the operation of the school system and provides information reports as the Board requires.
3. Assists the Board in the development of policies, develops procedures to make these policies operative, and ensures that all policies of the Board are fully and effectively implemented.
4. Provides leadership to assist the Board with the establishment of the annual budget.
5. Develops and implements the Board-approved annual budgets with the support of the Secretary-Treasurer.
6. Supports agenda planning for Board meetings and provides the Board with information that Trustees may require to deal effectively with Board business.
7. Ensures continuous open and transparent communication is maintained between the Board, staff and community partners.
8. Assists the Board in identifying and addressing issues.
9. Attends all meetings of the Board and its committees or arranges for a delegate to attend in the absence of the Superintendent.
10. Ensures that all avenues of conflict resolution have been explored before unresolved matters come to the Board.

Relationship with Schools and Community:

11. Establishes and maintains effective personal and professional relationships with a variety of groups in the community on behalf of the District.
12. Visits schools and maintains contact with staff as necessary to be informed of District needs and accomplishments.
13. Promotes good relations with students, parents/guardians/caregivers, staff, First Nations, and community members and organizations, and acts as a spokesperson on District matters as required.
14. Liaises with post-secondary educational institutions including the University of the Fraser Valley.

Responsibility with Ministry of Education:

15. Implements Ministry of Education policy and directives.
16. Ensures that reports and information as may be requested by the Ministry of Education are promptly provided.
17. Performs those duties as specified in the *School Act* and School Regulations of British Columbia.

Leadership and Management:

18. Administers and supervises the educational programs offered by the Board.
19. Collaborates with the Senior Executive Team to coordinate the operation of the District, and delegate functions and responsibilities as required.
20. Carries overall authority and responsibility for all personnel-related matters.
21. Promotes a high standard of collaborative professional leadership.
22. Ensures curriculum development and implementation are achieved in an effective manner.
23. Develops and manages the implementation of appropriate operational planning processes.

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24. Ensures adequate budget implementation and monitoring processes are in place.
25. Provides for the continuing evaluation of current educational practices in the school system, the development of plans for the improvement of educational services and the use of programs that will ensure the effective implementation of these plans.
26. Ensures that professional development opportunities are available to school district employees to ensure the excellence, efficacy and relevance of current educational practices.
27. Models and promotes a high standard of professional leadership, leadership development, effective relationships and a commitment to ongoing learning throughout the District.



## **POLICY 142 SUPERINTENDENT PERFORMANCE REVIEW**

The responsibility to review the performance of the Superintendent of Schools on a regular basis is critical to the Board's governance role.

The process of reviewing the performance of the Superintendent is valuable for both the Board and the Superintendent. The review process can enable the Board and the Superintendent to develop a shared understanding regarding their respective roles and accountabilities, the expectations of the Board, the observations of other leaders within the school district and the community, and the success of the Superintendent in fulfilling the requirements of the position.

The Board and the Superintendent may utilize both informal and formal performance review processes to:

- confirm duties and responsibilities
- clarify relationships
- set priorities
- recognize accomplishments
- identify areas for growth
- determine future contract renewal

All processes related to the performance review of the Superintendent must be undertaken by the Board as a corporate body. No trustee, including the Chairperson, shall act as the Board in this matter.

### Guidelines

1. The Board and Superintendent will mutually agree upon the processes for informal and formal performance reviews.
2. Informal performance reviews will be completed on an annual basis.
3. A formal, comprehensive performance review will be completed in the third year of the Superintendent's appointment.
4. Following a performance review, the Superintendent will provide a growth plan to address any areas for improvement and growth.

## **POLICY 150 POLICY DEVELOPMENT, REVIEW AND REVISION**

The Board of Education is committed to the establishment of district policy as one of the primary responsibilities critical to good governance. The Board's policies express the underlying philosophical basis, values, commitments and expectations for educational, business or related matters.

### **Policy Development Process**

The Board's policy making process consists of the following stages:

#### 1. Initiation

- 1.1. The need for policy in a particular area may be identified as a result of a matter arising from a number of sources, including a decision made by the Board or a recommendation from the Superintendent.
- 1.2. Individual trustees or any member of the community may make suggestions regarding the possible development of a policy or the need for policy revisions by presenting a written proposal with a rationale to the Board. The Board will review a submission and make a determination.

#### 2. Development

- 2.1. The Board will consider the matter in question, obtain necessary information and explore any impacts of policy directions. Drafting of policy is delegated to the Superintendent.

#### 3. Consultation

- 3.1. If required, consultation may take place prior to formal consideration by the Board.

#### 4. Adoption

- 4.1. The Board will formally consider a policy and may adopt it at that meeting, or delay adoption in the event that further information or consultation is required.

#### 5. Review

- 5.1. The Board will review governance policies when required within the Board's term of office.
- 5.2. The Superintendent will ensure all non-governance policies are current.

### **Administration in Policy Absence**

In the absence of Board policy, the Superintendent may act at the Superintendent's discretion. The Superintendent will inform the Board of the potential need for future policy development.

## **POLICY 160 BOARD ADVISORY COMMITTEES**

Committees may be created to advise the Board on specific matters as determined by the Board. Committees are advisory only and committee members serve in a voluntary capacity and will not be compensated for their services.

Standing committees provide an opportunity to engage with key employee and partner groups in areas of Board governance on an ongoing basis.

Special and Ad Hoc committees are formed for time-limited, specific purposes. When the purpose or goal of the committee has been accomplished, the committee is retired. The Board will provide terms of reference for special and ad hoc committees that will include purpose, membership, timelines and dissolution.

All committees are supported by the following:

- A statement of the committee's mandate and/or terms of reference that establishes the committee's role.
- Membership on the committee, if the Board desires certain qualifications and/or experiences as a pre-condition for appointment to a committee.
- Other matters as determined by the Board.

### Guidelines

1. The following provisions govern the appointment, term of office and removal of members of committees, unless otherwise provided in such policy governing the committee.
  - 1.1. The Board will appoint a member(s) to a committee consistent with policy and any membership qualifications as specifically set out in the committee's policy.
    - 1.1.1. Membership by organization – In cases where the Board has determined membership on a committee will be by partner groups, the partner group will be requested to submit nominees for vacancies.
    - 1.1.2. Community members – Where community representation is required, the committee chair will work with administration on a process for advertising for interested candidates in local newspapers and the school district website.
    - 1.1.3. Application form – Any community member applying to be a member of a committee will complete an application form.
    - 1.1.4. Selection process – The Board will review all applications and make the final selection for community representation.

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- 1.2. A committee member who is appointed by the Board is entitled to remain a committee member for a two-year term. Members may be reappointed for one additional two-year term, after which time they must reapply.
  - 1.2.1. The Board may exercise its discretion to remove a committee member at any time.
  - 1.2.2. The Board will address all pending vacancies in a reasonable period of time.
2. The Board will support each committee by showing appreciation and acknowledging their work annually.

## **POLICY 161 EDUCATION POLICY ADVISORY COMMITTEE**

The Board of Education values consultation as an important part of policy development. The Board also recognizes and accepts its responsibility to approve policy.

The Education Policy Advisory Committee (EPAC) mandate is to advise the Board on matters related to education policy under Policies 500 – Students, 600 – Instructional-Education Programs and 900 – Community Relations. The committee is advisory in nature and reports directly to the Board through the chair of the committee.

The committee may seek the advice of other resources and expertise in the conduct of its work.

The committee will consist of three (3) trustees (*one to serve as Chair and one as Vice-Chair*), the Superintendent and two (2) representatives from each of the following groups. Any trustee may attend committee meetings as an observer.

- Chilliwack Principals' and Vice Principals' Association (CPVPA)
- Chilliwack Teachers' Association (CTA)
- Canadian Union of Public Employees Local 411 (CUPE)
- District Parent Advisory Committee (DPAC)
- Indigenous community
- Management group

The Superintendent will work with secondary school principals to ensure there is student representation on the Education Policy Advisory Committee.

The chair's responsibility is to encourage the participation of each member and to present minutes of the meetings.

The chair of EPAC and the Superintendent will meet twice each school calendar year to determine the requirement of committee meetings.

A motion and vote are required for any committee recommendations, with the quorum being any eight members.

Minutes of committee meetings will be prepared and provided to the Board at public Board meetings following committee meetings.

## **POLICY 162 BUDGET ADVISORY COMMITTEE**

The Board of Education values consultation as an important part of budget development and monitoring. The Board also recognizes and accepts its responsibility to approve the annual budget. The Budget Advisory Committee is advisory in nature and reports directly to the Board through the chair of the committee.

The Budget Advisory Committee will consist of three (3) trustee representatives (*one to serve as Chair and one as Vice-Chair*) and one (1) representative from each of the following groups. Any trustee may attend committee meetings as an observer.

- Chilliwack Principals' and Vice Principals' Association (CPVPA);
- Chilliwack Teachers' Association (CTA);
- Canadian Union of Public Employees Local 411 (CUPE);
- District Parent Advisory Committee (DPAC);
- Indigenous community;
- Management group; and
- Up to two (2) community representatives.

The Superintendent will work with secondary school principals to ensure there is student representation on the committee.

The chair's responsibility is to encourage the participation of each member and to present minutes of the meeting at a subsequent Board meeting.

The Budget Advisory Committee will meet at least four (4) times per school year with additional meetings scheduled at the direction of the chair of the committee as circumstances require.

A motion and vote are required for any committee recommendations, with the quorum being any six members.

Minutes of meetings will be prepared and provided to the Board of Education at public Board meetings following committee meetings.

The Budget Advisory Committee provides input to the Board on matters related to:

1. The *Preliminary Annual Budget*
    - 1.1. Review plans for public consultation into the budget planning process.
    - 1.2. Review enrollment and staffing projections.
    - 1.3. Review preliminary budget documents.
  2. Budget Monitoring
    - 2.1. Review quarterly financial results relative to the annual budget.
    - 2.2. Review revisions to the preliminary annual budget prior to the preparation of the amended annual budget.
    - 2.3. Provide input to the Board of Education on the amended annual budget.
- 

Related Legislation: School Act [RSBC 1996, Part 6, Division 1, Section 65 (2)]

Related Contract Article: CTA Collective Agreement Article A.5 (2)

Adopted: January 13, 1988

Amended: April 26, 1994; January 15, 2008; February 10, 2009; October 12, 2010; February 26, 2013;  
June 17, 2014; February 3, 2015; November 17, 2015; November 8, 2016; October 3, 2017;  
June 18, 2019; December 8, 2020

## **POLICY 163 AUDIT WORKING COMMITTEE**

The Board of Education is committed to financial oversight, with understanding and interpreting the district audit being integral to good governance. The Board also recognizes and accepts its responsibility to approve the annual financial statements.

The Audit Working Committee mandate is to assist the Board in fulfilling its financial oversight responsibilities. The committee is advisory in nature and reports directly to the Board through the Chair of the committee.

The Audit Working Committee will have direct communication channels with the external auditor to discuss and review issues within its mandate.

The committee will consist of three (3) Trustees (*one to serve as Chair and one as Vice-Chair*) and up to two (2) community members who are financially literate in these processes. Any trustee may attend committee meetings as an observer.

The chair's responsibility is to encourage the participation of each member and to present minutes of the meeting at a subsequent Board meeting.

The committee will meet with the external auditors as it deems appropriate to fulfill its duties but not less than two (2) times annually. Committee members will be invited to attend the final audit presentation by the auditors to review the Audit Findings Report and Audited Financial Statements.

A motion and vote are required for any committee recommendations, with the quorum being any three members.

Minutes of meetings will be prepared and provided to the Board at a Board meeting following committee meetings.

The Audit Working Committee will carry out the following responsibilities:

1. Selection of Auditor
  - 1.1. Review and participate in a public tendering process to identify a financial auditor for the school district.
  - 1.2. Provide a recommendation to the Board regarding the appointment or release of the auditor.
  - 1.3. Review the performance of the auditor.



