



School District No. 51 (Boundary)

Regular Meeting of the Board of Education

October 13, 2015 at 6:00 p.m.

Boundary Learning Centre, Midway

Agenda

Call to Order

Opening Acknowledgement

"We would like to give recognition and honour to all the Aboriginal peoples and ancestors, including the Interior Salish peoples, who lived here and cared for these lands."

Presentations/Delegations

Project Based Learning Presentation

10 Minute Comment Period

Adoption of Agenda

Adoption of Minutes

September 8, 2015 – Regular Meeting Minutes

Report on In-Camera Meeting from September 8, 2015

The Board discussed personnel issues, properties/facilities, business items, and the impact of the fire on students. The auditor's report was also presented.

Correspondence

Nil

Business Items

1. Superintendent's Report

- Report for September 2015 (Attachment)
- Class size (Attachment)

2. FOIPPA Process for Office 365 Software

3. Secretary-Treasurer's Report

- Report for September 2015 (Attachment)
- Enrolment Report (Attachment)

4. 5 Year Capital Plan 2015/2016 (Attachment)

MOTION: "That the Board of Education of School District No. 51 (Boundary) approve the Capital Plan as outlined on the attached summary."

5. Director of Learning Report

- Report for September 2015 (Attachment)
- District Support & Actions During the Fire

Agenda

6. New Curriculum Training for Teachers – 2 Additional Non-Instructional Days

7. Talking Break

- Does the new curriculum provide additional opportunities for project-based learning?

8. Committee Reports

- AbEd Committee
- Finance Committee
- Operations Committee
- Policy Committee

MOTION: “That the Board approve and adopt the following policies:
 No. 5000 -- District Code of Conduct (Attachment)
 No. 5001 -- Suspension of Students, and (Attachment)
 No. 3060 – Field Trips.” (Attachment)

9. Board Planning for Student Success

10. BCSTA Provincial Council Motions (Attachment)

11. Trustee Reports

Rec Commission	BCPSEA/BCSTA Rep Council
BISM	BCSTA Provincial Council
BCSTA Kootenay Boundary Branch	Okanagan Labour Relations Council
District Literacy	PAC Highlights

12. Around the Boundary

Trustee Activities and Upcoming Events

- First Annual Liaison Meeting MOE/BCSTA – October 21, 2015
- BCSTA Board Chair pro-d meeting – October 22, 2015
- BCPSEA Symposium – October 22-23, 2015
- BCSTA Provincial Council Meeting – October 23-24, 2015
- BCSTA Trustee Academy – November 26-29, 2015

Future Agenda Items

Next Board Meeting: **November 10, 2015**
 6:00 p.m. at the School Board Office

Adjournment

QUESTION PERIOD

The purpose of this portion of the Agenda is to provide the opportunity to members of the public, press, radio and staff to ask questions or request clarification on items placed on this evening's Regular Meeting Agenda.

Questions which do not arise from the Agenda may certainly be addressed. Points may be raised before or after the meeting days by approaching the Executive Officers or Chairperson. If such queries require formal address by the Board, they can be submitted, in writing, and considered for placement on the Agenda for subsequent meetings. Such inquiries are welcomed as many routine questions can be handled by the staff.

School District No. 51 (Boundary)

Minutes of a Regular Meeting of the Board of Education of School District No. 51 (Boundary) held
Tuesday, September 8, 2015 at the School Board Office

The Chairperson called the meeting to order at 6:00 p.m.

Present:	Mrs. T. Rezansoff	Chairperson
	Mr. M. Danyluk	Trustee
	Mrs. K. Jepsen	Trustee
	Mr. D. Reid	Trustee
	Mrs. R. Zitko	Trustee
	Mr. K. Argue	Superintendent
	Mrs. J. Hanlon	Secretary-Treasurer
	Mr. D. Lacey	Director of Learning
Absent:	Mrs. C. Strukoff	Vice Chair
	Mrs. C. Riddle	Trustee

Acknowledgement of the Aboriginal peoples and ancestors.