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2. Audit
  - 2.1. Review the auditor terms of engagement.
  - 2.2. Review the auditor's proposed audit scope and approach.
  - 2.3. Review and confirm the independence of the auditors.
  - 2.4. Meet with the auditor, both prior to the commencement of the audit and post audit, to discuss any matters that the committee or the auditors believe should be discussed.
3. Risk Assessment
  - 3.1. Comment upon key risks that could impact the achievement of district objectives.
4. Internal Controls
  - 4.1. Understand the scope of the auditor's review of internal financial controls and obtain reports on significant findings and recommendations together with the response of senior administration.
  - 4.2. Consider and make recommendations on the effectiveness of the district's internal financial controls including information technology security and control.
5. Financial Statements
  - 5.1. Review annual financial statements and indicators of financial health considering whether they are complete, consistent with information known to committee members and reflect appropriate accounting principles.
  - 5.2. Review with the auditor the results of the audit, including any difficulties encountered.
  - 5.3. Review with the auditors and senior administration matters that are required to be reported to the Board.
  - 5.4. Provide comment upon the financial statements to the Board.
6. Compliance
  - 6.1. Review audit observations and/or any findings by any regulatory agency.
  - 6.2. Review financial procedures and ensure compliance.

## **POLICY 168 TRUSTEE LIAISON**

Liaison assignments for individual trustees provide an opportunity for increased communication between trustees and school communities.

The purpose of trustee liaison assignments is to:

- Provide opportunities for trustees to become acquainted with schools;
- Act on behalf of the Board when a Board representative is desired at school functions;
- Provide opportunity for engagement with residents of the community; and
- Advise the Board or Superintendent of any emerging issues at assigned schools or sites.

### Guidelines

1. Assignment of a trustee to a liaison area consisting of a group of schools, special programs and/or district operations will usually be rotated as follows:
  - 1.1. Elected to office: first rotation from December of election year to June 30 of the school year.
  - 1.2. Second and subsequent rotations from July 1 until June 30.
  - 1.3. Final rotation from July 1 until the end of term.

## **POLICY 169 TRUSTEE REPRESENTATION**

The Board of Education may assign trustees to represent the Board within the community through trustee assignments to local organizations and committees.

Representation must align with the district vision, mission and values.

Representation does not commit the Board to any expenditures or ongoing funding.

Representation is of a non-voting nature, save for procedural matters. Representatives will not participate in voting on substantive matters unless the Board has provided direction to the representative.

## **POLICY 170 RECORDING OF BOARD MEETINGS**

Regular Public meetings of the Board may be audio-visually recorded; however, there are no legal requirements for the Board to record its meetings and/or make the recordings available to the public.

The official audio or video recording of any public meeting of the Board is the Board's exclusive property and is to be used solely at its discretion. Recordings of Regular Public Board meetings will be stored and available for a one-year period after a general school election.

The official record of a Board meeting is the Board-approved written minutes.

The recording of Board Meetings is subject to the following guidelines:

### Guidelines

1. The agenda for the Regular Public Board Meeting will contain a notification that all or a portion of the meeting is being recorded.
  - 1.1. Staff of the Chilliwack School District who are invited to speak or present at a meeting do so with the understanding that they may be recorded.
  - 1.2. Signage will be posted to ensure that attendees or participating members of the public are aware that the meeting is being recorded and will be shared publicly and archived by the Board.
  - 1.3. Wherever possible, if a member of the public wishes to present to the Board but would prefer not to be visible on the live-stream or recording of the meeting, consideration will be given to alternatives to accommodate that request.
2. There shall be no recording of tablet screens or digital resources used at the Board of Education table, excluding public presentation materials.
3. While it is the Board's intent to live stream and make available recorded Regular Public Board meeting proceedings, the Board, at its discretion, may:
  - 3.1. Discontinue the recording of a meeting at any time at the discretion of the Board Chair, if recording is creating any impediment to conducting the meeting in an efficient or orderly fashion; or
  - 3.2. Withhold posting of a recording of a meeting, or a portion of a meeting in order to avoid possible legal liability to the Board, the District and District employees. In such an instance, legal advice will be sought as necessary.
4. The recording may contain a notification disclaiming responsibility for statements made by those in attendance at the meeting.

## **POLICY 180 BOARD PERFORMANCE REVIEW**

The Board will review its performance annually to ensure it fulfills its responsibilities to the community. The evaluation will be convened at a scheduled time and place such that all Trustees are present. The evaluation will indicate the Board's strengths and suggested areas for improvement.

The objectives of the review include ensuring that the Board:

- Is accountable to the public and the district, and that the Board meets Statutory requirements.
- Carries out its roles and responsibilities in a satisfactory manner.
- Adheres to Board policy and, where warranted, develops new policy.
- Maintains constructive and effective working relationships with district staff and each other.

Upon final discussion of the results, the Board will report to the public.

## **POLICY 181 TRUSTEE PROFESSIONAL LEARNING**

Fulfillment of Board responsibilities requires Trustees to remain informed and develop their knowledge and skills. Trustees are encouraged to seek, identify and attend seminars, conferences or workshops related to their roles and responsibilities.

The Board shall include funds in the annual governance budget to cover expenses.

### Guidelines

1. Trustees have an annual budget allocation of \$2,500 for attendance at relevant professional development opportunities. Unspent professional development funds can be carried over to the next year until the end of the elected term of office. Attendance at British Columbia School Trustees Association Annual General Meetings is reimbursed under a separate budget line
2. District staff will make Trustees aware of learning opportunities available to assist with their professional learning planning. From time to time, group activities with the Board may be recommended.
3. Regarding learning experiences such as seminars, conferences and workshops, Trustees will advise the Board in advance of their intentions, prior to making any commitments.
4. Publications related to a Trustee's duties can be reimbursed from a Trustee's professional learning budget.
5. Reimbursement will be made in accordance with the Trustee Expense Policy.

## **POLICY 182 TRUSTEE ORIENTATION**

The Board is accountable to the public for the success of the school district and that success is directly dependent upon each Trustee's ability to participate meaningfully in Board governance.

The Board and senior leadership team will make every effort to assist new Trustees to become fully informed about their roles and responsibilities. The Superintendent will arrange for the orientation of newly elected Trustees.

Incumbent Trustees are expected to participate in orientation activities to assist their newly elected colleagues.

### Guidelines

1. Once elected, the Board Chair, with the assistance of the Superintendent and Secretary-Treasurer, will arrange for a series of meetings with Trustees, the Superintendent and other district staff for the purpose of acquainting the newly elected Trustees with:
  - 1.1. Roles and responsibilities of the Board and individual Trustees.
  - 1.2. Trustee Code of Conduct.
  - 1.3. Statutory and regulatory requirements, including responsibilities with regard to conflict of interest.
  - 1.4. Organizational structure and the roles of the Superintendent and other district staff.
  - 1.5. Policy development process.
  - 1.6. Strategic Plan.
  - 1.7. Board budget process.
  - 1.8. Board Bylaws.
  - 1.9. Board meeting procedures.
  - 1.10. Existing district initiatives, annual reports, budgets, financial statements and long range facility plans.
  - 1.11. Aboriginal Education Enhancement Agreement and Local Education Agreements.
  - 1.12. Diversity and inclusion practices and applicable training.
  - 1.13. Key programs and services in the district.
  - 1.14. The Board's function as an appeal body.
  - 1.15. Other areas as required or requested.
2. Newly elected Trustees will also be encouraged to participate in the New Trustees Academy organized by the British Columbia School Trustees Association.

## **POLICY 190 TRUSTEE REMUNERATION**

As provided for in the *School Act*, a Board of Education may authorize the remuneration of trustees.

The Board of Education has set the remuneration for each trustee is as follows:

<b>Trustee</b>	\$ 24,170.00
<b>Vice Chair</b>	\$ 25,597.00
<b>Chair</b>	\$ 27,362.00

The trustee remuneration amount will be adjusted annually effective July 1<sup>st</sup>. The adjustment will reflect the Canadian Consumer price index established for July of each year for the previous 12 months.



## **POLICY 191 TRUSTEE EXPENSES**

The Board of Education recognizes that fulfillment of Board responsibilities may require that Trustees incur expenses.

Trustee expense reimbursement parameters and processes are clarified below.

### Guidelines

1. Expenses will be reimbursed for attendance at British Columbia School Trustees Association (BCSTA) Annual General Meetings.
2. Reimbursement will be provided for travel expenses incurred, but not covered by the BCSTA or the British Columbia School Employers' Association (BCPSEA) for those Trustees elected by the Board as provincial representatives to BCSTA or BCPSEA.
3. Trustees shall submit out of district expenses incurred using the school district expense claim form.
  - 3.1. For out of district trips, the maximum car travel reimbursement will equal the economy class airfare for the equivalent trip.
  - 3.2. Reimbursement of actual costs of ferries, buses or taxis will be based upon receipts submitted.
  - 3.3. Air travel shall be by economy class.
  - 3.4. Trustees are responsible for any travel insurance coverage.
  - 3.5. If a meal or meals are included in a conference package or are pre-paid in some other manner, those meals shall be deducted from any per diem claim made.
  - 3.6. The Board will only reimburse travel costs and hotel lodging for the Trustee.
  - 3.7. The cost of alcohol will not be reimbursed.
  - 3.8. Trustees will be reimbursed in accordance with district rates for exempt employees.
4. Expense claims are to be submitted to the Secretary-Treasurer for payment
  - 4.1. Any discrepancies regarding the claim will be brought to the Trustee's attention.
  - 4.2. A dispute regarding amounts authorized for reimbursement will be adjudicated by the Board.

## **POLICY 192 TRUSTEE COMMUNICATION AND RESOURCES**

The Board of Education provides resources for Trustees to fulfill their responsibilities and maintain regular communication.

Equipment provided to Trustees will remain the property of the school district and will be returned to the school district upon completion of the Trustee's term of office.

### Guidelines

1. The school district shall provide Trustees with a laptop computer and necessary supplies. Other equipment needs will require Board approval through the budget process.
  - 1.1 All trustee computers will be formatted with a complete suite of productivity tools and will be preconfigured to securely connect to the school district's wireless networks and computing services. The installation, set-up, maintenance and operational costs are the responsibility of the school district.
2. Trustees shall receive \$600.00 per year to help offset external communication fees associated with their responsibilities.
3. At the end of the Trustee's term of office, the Trustee may purchase equipment at the depreciated book value as determined by the Secretary-Treasurer.
  - 3.1. To ensure compliance with Board contracts and security practices, all Board licensed software and service connectivity shall be removed from equipment at the end of the term before any purchased equipment is transferred to the trustee.



**PARTNER & COMMUNITY RELATIONS**

**SECTION 200:**

- 210 POLICY:** PRIVACY
- 220 POLICY:** PARENTS' ADVISORY COUNCILS
- 221 POLICY:** DISTRICT PARENTS' ADVISORY COUNCIL
- 230 POLICY:** BUSINESS AND COMMUNITY PARTNERSHIPS
- 231 POLICY:** ADVERTISING IN SCHOOLS BY COMMERCIAL ENTERPRISES
- 240 POLICY:** FUNDRAISING
- 250 POLICY:** VOLUNTEERS
- 260 POLICY:** COMMUNITY SCHOOL SOCIETY
- 261 POLICY:** NEIGHBOURHOOD LEARNING CENTRES
- 270 POLICY:** COMMUNITY USE OF FACILITIES
- 280 POLICY:** SMUDGING
- 290 POLICY:** EDUCATIONAL HERITAGE
- 291 POLICY:** ENVIRONMENTAL STEWARDSHIP

## **POLICY 210 PRIVACY**

The Board, District and all staff shall uphold the privacy, confidentiality, and appropriate use of personal information in compliance with the *School Act*, British Columbia *Freedom of Information and Protection of Privacy Act (FIPPA)* and the District's privacy policies and procedures by adhering to the following principles:

- being open and transparent about the purposes for which personal information may be collected and used by the District.
- collecting and using personal information only as necessary to carry out the District's authorized programs and activities.
- sharing personal information internally with staff, only on a need to know basis, as outlined in the District's administrative procedures.
- sharing personal information with third parties only with the knowledge and consent of affected individuals, unless otherwise authorized or required under *FIPPA*, the *School Act* or other applicable laws.
- ensuring personal information is protected against unauthorized access, use, disclosure, loss, or destruction.
- complying with *FIPPA* and District procedures for the accuracy, protection, use, disclosure, storage, retrieval, correction, and appropriate use of personal information.

The Board strives to be open and transparent with the community about its programs and activities and has processes in place to support the timely response to access requests submitted under *FIPPA* and the proactive release of information of interest to the community.

The Secretary Treasurer is responsible to act as Privacy Officer for the District and may designate this responsibility to other School District personnel. The Privacy Officer is responsible for ensuring compliance with the District's privacy policies and administrative procedures, *FIPPA* and the *School Act*.

The District will respond to and, where appropriate, investigate, all complaints that it receives under this policy.

### **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.
- Staff – the employees, contractors, and volunteers of the District.
- 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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Related Legislation: Freedom of Information and Protection of Privacy Act, R.S.B.C. 1996, c. Part 3; School Act, R.S.B.C. 1996, c. 412 sections 9, 79(3); Student Records Disclosure Order(M14/91)

Related Contract Article: Nil  
Adopted: January 17, 2023  
Amended: xxxx

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

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

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Related Legislation: Freedom of Information and Protection of Privacy Act, R.S.B.C. 1996, c. Part 3; School Act, R.S.B.C. 1996, c. 412 sections 9, 79(3); Student Records Disclosure Order(M14/91)

Related Contract Article: Nil  
Adopted: January 17, 2023  
Amended: xxxx

## **POLICY 220 PARENTS' ADVISORY COUNCILS**

The Board of Education believes that parents/guardians/caregivers are important members of our educational community and partners in learning with the Board of Education. Their involvement, engagement, and consultation is integral to meet the present needs of our students and our community.

The Board of Education recognizes Parents' Advisory Councils as autonomous bodies and values their positive contribution to education in the school district. Through its elected officers, a Parents' Advisory Council may advise the board, the principal and staff of a school respecting any matter relating to the school.

Each school shall encourage parents/guardians/caregivers to form a duly constituted Parents' Advisory Council. Upon receipt of the completed constitution and bylaws, the Board shall formally recognize this organization as the official school's parents' advisory council.

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

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

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

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

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

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



## **POLICY 230 BUSINESS AND COMMUNITY PARTNERSHIPS**

Cooperative business and community involvement with our schools can strengthen and enhance the quality of education provided to our students. All business and community partnerships must align with the values and inclusion statement of our district.

The primary objective of these partnerships must be to enhance educational opportunities for students.

## **POLICY 231 ADVERTISING IN SCHOOLS BY COMMERCIAL ENTERPRISES**

Relationships between the Board, its schools, and commercial enterprises can enhance learning opportunities when aligned with the District's core values.

The sale, the promotion of sale or the support of sales by canvassing, advertising or by other means on the part of any commercial enterprise could be seen as a violation of the safe and secure environment for students. Therefore, there should be no actual or implied obligation to purchase any product or services.

There will be no use of corporate logos and slogans on any physical signage within the District. To recognize sponsorships, temporary print and/or electronic media logos may be appended to district material.

## **POLICY 240 FUNDRAISING**

The Board of Education recognizes fundraising may support school communities by enhancing student activities and opportunities that may not have been allocated through School District budgets. Items purchased through fundraising become the property of the School District.

Fundraising activities must be consistent with the District's core values.

When school fundraising is undertaken, the principal, in consultation with staff, the parent advisory council or parent groups, and students involved or their representatives, has the authority to approve the raising and expenditure of funds in the name of the school.

While supporting fundraising activities, the Board does not support the concept of engaging a paid professional fundraiser.

## **POLICY 250 VOLUNTEERS**

The Board recognizes the value of volunteers and encourages the development of such positive relationships with parents/guardians/caregivers and the community. The Board believes that the education of students in our school community is an undertaking that should be shared among its employees, parents/guardians/caregivers and members of the community. The active involvement of volunteers has the potential to provide considerable benefit to the intellectual, social and emotional development of students.

### **Objectives:**

1. To support the rights of parents/guardians/caregivers as per the School Act and encourage community members and students to be volunteers at schools while protecting against the displacement of staff and upholding the obligations within collective agreements.
2. To complement the skills and expertise of professional staff in order to enrich learning experiences for students.
3. To strengthen and enhance lines of communication between the school and the home/community.
4. To ensure the use of volunteers maintains the integrity of school-based programs and upholds the District's Code of Conduct and Core Values as articulated in [Policy 110](#).

While encouraging the community context of schooling, the Board expects its schools to be safe, secure, and caring environments for staff and students. Therefore, appropriate safeguards regarding the selection, role, and supervision of volunteers must support the use of volunteers. The Board of Education, through its employees, will retain responsibility for school programs and school-sponsored activities.

## **POLICY 260 COMMUNITY SCHOOL SOCIETY**

A Community School is created when a non-profit society is formed in partnership with the school and School District. This partnership provides enhanced services in our school communities. These important neighbourhood hubs are places where children, youth, families, residents, agencies, and local businesses work together to build a strong, caring, and supportive community.

Community School objectives include, but are not limited to, the following considerations:

- Use of schools as lifelong learning centres.
- Promotion of equitable and accessible educational opportunities for children, youth and adults.
- Use of school, district and community resources to enrich services to children, youth, families and the community.
- Improvement of community relations and community development.
- Strengthening inter-agency cooperation and coordination.
- Recognition of and response to identified community needs.

All public users of School District Facilities, including Community School partners, must adhere to Board of Education policies and be in alignment with the District's core values.

Community School organizers must request approval in principle from the Board of Education prior to proceeding with the planning of the creation of a Community School Society.

## **POLICY 261 NEIGHBOURHOOD LEARNING CENTRES**

The Board of Education recognizes that the goal of creating Neighbourhood Learning Centres (NLCs) is to build strong partnerships with community organizations providing additional services and programming that complement and reflect the School District's priorities, values and beliefs.

The NLC's goal is for schools and organizations to partner together so that community members can better access educational and community services in one location.

The objectives of NLCs include, but are not limited to, the following considerations:

- Using schools as lifelong learning centres.
- Promoting equitable and accessible educational opportunities.
- Using resources collectively to enrich services for children, youth, families and community.
- Improving community relations and community development.
- Strengthening collaborative efforts between community agencies.
- Responding to community needs.

All public users of school district facilities, including NLC partners, must adhere to Board of Education policies and the following principles:

- All activities must be compatible with the core values of the School District.
- Delivery of public education services to students is a priority.
- Safety and security of students is of paramount importance.
- Fees may be collected in accordance with the Community Use of Facilities Policy.

## **POLICY 270 COMMUNITY USE OF FACILITIES**

Community use of facilities may provide additional opportunities and activities for students and the community.

School facilities and sites are provided for the education of public-school students. The Board may make district facilities available for use by others during non-school hours, and as part of its stewardship function.

The Board has established the following principles related to community use of facilities:

1. Delivery of public education services to the district's students shall have priority.
2. All aspects of administering and providing community use shall be conducted on a cost recovery basis.
3. School district facilities will not be used by groups or organizations where activities are not compatible with the values and beliefs of the school district.
4. Schools will not be used for any individual's campaign purposes.
5. All users of the Board's facilities will be treated equitably and fairly.

## **POLICY 280 SMUDGING**

The Board of Education recognizes that smudging is practiced by many nations across Canada and is an important part of shared concepts and teachings based on Indigenous Worldviews. Smudging is the burning of sacred plants, and it is done to begin a new day, to cleanse a space, as part of a prayer, and to begin ceremonies, meetings, and gatherings.

The Board of Education is committed to the ongoing learning that respects the cultural diversity of Indigenous students. In partnership with the Ts'elxweyeqw, Pilalt, and Sema:th tribes, the Board of Education aims to be inclusive and culturally responsive by integrating First Nations, Métis, and Inuit perspectives into school planning and programming. This includes welcoming all students to learn about First Nations, Métis, and Inuit traditions.

Smudging is permitted on school district sites, subject to proper safety measures.



## **POLICY 290 EDUCATIONAL HERITAGE**

The Board of Education recognizes the significant role that public schools have played and will continue to play in the culture and history of our community. The Board supports the retention and preservation of educational artifacts and archival records that document the historical heritage of schooling within the district.

### Guidelines

1. The district will encourage the compilation, collection, restoration and preservation of significant records, major reports, textbooks, school and classroom furnishings and objects, and any other item that has relevance to education in this region since public schools were established in 1870.
2. Items for resale, auction or other disposal are to be screened for heritage value.
3. The district will support the mission of the Chilliwack Museum and Historical Society in maintaining the educational heritage of the area. The curator for the Chilliwack Museum and Archives will judge the value of items for inclusion in its collection.

## **POLICY 291 ENVIRONMENTAL STEWARDSHIP**

The Board of Education believes that the sustainability of our environment is vital to the quality of our health and well-being. Further, it believes that the district and its staff have a responsibility to foster and reinforce a positive environmental stewardship.

This policy is intended to confirm the Board's commitment to incorporating environmental stewardship into decision-making and planning.

The Board encourages the development and delivery of programs and initiatives that foster student social awareness and responsibility so that students can develop the skills, knowledge, confidence and attitudes that will help nurture a sustainability mindset.

The Board commits to minimizing its environmental footprint and to reducing the environmental impact of its operations. The Board will seek intergovernmental and community partnerships to enhance environmental stewardship.

### **Definitions:**

For the purposes of this policy:

- **Environmental Sustainability** - defined as improving the quality of human life while living within the carrying capacity of supporting ecosystems. Within the context of the school district, environmental sustainability means incorporating ecological, social, and economic criteria into decision-making processes.
- **Environmental Stewardship** – defined as the informed and responsible actions and behaviours required to collaboratively promote a healthy, sustainable environment.

### **Guidelines:**

1. Staff will strive to ensure that capital projects; facility renovations; district services, programs and activities are designed, implemented and monitored in a manner that integrates environmental stewardship best practices and considerations.
2. Staff will communicate environmental sustainability initiatives to the Board of Education.



**STUDENTS, INSTRUCTION & PROGRAMS**

**SECTION 300:**

<b>310 POLICY:</b>	<b>STUDENT EXPECTATIONS, RIGHTS AND RESPONSIBILITIES</b>
<b>311 POLICY:</b>	<b>STUDENT DRESS GUIDELINES</b>
<b>312 POLICY:</b>	<b>SUPERVISION OF STUDENTS</b>
<b>313 POLICY:</b>	<b>SAFE SCHOOL</b>
<b>314 POLICY:</b>	<b>STUDENT SUBSTANCE USE</b>
<b>315 POLICY:</b>	<b>WEAPONS</b>
<b>320 POLICY:</b>	<b>SCHOOL ADMISSION AND PLACEMENT</b>
<b>321 POLICY:</b>	<b>ORDINARILY RESIDENT &amp; NON-RESIDENT STUDENTS</b>
<b>322 POLICY:</b>	<b>INTERNATIONAL STUDENT PROGRAM</b>
<b>340 POLICY:</b>	<b>SCHOOL FEES AND FINANCIAL HARDSHIP</b>
<b>360 POLICY:</b>	<b>INCLUSION</b>
<b>361 POLICY:</b>	<b>SUPPORT FOR SERVICES BY COMMUNITY AGENCIES AND CERTIFIED PROFESSIONALS</b>
<b>370 POLICY:</b>	<b>DISTRICT PROGRAMS AND UNIQUE LEARNING OPPORTUNITIES</b>
<b>371 POLICY:</b>	<b>FRENCH IMMERSION PROGRAM</b>
<b>372 POLICY:</b>	<b>CAREER PROGRAMS</b>
<b>373 POLICY:</b>	<b>STUDENT FIELD EXPERIENCES</b>
<b>380 POLICY:</b>	<b>LEARNING RESOURCES</b>
<b>382 POLICY:</b>	<b>LIBRARY LEARNING COMMONS</b>
<b>383 POLICY:</b>	<b>TECHNOLOGY USE</b>
<b>390 POLICY:</b>	<b>RESOLVING CONCERNS</b>

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

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

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

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

The Board of Education will take all reasonable steps to prevent retaliation by a person against a student who has made a complaint of a breach of a Code of Conduct.