Presentations/Delegations

- Auditor Josh Widmann presented the Audited Financial Statements for the fiscal year 2014-2015.
- Sheila Dobie presented the Community Literacy Plan.

Adoption of Agenda

MOVED Zitko
2ND Reid

"That the Agenda for September 8, 2015 be adopted as circulated."

CARRIED

Adoption of Minutes

MOVED Reid
2ND Danyluk

"That the Minutes of the June 9, 2015 Regular Board Meeting be adopted as circulated"

CARRIED

Report on In-Camera Meeting from June 9, 2015

The Board discussed personnel issues, properties/facilities, and business items.

Correspondence

Nil

Business Items

1. Superintendent's Report

The Superintendent and Director of Learning reported on summer meetings attended and the Principal meetings held. The Board reviewed and accepted the School Growth Plans for 2015-2016.

2. Secretary-Treasurer's Report

The Secretary-Treasurer presented the Operations/Transportation report for Summer 2015.

MOVED Zitko
2ND Reid

["That the Board approve the Financial Statements for the Fiscal Year 2014-2015 as presented."](#)

CARRIED

3. Capital Plans

The Secretary-Treasurer reported on bus replacement requests and on the Capital Plan minor projects for the new \$20 million dollars announced by the Ministry.

4. Future Planning

The Chair advised the public that the Board is working on future public consultations.

5. Committee Reports

A list of proposed meeting dates were circulated. The policy meeting will be changed to September 15 at 5:15 p.m.

6. Talking Break

Nil

7. Trustee Reports

Nil

Meeting adjourned at 7:33 p.m.

Chairperson

Secretary-Treasurer



Kevin Argue
Superintendent of Schools
Month End Report
September 2015

School Visitations

- ***Perley Elementary*** – Visited all classrooms and welcomed students and teachers back to school. I met with all new teachers.
- ***Hutton Elementary*** – Visited all classrooms and welcomed students and teachers back to school. I met with all new teachers. Attended the District Terry Fox Run hosted by Hutton.
- ***Grand Forks Secondary*** – Met with all new teachers and visited classrooms
- ***Christina Lake Elementary*** – Visited all classrooms and welcomed students and teachers back to school. I met with the new teacher.
- ***Boundary Central Secondary*** – Visited all classrooms and welcomed students and teachers back to school.
- ***Greenwood Elementary*** – Visited all classrooms and welcomed students and teachers back to school. I met with new teacher.
- ***Midway Elementary*** – Visited all classrooms and welcomed students and teachers back to school. I met with new teacher.
- ***West Boundary Elementary*** – Visited all classrooms and welcomed students and teachers back to school. I met with new teacher.
- ***Beaverdell Elementary*** – Visited and welcomed students and teacher back to school.

District Planning

- Early work has begun on the new Framework for Enhancing Student Learning
- District Plans to be shared with the Ministry of Education in the 2016- 2017
- Planning has commenced in conjunction with the BDTA for supporting teachers as they transition to the new K-9 Curriculum in September 2016 taking advantage of the two additional Non Instructional Days the Ministry of Education has placed into the 2015/16 calendar year.
- SD51 Board Planning for upcoming Community Consultations has started.