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

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

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

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

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

Related Contract Article: Nil

Adopted: November 26, 1991

Amended: January 22, 2013; May 28, 2002; February 27, 2007; April 24, 2012; June 13, 2023

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

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

**SCHOOL CODE OF CONDUCT:**

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

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

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

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

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

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

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

Related Contract Article: Nil

Adopted: November 26, 1991

Amended: January 22, 2013; May 28, 2002; February 27, 2007; April 24, 2012; June 13, 2023

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

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

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

## **APPEALS REGARDING DISCIPLINARY ACTION:**

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

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

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

Related Contract Article: Nil  
Adopted: November 26, 1991

Amended: January 22, 2013; May 28, 2002; February 27, 2007; April 24, 2012; June 13, 2023

## **POLICY 311 STUDENT DRESS GUIDELINES**

The Board of Education recognizes that fostering inclusivity and respect for others is critical to creating safe and positive learning environments in our schools for all students. Further, dress guidelines strike a balance between individual expression and the need for students to attend school in clothing that allows them to fully and safely participate in all activities.

Each school will establish its own student dress guidelines in consultation with parents, staff and students. These guidelines will:

1. Address the need for inclusivity and gender neutrality.
2. Focus on safety rather than modesty.
3. Be accessible to parents, staff and students.
4. Be constructive rather than punitive so that correction or discipline is not required.

Staff members have a responsibility to assist students in understanding and abiding by the dress guidelines; if a student comes to school dressed in clothing that is not appropriate for the day's activities, this should be dealt with in a way that does not cause shame or loss of learning time. Parents have a responsibility to send their children to school in clothes that allow them to learn and/or play. Students have a responsibility to dress in clothing that meets health and safety standards for all intended activities.

## **POLICY 312 SUPERVISION OF STUDENTS**

The Board expects all students to be supported by adult supervision at all times. The principal will ensure that the school code of conduct is regularly reviewed with students and parents/guardians/caregivers.

School personnel are expected to act as reasonable and prudent adults in providing for the safety of students, and conscientious supervision of students is mandatory at all times, including during all co-curricular and extra-curricular field trips.

Levels of supervision will take into consideration the number of children, the activity being supervised, the age of the students, the configuration of the area to be supervised and the enforcement of safety rules.

During school hours or while engaging in school sponsored activities, students will be released only with parent/guardian/caregiver permission.

Parents/Guardians/Caregivers will be advised of school sponsored activities occurring after regular school hours and will be informed that students will be dismissed from the activity in a manner similar to a regular dismissal.



## POLICY 313 SAFE SCHOOLS

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

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

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

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

The Board expects that persons will:

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

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

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

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

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- Sexual Orientation
- Age

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

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

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

## **POLICY 314 STUDENT SUBSTANCE USE**

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

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

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

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

## **POLICY 315 WEAPONS**

The Board recognizes its responsibility to provide a secure and safe environment for members of the school community. The Board considers the possession or use of a weapon on or near school property or during school sponsored functions and activities as a serious threat to the safety and security of students and staff and is strictly prohibited.

Any student found to have used or be in possession of a weapon will be subject to appropriate disciplinary action and/or criminal charges.

### **Definitions:**

“Weapon” means any firearm, whether loaded or unloaded; any chemical, substance, device, or instrument designed as a weapon or through its use capable of threatening or producing bodily harm or death; or any device or instrument that is used to threaten, intimidate, or cause bodily harm or death. This includes replicas and toys or bringing weapons on site for protection for the purpose of threatening, intimidating or causing harm to any person.

Notwithstanding the foregoing, items worn for religious purposes or implements used for other purposes may be brought to school with the prior permission of the Principal or designate and under conditions stipulated by the Principal or designate.

## **POLICY 320 SCHOOL ADMISSION AND PLACEMENT**

The Board of Education will provide an education program for every school age student who is ordinarily resident in British Columbia. A student is resident in British Columbia if the student and the parents or guardians are ordinarily resident in British Columbia as defined in the Ministry eligibility of students operating grant funding policy.

The admission procedures contained in this policy and regulation do not apply to fee-paying and non-resident students.

Student registration, enrolment and placement in Chilliwack School District is to be guided by the following principles:

### Access to Neighbourhood School

The admissions process should facilitate attendance of students within their catchment area.

### School Placement

The admission process should maximize the student's and parent's ability to indicate the school and educational program which best meets the student's educational needs, subject to the availability of space, programs and resources as determined by the school district.

### Certainty, Stability, Continuity

The admission process should support certainty, stability and continuity for students and families. Siblings will be admitted to the same school wherever possible, subject to the provisions of the *School Act*, Ministry policy, the timelines established by the Board and the wishes of the family.

### Efficient Resource Allocation

The admission process should enable school and district staff to plan the allocation of space and instructional resources to best accommodate demand and minimize adjustments required at the beginning of the school year. When a parent or guardian requests that their student attend a school outside their catchment area, the parent or guardian will be expected to assume responsibility for transportation and any other costs associated with this decision.

The Board will endeavour to provide programs that meet the interests and needs of district students. The Board may need to provide specialized programs at a limited number of sites to meet the diverse needs and preferences of students and their families. The Board is required to manage its resources in a fiscally responsible manner. Resource allocation should align with the District's core values.

## **POLICY 321 ORDINARILY RESIDENT & NON-RESIDENT STUDENTS**

The Board of Education believes that diversity within the student body enriches the educational environment of the Chilliwack School District.

The Board supports the admission of non-resident students subject to the availability of suitable programs, staff, facilities and available space, after providing for resident students from first within the school catchment area, and then resident students from within the district.

## **POLICY 322 INTERNATIONAL STUDENT PROGRAM**

The Board of Education recognizes that the admission of international students to district schools enhances an understanding of and an appreciation for other cultures on the part of Chilliwack students and students from other countries.

The Board believes that the educational programs and learning environment provided by the school district exists primarily for the benefit of students who reside in Chilliwack. Any provision for enrolment of international students will not be at the expense of students who reside in the Chilliwack School District with respect to space or services.

Students entering Chilliwack schools under the International Student Program shall meet all of the requirements of the International Student Program including paying a fee as authorized by the Board.

## **POLICY 340 SCHOOL FEES AND FINANCIAL HARDSHIP**

The Board believes that providing a wide range of educational opportunities and experiences enhance students' learning and will provide, free of charge, educational resource materials necessary to participate in an educational program sufficient to meet the general requirements for graduation.

The Board of Education may charge fees for goods and services in accordance with Ministerial Orders and the School Act. The Board of Education may also require refundable or partly refundable deposits for educational resource materials in accordance with Section 82 of the School Act.

The Board authorizes fees for optional programs and extra-curricular activities, or other goods and services provided by the district to enrich curricula and school life for students. In these circumstances students and parents must be informed of the process whereby fees may be waived.

The Board of Education will ensure that a schedule of fees and deposits required is published prior to the beginning of the school year and is available to students and parents/guardians/caregivers.

To ensure that fees and deposits do not become a barrier to student participation in educational programs, the Superintendent shall establish procedures for schools to address financial hardship which will allow participation in activities by students who would otherwise be excluded.



## **POLICY 360 INCLUSION**

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

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

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

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

## **POLICY 361 SUPPORT FOR SERVICES BY COMMUNITY AGENCIES AND CERTIFIED PROFESSIONALS**

The Board welcomes and values the input of community agencies and certified professionals to provide support, guidance and assistance to classroom teachers and the school-based team in support of their work with students and parents/guardians in developing learning and support plans.

The Board recognizes that a coordinated approach to effective educational programming for students requires collaborative partnerships with other ministries and community professionals. The scope of consultation may include, but not be limited to, the provision of services by public health nurses, physical and occupational therapists, and other appropriate certified professionals subject to provincial legislation, inter-ministerial protocols, policy and contracts.

## **POLICY 370 DISTRICT PROGRAMS AND UNIQUE LEARNING OPPORTUNITIES**

Catchment area schools are important neighbourhood assets and are central in meeting the educational needs of students within the district.

The Board's Mission – “to ensure deep learning that engages our heart, head and hands to develop competencies vital for the success of all learners” – is supported by offering district programs and unique learning opportunities.

Choice for students, parents and staff is offered, where feasible and appropriate, in the form of district programs and/or schools that offer unique opportunities. These schools provide a program with a specific educational focus (e.g. Integrated Arts & Technology), while prioritizing attendance from the existing school catchment area in accordance with board policy.

District programs (e.g. French Immersion) provide a specific education program and will normally have the entire district as a catchment area.

## **POLICY 371 FRENCH IMMERSION PROGRAM**

Learning the French language, an official language of Canada, enriches students' lives, enhances their understanding of other cultures, and celebrates diversity. The Board recognizes the lifelong cognitive, social, and career benefits of learning French that extend beyond K-12. Therefore, the Board supports French Immersion Programs, at both the early and late entry points, as an educational option and program of choice in the school district.

The Board expects French Immersion to be accessible in accordance with District values, in particular the values of equity and inclusion.

## **POLICY 372 CAREER PROGRAMS**

The Board of Education recognizes that career education offers students opportunities to explore a variety of career options for their future through classroom and practical community experiences.

The Board supports equitable access to career programs that integrate classroom learning with practical experiences in the workplace, including, but not limited to, Work Experience 12, Youth Work in Trades, Youth Train in Trades, Regional Career Programs and Dual credit, as well as related Board Authority/Authorized Courses.

The Board of Education supports career education that helps students gain the skills and competencies needed to support their personal career-life aptitudes, interests and goals.

## **POLICY 373 STUDENT FIELD EXPERIENCES**

The Board of Education recognizes that student field experiences enrich students' learning. Field experiences must be inclusive and designed with safety as a priority.

The Board expects that all students will have the opportunity to participate in curricular field experiences free of charge.

The Board supports reasonable fundraising efforts at the school level to reduce costs for extra-curricular experiences.

## **POLICY 380 LEARNING RESOURCES**

The Board of Education promotes the development of a resource-rich learning environment by providing a wide range of learning resources to support the educational needs of all students and a variety of teaching and learning styles in the school district.

The primary objective of learning resources is to support, enrich and help implement the educational programs of the school.

The Board supports that, in order to meet the needs of students and teachers, it is the responsibility of the professional staff to select and deselect learning resources that support the curriculum, provide a balance on differing points of view and are consistent with the current curriculum and the educational goals of the province, the District and the school.

The Board recognizes that professional staff are also responsible for curating a wide array of materials for students' personal research and recreational reading purposes, and that these materials can also be considered learning resources.

The Chilliwack School District fully supports the Ministry's Policy statement that "Educators are best suited for determining the resources that are most appropriate for use in their classrooms." This extends to resources available throughout the school including the Library Learning Commons.

The Board further acknowledges that learning materials and recreational reading materials may include sensitive content and understands that professional judgment is exercised in evaluating and purchasing these learning materials.

Boards may use resources that are recommended by the BC Ministry of Education or may choose to use the Focused Education Resources Services (FERS). FERS maintains a collection of evaluated K-12 resources recommended for school district use. FERS resources used at the recommended grade levels are generally considered to be exempt from formal challenges as they have already been thoroughly vetted for educational use.

Educators will also need to make use of resources that have not been evaluated by FERS. The Board acknowledges that professional staff will consult a variety of recognized educational, critical, evaluative sources prior to using or purchasing these resources.

### **Selection of Learning Resources:**

1. Learning Resources selected fulfill the following social consideration principles:
  - a. Promotes diversity, appropriately representing the status areas of the BC Human Rights Code: race, colour, ancestry, religion, age, sex, sexual orientation, gender identity or expression, marital status, family status, and disability

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- b. Incorporates diverse racial backgrounds and lived experiences, demonstrates equity, and reflects Black, Indigenous and People of Colour (BIPOC) voices
  - c. Promotes respect for and understanding of inclusion and diversity in Canadian society
  - d. Provides appropriate context for complex issues and demonstrates an awareness of personal bias
  - e. Emphasizes opportunities for critical thinking
  - f. Ensures resources are current and do not contain discriminatory or stereotypical content, acknowledging that some resources may be used to provide historical context and critical thinking regarding changes in societal norms.
2. Learning resources use appropriate content and language for the intended audience in terms of the developmental age, maturity, and diverse learning needs of the students for whom the resource is intended.
3. Teacher-Librarians and other teachers will use professional judgment, skills and knowledge in selecting content for curriculum learning resources and recreational reading available to students in a school Library Learning Commons.
4. School resources will reflect the Chilliwack School District policies pertaining to values, safe schools, inclusion and respect.
5. Learning resources shall be designed to motivate students and staff to examine their own attitudes and behaviours and to comprehend their own responsibilities, rights, and privileges as participating citizens in our society.
6. Learning resources shall present various sides of controversial issues so that young citizens may have an opportunity to develop, under guidance, the practice of critical analysis and make informed judgements in their daily lives.
7. Learning resource selection is an ongoing process that should include removing materials that are no longer appropriate according to the selection criteria to ensure the maintenance of a relevant and respectful collection that meets current scientific or social consideration standards.
8. Learning resources shall be purchased and used in compliance with current copyright and privacy legislation.
9. Parents/Guardians/Caregivers are Partners in Learning and are encouraged to consult with school staff should they have questions about resources being used.
10. The principles of freedom to read/listen/view must be protected for students. Teacher-Librarians (TLs) will support reading choice for students. Families who wish students not to read certain topics can have those discussions at home, but it is not the role of the TL to censor choices at the circulation desk.
11. Teacher-Librarians support reading choice. Students should not be limited in the Library Learning Commons to only books “at their reading level” (such as PM Benchmark/Lexile, etc.). Reading level considerations are best suited to guided reading instruction in the classroom.

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Related Legislation: [Ministerial Order 333/99](#), the Educational Program Guide Order; section 5; [BC Ministry of Education Learning Resources Policy \(2017\)](#)

Related Contract Article: Nil

Adopted: February 22, 2005

Amended: February 7, 2023



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**Challenge of Learning Resources:**

1. The Board recognizes that despite all care taken to select appropriate learning resources for student and teacher use, and despite the qualifications of the professionals who select the learning resources, an objection may be raised to the use and availability of such a resource.
2. No parent/guardian/caregiver or group of parents/guardians/caregivers has the right to determine reading, viewing or listening materials for students other than their own.
3. Parent/Guardians/Caregivers have the right to request that their children not have access to a given item, provided a written request is made to the school principal.
4. Any parent/guardian/caregiver may formally challenge learning resources used where their child is enrolled. The final decision regarding any such challenge shall rest with a Reconsideration Committee. Concerns regarding the use of learning resources must first be addressed and resolved, if possible, at the school level with the staff in question, and in turn the principal. Please refer to the Procedures for Dealing with Challenged Materials for further information regarding the process.

## **POLICY 382 LIBRARY LEARNING COMMONS**

The Library Learning Commons (LLC) are physical and virtual learning hubs of schools where students and staff collaborate on inquiry, project/problem-based learning experiences, experimentation, and innovation to enhance critical thinking, creativity, and communication.

Library Learning Commons resources and programming will include social consideration principles of promoting diversity and human rights, incorporating diverse racial backgrounds and lived experiences, demonstrating equity, reflecting First Nations and BIPOC voices, and providing an appropriate context for complex issues all while highlighting the importance of having an awareness of personal bias.

Library Learning Commons should feature dynamic programming in order to foster innovative and inclusive opportunities to support student learning and success.

## **POLICY 383 TECHNOLOGY USE**

Student, staff and community learning is supported by access to online learning resources and communication tools through the use of technology. The Board is committed to providing reliable technology for all schools to enhance student learning and provide opportunities for innovation and staff development.

All users of district technology must adhere to privacy and copyright legislation and all district guidelines regarding use of technology and social media.

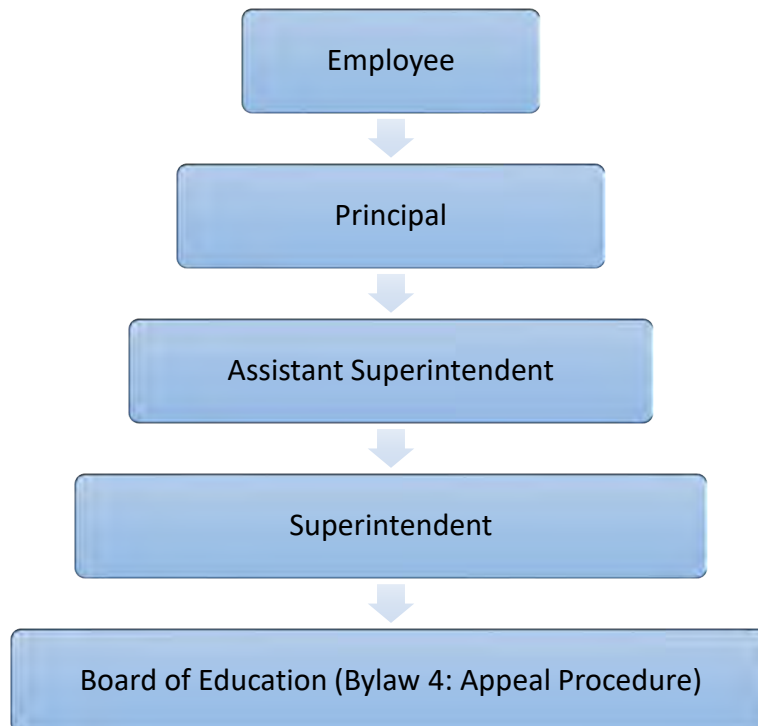
## POLICY 390 RESOLVING CONCERNS

The Board of Education believes that open, direct communication between students, parents, and school personnel serves the best interest of everyone in resolving a concern. The Board supports the practice that concerns about personnel, programs or procedures are dealt with at the point closest to where the concern first arises in a courteous, confidential, and mutually satisfactory manner.

When a parent/guardian/caregiver has a concern about the action or decision of any employee, an educational program, a procedure or a learning resource, their concern should be first channeled through the employee and then the principal of the school. If resolution is not reached at the school level, a concern may be forwarded to the appropriate Assistant Superintendent before being referred to the Superintendent for consideration.

The Board of Education recognizes that employee decisions that do not significantly affect the education, health or safety of a student are within the final authority of the Superintendent as the Board of Education's chief executive officer. Unresolved concerns where the decision significantly affects the education, health or safety of the student may be appealed to the Board of Education ([Bylaw 4: Appeal Procedure](#)).

### Resolving Concerns Procedure





HEALTH & SAFETY

SECTION 400:

433 POLICY:

PROVISION OF MENSTRUAL PRODUCTS

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

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

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

### **Procedures:**

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

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



**HUMAN RESOURCES**

**SECTION 500:**

*UNDER REVISION*



**BUSINESS & SUPPORT SERVICES**

**SECTION 600:**

- 610 POLICY:** FINANCIAL PLANNING AND REPORTING
- 611 POLICY:** ACCUMULATED OPERATING SURPLUS
- 620 POLICY:** SIGNING AUTHORITIES
- 630 POLICY:** PURCHASING
- 650 POLICY:** ACQUISITION AND DISPOSAL OF REAL ESTATE
- 660 POLICY:** CONSOLIDATION OR CLOSING OF SCHOOLS
- 661 POLICY:** NAMING AND RE-NAMING OF FACILITIES
- 662 POLICY:** CHILD CARE
- 680 POLICY:** STUDENT TRANSPORTATION
- 681 POLICY:** 15-PASSENGER VANS



## **POLICY 610 FINANCIAL PLANNING AND REPORTING**

The Board recognizes its responsibility for the effective use of funds received from the Ministry of Education and Child Care and other sources. The Board of Education has a duty to govern the district in a fiscally responsible manner, while supporting the priorities and strategies of its Strategic Plan.

Governance over financial planning and reporting encompasses setting strategic objectives, and then providing resources to achieve those objectives. The Board of Education represents the community and should be open and transparent on the resource allocations along with seeking community input on those allocations. The Board cannot transfer its fiduciary responsibility to management, community, or partners, and must retain responsibility for the final approval and monitoring of the budget plan. Management is responsible to the Board for outlining performance measures to evaluate achievement of the objectives, identifying risks inherent in the budget plan, establishing internal controls over spending, and providing regular financial reporting.

The Board believes that establishing strategic objectives and associated operational plans will enhance student educational outcomes. The Board also believes that aligning funding and resources to those strategic objectives and engaging in multiyear financial planning is crucial for the effective and sustainable operation of the school district. The Board will develop a *Financial Plan* spanning three years.

### Guiding Principles:

- The Board will establish a financial plan that allocates resources and reserves to the core operational needs of the district, and to support strategic and long-range plans of the district.
- In developing its *Financial Plan*, the Board will establish a consultation process to receive input from students, parents/guardians/caregivers, staff, First Nations and Métis Nation BC, community members and organizations on the strategic objectives and resource priorities.
- Throughout the fiscal year, management will provide regular reporting which will compare actual and forecasted expenditures to the budget plan.
- The Board will amend the budget plan as conditions change and will formally approve an annual budget plan by June 30 and amended budget plan by February 28.
- The Board will review the budget planning processes on an annual basis.

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Timelines and engagement opportunities for Financial Planning and Reporting Activities:

September	Regular Board Meeting	Audited Financial Statements, Financial Statement Discussion and Analysis
November	Budget Advisory Committee	1 <sup>st</sup> Quarter Financial Report, Financial Statement Discussion and Analysis, Budget Timeline and Process
November	Regular Board Meeting	1 <sup>st</sup> Quarter Financial Report, Budget Timeline and Process Approval
January	Budget Advisory Committee	Amended Annual Budget Review
January	Regular Board Meeting	Amended Budget 1 <sup>st</sup> Reading
February	Budget Advisory Committee	2 <sup>nd</sup> Quarter Financial Report, Budget Timelines, Public Budget Presentation/Consultation Planning
February	Regular Board Meeting	Amended Budget 2 <sup>nd</sup> & 3 <sup>rd</sup> Reading and Adoption, 2 <sup>nd</sup> Quarter Financial Report
April	Budget Advisory Committee	Preliminary Budget Assumptions, Overview of Public Budget Presentation/Consultation
April	Regular Board Meeting	Public Budget Presentation & Consultation
May	Budget Advisory Committee	3 <sup>rd</sup> Quarter Financial Report, Preliminary Budget Review, 3-Year Plan Review
May	Regular Board Meeting	Preliminary Budget 1 <sup>st</sup> Reading, 3 <sup>rd</sup> Quarter Financial Report, 3-Year Plan Review
June	Regular Board Meeting	Preliminary Budget 2 <sup>nd</sup> & 3 <sup>rd</sup> Reading and Adoption, 3 <sup>rd</sup> Quarter Financial Report, 3-Year Plan

## **POLICY 611 ACCUMULATED OPERATING SURPLUS**

The Board of Education is responsible for ensuring the district is protected financially from forecasting risk and unforeseen circumstances that could negatively impact resources available for the education of students. The Board is required by legislation to prepare a balanced annual budget. As stipulated within the *School Act*, boards of education are not permitted to incur a deficit of any kind and therefore must plan appropriately. Estimated spending in the annual budget must not exceed estimated revenue plus any allocation of accumulated operating surplus.