Achievement Contract

The 4 Goals of the SD51 Achievement Contract are:

1. To embed the Inquiry Process into teaching and learning throughout School District 51
2. To improve student achievement in Reading
3. To increase students' access and use of technology to deepen learning and authentically communicate their knowledge
4. To improve the positive, social emotional connectedness of our students to their school experience through school initiatives supported by our Health Promoting Schools Coordinator

Ministry Initiatives

- *Erase Bullying – Kevin Argue Superintendent contact/Safe Schools Coordinator.*

Meetings out of the District

- *Kootenay-Boundary BCSSA Branch Meeting – September 18/19 – New Denver*
- *Inquiring Districts Data Meeting – Ministry of Education – September 23 – Victoria*
- *UBC West Kootenay Teacher Program Opening – September 25 – Nelson*

Meetings in District

- *District Leadership meeting – September 3*
 - *School Inquiry Growth Plans*
 - *The New Curriculum*
 - *Mentoring of New Staff*
 - *MyEducationBC – first steps*
- *Policy Meeting – September 15*
- *Meeting with Maureen Dockendorf – Superintendent of Early Learning*
- *Board Working Session – September 17*
- *Meeting with Apple reps. – Framework for Learning – September 29*
- *Meeting with Health Promoting Schools Coordinator – September 30*



School District No. 51 (Boundary)
Class Size Averages September 30, 2015

District

Kindergarten	18
Grades 1-3	19.9
Grades 4-7	22.2
Grades 8-12	19.7

GFSS

Kindergarten	
Grades 1-3	
Grades 4-7	
Grades 8-12	20.4

BCSS

Kindergarten	
Grades 1-3	
Grades 4-7	
Grades 8-12	18.3

Perley

Kindergarten	21
Grades 1-3	21
Grades 4-7	24.2
Grades 8-12	

Hutton

Kindergarten	17.5
Grades 1-3	23.1
Grades 4-7	25.1
Grades 8-12	

CLES

Kindergarten	18
Grades 1-3	18
Grades 4-7	17.5
Grades 8-12	

WBES

Kindergarten	19
Grades 1-3	20.6
Grades 4-7	25.5
Grades 8-12	

Greenwood

Kindergarten	
Grades 1-3	
Grades 4-7	13
Grades 8-12	

MES

Kindergarten	18
Grades 1-3	16.8
Grades 4-7	
Grades 8-12	

BES

Kindergarten	15
Grades 1-3	15
Grades 4-7	
Grades 8-12	

BWCS

Kindergarten	13
Grades 1-3	13
Grades 4-7	14.7
Grades 8-12	18

GFSS TIMETABLE SEMESTER ONE 2015-16							
En 8	19	Eng 11	17	Eng 10	19	Prac Arts 8	18
Fire Suppression	16	Mech 11/12	24	Metal 9/10	22	Prac Arts 8	18
En 8	19	SS 10	28	Math 8 Linear	19	Bi 12	17
Foods 9-10	25	DLC	16	DLC	19	DLC	18
Math 12	8	Physics 11	12	Math 8 Linear	18	En 9	17
Chem 11	28	Chem 12	25	Sc 8 Linear	18	Sc 9	18
Sc 10	21	PE 8	29	Sc 10	22	Drama 9-12	29
Calculus	21	Math 10	21	Math 9	23	Math 9	22
Fr 9	24	Sc 9	26	En 9	25		
Wood 9-10	21	Strength 11-12	14	Con 11-12	18	Prac Arts 8	19
SS 9	17	Fitness 11-12	16	Math 8 Linear	19	SS 10	17
En 8	18	PE 8	21	Eng 12	19	Eng 11	24
PE 10	22	PE 8	23	Science 8	19	PE 11-12	21
SS 11	19	Rus 8-9	19	SS 11	25	Civilizations 12	23
Art 11-12	18	Art 9-12	28	Com 11-12	11	Fr 9-10	20
French 8	22	French 8	26	Textiles 9-12	23	Prac Arts 8	19
En 8	18	Music 9	22	Band 11-12	22	Music 10-11	22

BOUNDARY CENTRAL SECONDARY SCHOOL							
2015/2016							
Bi 12	14	Sc 9	27	Math 8	13	Sc-8	10
Fire Supp	17	French 8	24	Lifeskills 8-9	17	Drama 10-12	26
Plan 10	12	SS 10	23	Lifeskills 8-9	15	EN-8	10
Eng 9	27	Pre Calc -11	21	Eng 10-12	23	Eng10-12	30
Fds 10-12	10	Pre Calc -12	13	Lifeskills 8-9	19	SS-8	13
SS-11	26	Fit & Str 11-12	18	PE 10-12	25	Fr-9	25
Sc-10	11	SCT-11/Physic 12	11	Chem 11	17	Math 9-10	15