An accumulated surplus represents the extent to which revenue from all previous years exceeds expenditures from all previous years. The use of an operating surplus enables the Board to mitigate financial risk and support programs and services for students. Surplus balances provide flexibility to absorb future year one-time costs, unforeseen expenditures or reduced revenue due to declining enrolment. To support long-term financial planning the Board can restrict operating surplus for use in future years.

This policy, in conjunction with Policy 610 – Financial Planning and Reporting, ensures accountable and transparent financial planning; establishes procedures that guide the accumulation, spending and reporting of operating surplus funds; and outlines how the Board will engage with students, parents/guardians/caregivers, staff, First Nations and Métis Nation BC, community members and organizations. This policy aligns with and ensures compliance with the Ministry of Education and Child Care’s [Accumulated Operating Surplus Policy](#) and [Financial Planning and Reporting Policy](#).

To increase transparency, surplus allocations will be specifically identified and approved as part of the budget approval process. Surplus allocations not contained in the budget will require a Board motion in a public meeting, save for motions that are appropriately made in a closed Board meeting such as matters related to land, legal or personnel matters.

The reporting of surpluses and inter-fund transfers are publicly provided through both the financial statement and budget reporting processes. The district budget reporting processes will outline the initial plan for surpluses and transfers and the financial statements will report on the actual surpluses and transfers in any given budget year.

### **Consultation and Engagement**

Prior to approval of the Annual Budget, the Board of Education will consult and engage with education partners and local First Nations and Métis Nation BC on proposed uses of the accumulated operating surplus. This engagement will be consistent with the consultation processes outlined in Policy 610 – Financial Planning and Reporting. Information regarding these processes will be provided on the district website.

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Specifically, the Board will consult and engage local communities, education partner groups, local First Nations and Métis Nation BC about:

- opportunities to provide input, feedback and ask questions regarding the Board's annual budget and Board's operating surplus accumulation, reporting and planned use;
- how the feedback will be used; and
- any specific opportunities to provide feedback.

## **Categories of Operating Surplus**

The Board uses the following categories to manage operating surplus.

### **Internally Restricted Operating Surplus**

The Board can make restrictions for items that are identified by the Board and have defined timelines. The three streams of internally restricted operating surplus are:

- restricted due to the nature of constraints on the funds;
- restricted for anticipated unusual expenses identified by the Board; and
- restricted for operations spanning multiple school years.

Chilliwack School District's accumulated operating surplus will serve as a contingency reserve for the risks associated with unexpected increases in expenses and/or decreases in revenues related to major emergent operating issues, one-time costs and intermittent projects. The Board will attempt to maintain a contingency reserve of 3.5 percent of annual operating expenses.

### **Restricted for Future Capital Cost-Sharing**

To support major capital projects that are identified in the Boards' five-year Capital Plan and approved by the Ministry for concept plan or business case development, the Board may restrict operating surplus to satisfy capital project cost-share expectations.

### **Local Capital**

Local Capital will include the Board's portion of any proceeds from the disposition of capital assets, transfers from operating funds and interest earned on Local Capital funds restricted for the purchase of tangible capital assets. Capital projects that are not supported by the government through the Ministry of Education and Child Care's Capital Plan funding need to be funded through school district funds.

### **Special Purpose Funds**

The Board of Education may maintain a surplus within a Special Purpose Fund where it is beneficial to do so in achieving the intent of that fund.

## **POLICY 620 SIGNING AUTHORITIES**

1. Other than specific signing authorities articulated within this policy, the Secretary Treasurer in consultation with the Superintendent of Schools (“Superintendent”), is authorized to manage appropriate signing authorities for all departments and schools and establish clear administrative procedures regarding contracts and other legal documents requiring a single signature.

### **District Corporate Seal**

2. Authority to affix the District Corporate Seal is restricted to the Superintendent and the Secretary Treasurer for use on corporate documentation including budgets, exempt staff contracts and property documents.

### **Signing Officers**

3. The signing officers for execution of all documents requiring the district corporate seal shall be the Chair of the Board, or in the absence of the Chair, the Vice Chair; the Secretary Treasurer, or in the absence of the Secretary Treasurer, the Assistant Secretary Treasurer; and the Superintendent.

4. The Secretary Treasurer in consultation with the Superintendent, is authorized to specify through an administrative procedure, legal documents that require signatures of two officers of the Board.

5. For contracts and other legal documents requiring two officers of the Board, the signing officers shall be any two of the following: the Superintendent of Schools, the Secretary Treasurer or the Assistant Secretary Treasurer.

### **Electronic Signatures**

6. The signatures on system produced cheques shall carry the electronic signatures of the Secretary Treasurer and a designated manager within the finance department.

7. The signature on system-produced purchase orders shall carry the electronic signature of the Secretary Treasurer.

## **POLICY 630 PURCHASING**

The Board of Education requires that all services, supplies and equipment purchased with funds held in district accounts are acquired with fairness and transparency in accordance with competitive public sector purchasing practices.

Further the Board expects that ethical business practices are in place for managing all purchases.

It is expected that goods, services, and equipment purchased will maximize benefit for the district.

The Secretary Treasurer is responsible for monitoring all purchasing practices.

## **POLICY 650 ACQUISITION AND DISPOSAL OF REAL ESTATE**

The Board will ensure the best use of any land and buildings that it owns. The Board may acquire, or dispose of interest in, land and/or buildings as reflected in the district facilities plan. The Board aims to achieve the maximum economic benefit from any real estate transactions.

Negotiations for the purchase or sale of real estate are sensitive in nature and must be carried out in a fair and ethical manner.

The Board exercises its power with respect to the acquisition or disposal of property by bylaw.

The Secretary Treasurer or designate is authorized to act on behalf of the Board and to enter into agreements on behalf of the Board with respect to the acquisition and disposal of real estate.

## **POLICY 660 CONSOLIDATION OR CLOSURE OF SCHOOLS**

The Board recognizes that declining or shifting student populations may necessitate the consolidation and/or closure of schools

### Guidelines

1. The closing or consolidation of a school has a significant impact on the community; therefore, the Board will follow a process that provides adequate time and opportunity to consult with those that may be affected prior to any decision being made.
2. The key reasons for closing or consolidating a school are:
  - 2.1. a declining enrolment
  - 2.2. restructuring of educational programs, or
  - 2.3. replacement by new construction
3. The Board will be informed through the Long-Range Facilities Plan as to changing demographics and district facility needs.
4. Should the Board adopt a recommendation for “Consideration for Consolidation / Closure” of a particular school, the Board shall advise the school staff, parents/guardians of students in the school and the general public that closure is being considered. The Board will also announce the timeline of events including the public forum, various decision points and the process for input from all relevant parties.
5. The Board shall allow a period for public consultation to take place between the time that the “Consideration for Consolidation / Closure” announcement is made and the final decision. This period of time shall not be less than 60 days. A longer time frame for public consultation may be determined.
6. The “Consideration for Consolidation / Closure” motion shall be raised, discussed and decided upon at a public meeting of the Board.
7. The Board shall take the following steps to ensure that open, meaningful public consultation will take place:
  - 7.1. Board announces at a public meeting the school being considered for consolidation or closure.
  - 7.2. Make available, in writing, pertinent facts and information considered by the Board with respect to school consolidation or closure, including but not limited to:
    - 7.2.1. the specific school that is being considered for consolidation or closure



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- 7.2.2. how the proposed consolidation or closure would effect the catchment areas of effected schools
  - 7.2.3. the general effect on surrounding schools
  - 7.2.4. the number of students who would be affected
  - 7.2.5. the effect of the proposed consolidation or closure on district provided student transportation
  - 7.2.6. educational program/course implications for the affected students
  - 7.2.7. the proposed effective date for the consolidation or closure
  - 7.2.8. financial considerations
  - 7.2.9. impact on the Board's capital plan
  - 7.2.10. enrolment projections
  - 7.2.11. future enrolment growth including persons less than school age and adult
- 7.3. Provide an opportunity and directions for affected persons to submit written responses regarding the proposed school consolidation or closure. It should be noted that submissions may become public.
- 7.4. Hold at least one public forum to discuss the proposed consolidation or closure, summarize written submissions and listen to community concerns and proposed options.
- 7.5. The time and location of the public forum shall be broadly advertised giving at least 7 days notice to ensure adequate notification to affected persons or groups in the community. Written notification will be provided to students and parents of students currently attending the school, to stakeholder/partner groups, to local government, to First Nations, and to other schools affected by the proposed closure including current and potential tenants and user groups. Also, a clearly visible notice will be included in the local newspaper and posted on the district's website. The Board should present the following at the beginning of the public forum:
- 7.5.1. implications of the proposed consolidation or closure
  - 7.5.2. implementation plans, including the timing
  - 7.5.3. options that the Board considered as alternatives
  - 7.5.4. possible future community growth in the area of the school
  - 7.5.5. contents of written submission presented to the Board by members of the community
  - 7.5.6. any new information received since the initial announcement
  - 7.5.7. alternative potential uses of the building
  - 7.5.8. parental and community support
  - 7.5.9. written or oral input received
  - 7.5.10. consultation with staff
- 7.6. Summary will be kept of the public forum to record concerns or options raised.

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- 7.7. Following the public forum, the Board will give fair consideration to all public input prior to making its final decision. Fair consideration includes the possibility that the Board's proposal could be changed.
  - 7.8. The consolidation or closure of a school should not normally take effect until the end of the school year following the final decision. The decision should be made as soon as possible during the preceding school year. This will give parents, students and school staff time to make alternative arrangements.
8. The final decision on a school consolidation or closure will be made by bylaw.

## **POLICY 661 NAMING AND RE-NAMING OF FACILITIES**

District facilities are an intrinsic part of the community. Naming facilities provides a unique opportunity to further develop an identity for the School District. Rights holders and partners in Chilliwack's education system, as well as the community at large will be consulted in the process of naming school district facilities.

### Process:

- A Committee will be established by authority of the Superintendent, and shall include at least one member from each:
  - Indigenous Education Advisory Committee
  - District Parents' Advisory Council
  - Chilliwack Teachers Association
  - Canadian Union of Public Employees #411
  - Chilliwack Principals and Vice Principals Association
  - Chilliwack Board of Education
  - Community Member
  
- The Committee will:
  - ensure schools and the community are informed of the opportunity, process and criteria for the submission of names for consideration; and
  - establish appropriate timelines for the collection of input; and
  - ensure names are supportive of the District's Mission, Vision and Motto, and meets criteria listed below; and
  - ensure alignment with the [BC Naming Privileges Policy](#); and
  - require a rationale in support of the name; and
  - present a maximum of three options, in order of preference, for final approval for the Superintendent to forward to the Board of Education; and
  - given the sensitive nature of this task, most naming proposal deliberations by the School Naming Committee and the Board of Education will be kept confidential; and
  - the Board of Education will make the final decision for the new name at a closed meeting and the new name will be announced at a regular meeting held in public.

### Criteria:

- The Board may approve facility names based on people or places important to the local community or geographic area in which the facility is located.
- Wherever possible, if the building is to be named in honour of a person, the consent of the individual will be obtained. If it is to be named posthumously, except for a person of distinction, the close surviving relatives should approve.

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## Naming Part of a Facility:

- The Board of Education may name portions of facilities including, but not limited to, libraries, athletic fields, gymnasiums, multipurpose rooms or theatres.
- A proposal for naming part of a facility will be submitted, in writing, to the Board. Following receipt of the proposal, the Board may request the Superintendent to establish a committee as above.
- Whether initiated by the Board or by a proposal, the naming committee will review and refer the submission(s) using the process and criteria listed above.

## Renaming an Existing Facility:

- Only in exceptional circumstances and after thorough study would the Board of Education consider renaming an existing school or facility. Because of the history and tradition associated with the names given to school facilities and the cost of updating documents, brochures and other literature, the Board would only consider re-naming proposals in cases where the existing name is deemed to no longer be serving the need of the school population or community.
- A proposal for re-naming an existing school facility will be submitted, in writing, to the Board. Following receipt of the proposal, the Board may request the Superintendent to establish a committee as above.
- Whether initiated by the Board or by a proposal, the naming committee will review and refer the submission(s) using the process and criteria listed above.

## **POLICY 662 CHILD CARE**

This policy is to provide guidance with respect to how the Board will promote the use of Board property for the provision of child care programs between the hours of 6 a.m. and 6 p.m. on business days by either the Board or third-party licensees.

The Board of Education recognizes the importance of child care for families and aspires to offer childcare at all schools where, amongst other factors, space permits. The Board believes that offering before and after school child care programs at a student's school is a seamless option for families. The use of Board property by licensed child care providers must not disrupt or otherwise interfere with the provision of educational activities, including early learning programs and extracurricular school activities.

### Guiding Principles

1. The Board will, on an ongoing basis, assess community need for child care programs on Board property through a process of engagement with employee groups, parents and guardians, Indigenous community representatives, Indigenous rightsholders, Indigenous service providers and existing child care operators. The process for engagement will be reviewed on an ongoing basis.
2. If child care programs are to be provided on Board property, the Board will consider, on an ongoing basis, whether those programs are best provided by licensees other than the Board, the Board, or a combination of both.
3. Child care programs, if operated by the Board, will be operated for a fee no greater than the direct costs the Board incurs in providing the child care program.
4. Fees for the use of Board property by licensees other than the Board will not exceed the direct and indirect costs the Board incurs in making Board property available for the child care program. Direct and indirect costs include:
  - a. utilities;
  - b. maintenance and repair;
  - c. a reasonable allowance for the cost of providing custodial services;
  - d. a reasonable allowance for time school district administrators and other staff spend on matters relating to the use of board property by licensed child care providers;
  - e. any other incremental costs directly related to the provisions of child care services on Board property.
5. If child care programs are operated by a licensee other than the Board, the Board will require the licensee to agree to comply with this Policy.

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6. In selecting licensees other than the Board to operate a child care program, the Board will give special consideration to the candidates' proposals to:
  - a. provide inclusive child care; and,
  - b. foster Indigenous reconciliation in child care.
  
7. If the Board decides to operate a child care program, the Board will ensure that it is operated in a manner that:
  - a. fosters Indigenous reconciliation in child care. In particular, the child care program will be operated consistently with the following principles of the British Columbia *Declaration on the Rights of Indigenous Peoples Act*: (i) Indigenous peoples have the right, without discrimination, to the improvement of their economic and social conditions, including in the area of education; and (ii) "Indigenous peoples have the right to the dignity and diversity of their cultures, traditions, histories and aspirations which shall be appropriately reflected in education"; and
  - b. is inclusive and consistent with the principles of non-discrimination set out in the British Columbia *Human Rights Code*.
  
8. Any contract with a licensee other than the Board to provide a child care program on Board property must be in writing and subject to review no less than annually. The contract must contain:
  - a. a description of the direct and indirect costs for which the licensee is responsible;
  - b. an agreement by the licensee to comply with this policy and all other applicable policies/administrative procedures;
  - c. a provision describing how the agreement can be terminated by the Board or the licensee;
  - d. an allocation of responsibility to ensure adequate insurance is in place to protect the interests of the Board;
  - e. a statement that the agreement can only be amended in writing, signed by the Board and the licensee;
  - f. a requirement for the licensee to maintain appropriate standards of performance; and
  - g. a requirement that the licensee must at all times maintain the required licenses to operate a child care facility.
  
9. Prior to entering into or renewing a contract with a licensee other than the Board to provide a child care program on Board property, the Board will consider:
  - a. whether it is preferable for the Board to become a licensee and operate a child care program directly;
  - b. the availability of school district staff to provide before and after school care;
  - c. whether, with respect to a licensee seeking renewal or extension of a contract, the

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

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- licensee has performed its obligations under this Policy and its contract with the Board, with specific regard to performance in respect of providing an inclusive child care program and one that promotes Indigenous reconciliation in child care; and
- d. the utilization of the British Columbia Early Learning Framework to guide and support learning experiences in child care settings.

## **POLICY 680 STUDENT TRANSPORTATION**

The Board of Education has a responsibility to provide safe and reliable transportation to students in a fiscally and environmentally responsible manner. All riders may be charged a fee for service. Rates will be adjusted annually based on the Canadian Consumer Price Index (CPI).

The Board will provide bus service to students who:

- live where the catchment-area school is beyond 3.0 kilometres for elementary school students and beyond 4.0 kilometres for middle and secondary students, or
- have an identified student learning need as approved by the Superintendent, or
- are a First Nation student living on reserve.

Busing may also be provided on a courtesy basis where there is seating available on an existing bus route. Busses will not be re-routed, and no additional stops will be added. Fees apply to courtesy riders.

Where financial hardship exists, the District will ensure fees do not become a barrier to student transportation.

The Board will work with government and other organizations to advocate for active transportation.



## **POLICY 681 15-PASSENGER VANS**

Due to the high risk of rollover crashes in 15-Passenger Vans, the use of these vehicles is strictly prohibited.



Chilliwack  
School District

# BOARD POLICY MANUAL (UNDER REVISION)

The Board of Education is currently reviewing its Bylaws and Policies to ensure they are current and functional, and that they align with the School Act, Regulations and Orders in Council, and Ministerial Orders. Policies in the following Board Policy Manual (Under Revision) have not been completed at this time.



THE SCHOOL DISTRICT

SECTION 100:

**ALL POLICIES IN THIS SECTION HAVE BEEN COMPLETED.**  
PLEASE REFER TO POLICY MANUAL (NEW)



THE BOARD

SECTION 200:

**ALL POLICIES IN THIS SECTION HAVE BEEN COMPLETED.**  
PLEASE REFER TO POLICY MANUAL (NEW)



ADMINISTRATION

SECTION 300:

**300 POLICY:**

LEADERSHIP APPOINTMENTS AND ASSIGNMENTS

**307 POLICY:**

SUPERVISION AND EVALUATION OF PRINCIPALS AND VICE PRINCIPALS

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

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**300  
POLICY  
Leadership Appointments and Assignments**

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The Board believes that the appointment of personnel to school and district leadership positions is the responsibility of the Board.

The Board requires that every effort is made to appoint the best qualified candidates to leadership positions using a competitive, open and transparent process. Where appropriate, the Board will consult with partner groups.

The Board shall interview, select and appoint the Superintendent.

The Board shall interview, select and appoint the Secretary-Treasurer, upon the recommendation of the Superintendent.

The Board shall appoint the Assistant Superintendents and Directors, upon the recommendation of the Superintendent.

The Board shall appoint Principals and Vice-Principals to the District, upon the recommendation of the Superintendent.

The Board delegates to the Superintendent the responsibility for hiring all other district-level supervisors and managers.

The Superintendent will report to the Board the assignments and reassignments of Principals and Vice-Principals.

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

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**307**

**POLICY**

**Supervision and Evaluation of Principals and Vice Principals**

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The Superintendent shall be responsible for developing and implementing a process and procedures for the continuous supervision and periodic evaluation of principals and vice principals. There will be a clear separation of supervision, which is a continuous process focusing on the professional growth of principals and vice principals, and evaluation, a process providing for accountability and assessing the competence of principals and vice principals as need arises.

In the case of principals, the responsibility for acting as a formal supervisor and evaluator rests with the superintendent designate; in the case of vice principals, the responsibility normally rests with their principal but consideration can be given to having another principal or superintendent designate evaluate.

**Supervision:** Supervision shall emphasize a continuous supportive relationship between the supervisor and relevant principals and vice principals, and among principal and vice principal peer partners or colleagues.

**Evaluation:** Evaluation shall be carried out when principals and vice principal are in a probationary appointment, where cause for concern in performance has arisen with respect to a principal and vice principal, or when requested by the principal or vice principal. In cases where there is cause for concern, the supervisor and principal or vice principal should be informed three months in advance to determine a mutually agreeable time for starting the evaluation process and the duration of the cycle.

Evaluation shall be carried out using the Principal/Vice Principal Performance Appraisal Template. The Template shall be regularly reviewed by the Board, with opportunities provided for principal and vice principal input and consultation.

Opportunities for the involvement and input of the principal or vice principal being evaluated during the evaluation process shall be provided by the evaluator.

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Cross Refs: *School Act/Regulations*

Adopted: June 8, 1993  
Reviewed: July 15, 1997  
Revised: April 12, 1994, May 28, 2019



**PERSONNEL**

**SECTION 400:**

- 401 POLICY:** STAFF CONFLICT OF INTEREST
- 402 POLICY:** RESPECTFUL WORKPLACE
- 404 POLICY:** WHISTLEBLOWER PROTECTION
- 426 POLICY:** EMPLOYEE RECOGNITION
- 428 POLICY:** EXPENSES
- 432 POLICY:** UNAUTHORIZED PERSONNEL



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

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**401  
POLICY  
Staff Conflict of Interest**

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Subject to any employee's rights under a collective agreement, legislation, or statutory regulation, employees of the school district shall not place themselves in a position of conflict of interest. Employees are expected to carry out their duties and responsibilities professionally and impartially and to anticipate and avoid conflicts of interest. The Board has an obligation to maintain the public's trust and confidence. It is important that all employees be seen as acting in the best interests of students.

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Cross Refs:

Adopted: April 27, 2004  
Reviewed:  
Revised:

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

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**402  
POLICY  
Respectful Workplace**

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The Board of Education is committed to providing a respectful work and learning environment in which all individuals who work for the School District #33 (Chilliwack) or the Board or who are members of the Board, are treated with respect and in a manner that is free from bullying and harassment, discriminatory harassment and retaliation.

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Cross Refs: Charter of Rights and Freedoms, BC Human Rights Act, Provincial Teachers' Collective Agreement

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

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

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**POLICY 404  
Whistleblower Protection**

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The Board believes in a safe, caring, equitable, accountable and collaborative learning and working environment where employees can seek advice or make a disclosure of wrongdoing. The Board is committed to the highest standards of openness, honesty, accountability and to upholding ethical standards. All employees, and others performing work on behalf of the District, are expected to conduct themselves in a professional manner, to adhere to applicable laws, regulations, policies and procedures that apply to their work activities and to demonstrate ethical behavior in all their decisions and interactions.

The Board encourages employees, and others with whom the Board has a relationship, who have serious good faith concerns about any aspect of wrongdoing in the District to come forward and voice those concerns.

The Board expects that individuals who file good faith reports under this policy will be protected and will not be subject to retaliation or discipline.

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Cross Refs:

Adopted: April 7, 2015

Revised:

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

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**426  
POLICY  
Employee Recognition**

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The Board values and promotes a culture of employee recognition in the Chilliwack School District. The Board recognizes the valuable contribution made by all employees of the District to students and their learning.

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

The Board also believes in honoring those employees who are retiring from the district and will provide an annual celebration for retirees.

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Cross Refs:

Adopted: September 10, 1991  
Reviewed  
Revised: April 7, 2015

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

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**428  
POLICY  
Expenses**

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The Board of Education expects all employees to use excellent business practices and apply these in a consistent manner.

The Board of Education recognizes that the nature of the duties of some Board employees requires them to travel within and outside the school district. In addition, the Board of Education supports employee participation in conferences, seminars and other programs that contribute to their professional growth and recognizes that there are expenses associated with this participation.

The Board of Education delegates the authority to the Superintendent to reimburse employees for approved expenditures in accordance with the attached regulation and schedule of reimbursements.

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Cross Refs: *School Act*, Board Policy 229

Adopted: October 28, 1981

Reviewed:

Revised: June 14, 1994, February 10, 2009

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

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**432  
POLICY  
Unauthorized Personnel**

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Unauthorized personnel, including family or friends of employees, shall not assist in the performance of employees' duties, nor shall they have access to the buildings or equipment without appropriate approval.

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Cross Refs:

Adopted: June 28, 1978  
Reviewed:  
Revised:



STUDENTS

SECTION 500:

- 502 POLICY: STUDENT SEARCH AND SEIZURE
- 503 POLICY: INTERROGATION OR INTERVIEWING OF STUDENTS BY POLICE IN SCHOOLS
- 506 POLICY: ADMINISTERING MEDICATIONS TO STUDENTS
- 507 POLICY: STUDENT RECORDS
- 516 POLICY: SHARING INFORMATION BY CHILD AND YOUTH CARE WORKERS WITH SCHOOL PRINCIPALS
- 524 POLICY: PHYSICAL RESTRAINT AND SECLUSION OF STUDENTS IN SCHOOL SETTINGS
- 526 POLICY: ALLERGIC SHOCK (ANAPHYLAXIS)

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

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**502  
POLICY  
Student Search and Seizure**

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Students are entitled to be free from unreasonable search and seizure by teachers and school district officials. School district officials may conduct a search of a student or student's personal property for reasonable or probable cause or with the student's consent. Areas such as lockers, which are the property of the school district, may be searched if reasonable cause exists to believe, for example, that the locker contains prohibited or illegal materials or substances.

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Cross Refs: Canadian Criminal Code, Youth Criminal Justice Act, Canadian Charter of Rights and Freedoms, The School Act, Board Policy 501 (P)

Adopted:  
Reviewed: February 4, 2014  
Revised: November 26, 1991



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

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**503  
POLICY  
Interrogation or Interviewing of Students by Police in  
Schools**

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Students are not to be interviewed or interrogated by a police officer on school premises unless deemed to be absolutely necessary by school administration. Interviews are to be conducted only with a parent or guardian present. If there is an imminent threat to others, principals or teachers may act in place of a parent or guardian only where delay may jeopardize the safety of others. Parents must be contacted and notified.

Exceptions to the above procedures are provided for in Board Policy 424 – Child Abuse/Neglect and the accompanying Inter-Ministerial protocols.

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Cross Refs: Board [Policy 501](#) and [Policy 424](#), Youth Criminal Justice Act, Canadian Charter of Rights and Freedoms

Adopted: April 13, 1983  
Reviewed: September 15, 1998, March 11, 2014  
Revised: November 26, 1991, November 24, 1998, March 11, 2014

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

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**506  
POLICY  
Administering Medications to Students**

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Except in emergency situations, designated staff will administer (*or supervise the self-administration of*) medications to students only if the following conditions are met:

1. The medication is required while the child is attending school.
2. A parent has requested the school's assistance and has completed the Medical Alert Form concerning administration at the school.
3. Written authorization and instruction has been received from an attending physician and parent/guardian.
4. Where medication, which is administered on a regular basis, is required while the child is at school, parents and authorized community health professional or an authorized employee shall have access to the pupil to administer the required medication.

If a student child meets the Provincial Nursing Support Services (NSS) criteria/guidelines and therefore admitted for NSS services, then the NSS coordinator will “delegate” the medication administration to the child specific assigned education assistant. Medication administration is typically delegated to those children who require medication via G-tube and generally not an oral medication. Some oral medications may be delegated (such as Ativan) if the need for the medication is required frequently e.g. for prolonged seizure activity.

5. School personnel have received adequate instruction from the parent/guardian and (where the child meets criteria for delegated care), assistance from Nursing Support Services concerning the administration of the medication. More than one employee at a school shall be adequately instructed in the administration of the medication in order to provide an alternative person in cases of absence or unavailability.

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Cross Refs:

Adopted: November 12, 1980  
Reviewed: November 23, 2004, May 6, 2014  
Revised: February 26, 2002, May 6, 2014

Nursing Support Services will provide consultation to schools at the time a child is being discharged specifically from NSS services regarding the delegation of medication management. NSS will help develop a plan at this transition with the school following the school's procedure.

6. The medications are provided to the school in their original prescription container.
7. Nonprescription medicines such as acetaminophen are not the school's responsibility.

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

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**507  
POLICY  
Student Records**

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A student record consists of:

1. "Permanent Student Record" which is the Permanent Record Card (form 1704) and a minimum of the most recent two years of the Student Progress Reports **or:** an official copy of the transcript of grades
2. A Student File which contains, at a minimum, the following:
  - Current student record inclusions as listed on form 1704
  - A copy of the student's current Student Learning Plan (if applicable)
  - A copy of the student's current IEP (if applicable)

Student record data are designed to promote the welfare of students. When parents and students provide information about themselves, they have a right to expect that such information will be used in a professional manner, and in the best interests of the students.

Student records remain the property of the school district.

Student records will be kept in accordance with the *School Act* and Regulations, the Freedom of Information & Protection of Privacy Act and Regulations, Ministerial Orders, Youth Criminal Justice Act, Family Act and this Board Policy and Regulation. It is the responsibility of school district personnel, who are authorized by the Board, to ensure that accurate records are kept and preserved in original form or electronically as prescribed in the accompanying regulation.

The Superintendent of Schools shall be responsible for implementing appropriate procedures for the storage, retrieval and transfer of student records in the school district, consistent with this policy and regulation.

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Cross Refs: *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](#)

Adopted: May 25, 1993  
Reviewed:  
Revised: January 27, 2015

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

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**516  
POLICY  
Sharing Information by Youth Care Workers with School  
Principals**

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The Board of Education supports the sharing of appropriate information among Ministries to support programming for students and the well being of students and staff.

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Cross Refs: [Youth Criminal Justice Act 125 \(6, 7\)](#)  
[WorkSafeBC Occupational Health and Safety Regulation Section 4.30 \(1, 2, 3\)](#)

Adopted: April 27, 1999  
Reviewed:  
Revised: November 25, 2014

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

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**524  
POLICY  
Physical Restraint and Seclusion of Students in School  
Settings**

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The Board of Education believes in creating and maintaining learning environments that are inclusive and safe for all students and adults. It is an expectation that all school staff implement effective supports, practices and interventions to prevent and de-escalate potentially unsafe situations.

Physical restraint is defined as the method of restricting another person's freedom of movement or mobility in order to secure and maintain the safety of the person and/or the safety of others. Physical restraint is an extraordinary emergency procedure and will not be used as punishment, discipline or treatment.

Seclusion is the involuntary confinement of a person, alone in a room, enclosure or space, which the person is physically prevented from leaving. Seclusion is an extraordinary emergency procedure and will not be used as punishment, discipline or treatment.

In promoting the rights of all students to be safe and treated with dignity, physical restraint or seclusion is to be used only in exceptional circumstances where a student's behaviour poses imminent danger of serious physical harm to self or others and where less restrictive interventions have been ineffective in de-escalating the situation.

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Cross Refs: Provincial Guidelines – Physical Restraint and Seclusion in School Settings, British Columbia Ministry of Education June 3, 2015

Adopted: January 27, 1998  
Reviewed:  
Revised: February 22, 2005, March 8, 2016

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

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**526  
POLICY  
Allergic Shock (Anaphylaxis)**

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The Chilliwack School Board is responsible for providing a safe environment for the students in our schools. Whereas some students suffer from life-threatening allergic reactions, the Board expects that school administrators, teachers and support staff be informed and aware of the threat of allergic shock. They should know measures to reasonably avoid the allergens for affected students and be able to respond to an allergic reaction emergency.



**INSTRUCTIONAL EDUCATIONAL PROGRAMS**

**SECTION 600:**

**ALL POLICIES IN THIS SECTION HAVE BEEN COMPLETED.**  
PLEASE REFER TO POLICY MANUAL (NEW)





**SUPPORT SERVICES**

**SECTION 700:**

- 701 POLICY:** OCCUPATIONAL HEALTH AND SAFETY
- 704 POLICY:** VIOLENCE PREVENTION
- 708 POLICY:** EMERGENCY CLOSURE
- 716 POLICY:** VIDEO SURVEILLANCE

- 701.2 BOARD REGULATION:** BUS DRIVER MEDICALS

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

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**701  
POLICY  
Occupational Health and Safety**

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The Board of Education of School District No. 33 is committed to ensuring a safe and healthy workplace for all its employees. The Board recognizes that it is an employee's right to work in a safe and healthy work environment.

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Cross Refs:

Adopted: May 8, 1990  
Reviewed:  
Revised: June 26, 2007

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

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**704  
POLICY  
Violence Prevention**

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The Board recognizes that violence in our society is a threat to the well being of all persons in our schools. This includes students, staff, contractors, volunteers and other members of the public.

The Board acknowledges its responsibility to provide a safe and secure environment safe from threats, acts of violence and harassment in any form.

The Board has completed an assessment to determine the nature and extent of the risk of injury through violence and will continue to monitor reported incidents and reassess existing procedures, policies and workplace arrangements to reduce risk.

They will ensure that all persons exposed to a risk of violence who are on school property or involved in a school program are aware of this policy and trained in appropriate response strategies.

Acts of violence committed against any person are to be reported to the principal or supervisor as soon as possible for investigation and resolution. Where staff members are involved see regulation 704.1AR.

Acts of violence may be reported to the police.

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Cross Refs: WCB Regulations, Student Behaviour Policy, Safe Schools Policy, Weapons Policy, Reporting Incident of Violence Regulation

Adopted: January 25, 2000  
Reviewed:  
Revised:

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

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**708  
POLICY  
Emergency Closure**

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It is the policy of the Board to keep schools and other district facilities open on all days of normal operation. Should inclement weather or other emergencies threaten student or staff safety, the Superintendent, with the advice of staff, shall determine whether or not a closure is warranted, and put into effect necessary procedures during these circumstances.

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Cross Refs: *School Act*

Adopted: March 26, 1991  
Reviewed: October 6, 1997  
Revised: November 20, 1995

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

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**716  
POLICY  
Video Surveillance**

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For reasons of enhancing the safety of students, staff and others on school premises and school buses, and deterring destructive acts, the Board authorizes the use of video surveillance equipment on School District property. Such surveillance is authorized when circumstances show that it is necessary for safety, or security of property and the benefit of surveillance outweigh its impact on the privacy of those observed.

In dealing with surveillance of students, the Board recognizes both its legal obligation to provide appropriate levels of supervision in the interests of student safety and the fact that students have privacy rights that are reduced but not eliminated while the students are under the supervision of the school. Video surveillance, like other forms of student supervision, must be carried out in a way that respects student privacy rights.

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Cross Refs: Freedom of Information & Protection of Privacy Legislation

Adopted: April 23, 2002  
Reviewed:  
Revised:

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

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**701.2  
BOARD REGULATION  
Bus Driver Medicals**

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The Board may at any time and at its expense, require a bus driver to take the medical examination required for a Class 2 driver's license.

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Cross Refs: Collective Agreement

Adopted: June 28, 1978  
Reviewed: May 11, 2007  
Revised:



**BUSINESS SERVICES**

**SECTION 800:**

**ALL POLICIES IN THIS SECTION HAVE BEEN COMPLETED.**  
PLEASE REFER TO POLICY MANUAL (NEW)



COMMUNITY RELATIONS

SECTION 900:

**ALL POLICIES IN THIS SECTION HAVE BEEN COMPLETED.**  
PLEASE REFER TO POLICY MANUAL (NEW)