**Elementary Class Size
for Classes enrolling Elementary Students
September 30, 2015**

Dr. D. A. Perley Elementary

Total Headcount of students

Class	Half Day K	Gr 1	Gr2	Gr3	Gr4	Gr5	Gr6	Gr7	Total Enrolment
1	21								21
2		20							20
3			6	16					22
4			10	10					20
5			6	16					22
6					16	11	1		28
7					15	10			25
8							9	13	22
9							11	12	23
10							14	9	23
									0
									0
									0
									0
									0
									0
									0
	21	20	22	42	31	21	35	34	226

John A. Hutton Elementary School

Class	Half Day		Gr2	Gr3	Gr4	Gr5	Gr6	Gr7	Ungr	Total Enrolment
	K	Gr 1								
1	17									17
2	18									18
3		10	11							21
4		13	11							24
5			11	13						24
6				11	13					24
7					12	12	1			25
8					11	15				26
9						17	11			28
10							8	17		25
11							11	11		22
										0
										0
										0
										0
										0
										0
										0
										0
	35	23	33	24	36	44	31	28	0	254

Christina Lake Elementary School

	Total Headcount of students								
	Half Day								Total
Class	K	Gr 1	Gr2	Gr3	Gr4	Gr5	Gr6	Gr7	Enrolment
1	7	11							18
2			6	12					18
3					13	8			21
4							8	6	14
									0
									0
									0
									0
									0
									0
									0
									0
									0
									0
									0
									0
									0
									0
	7	11	6	12	13	8	8	6	71

Midway Elementary School

Class	Half Day		Gr2	Gr3	Gr4	Gr5	Gr6	Gr7	Total Enrolment
	K	Gr 1							
1	7	11							18
2			7	9					16
									0
									0
									0
									0
									0
									0
									0
									0
									0
									0
									0
									0
									0
									0
									0
									0
									0
									0
									0
									0
									0
	7	11	7	9	0	0	0	0	34

Greenwood Elementary School

Class	Half Day		Gr2	Gr3	Gr4	Gr5	Gr6	Gr7	Total Enrolment
	K	Gr 1							
1					5	8			13
2							6	7	13
									0
									0
									0
									0
									0
									0
									0
									0
									0
									0
									0
									0
									0
									0
									0
									0
									0
									0
	0	0	0	0	5	8	6	7	26

Beaverdell Elementary School

Class	Half Day K	Gr 1	Gr2	Gr3	Gr4	Gr5	Gr6	Gr7	Total Enrolment
1	5	2	5	3					15
									0
									0
									0
									0
									0
									0
									0
									0
									0
									0
									0
									0
									0
									0
									0
									0
									0
									0
									0
									0
									0
	5	2	5	3	0	0	0	0	15

Elementary Class Size

September 30, 2015

Big White Community School

Total Headcount of students

Class	Half Day K	Gr 1	Gr2	Gr3	Gr4	Gr5	Gr6	Gr7	Gr8	Gr9	Total Enrolment
1	3	2	5	3							13
2					4	3	6				13
								9	5	4	18
											0
											0
											0
											0
											0
											0
											0
											0
											0
											0
											0
											0
											0
											0
											0
											0
											0
											0
											0
											0
	3	2	5	3	4	3	6	9	5	4	44



Operations/Transportation Report
J. Hanlon, Secretary-Treasurer
September 2015

Ministry Forms - The Ministry extended the date for all Ministry reports dealing with enrolment due to some start-up difficulties with MyEdBC. The official snapshot date for student reporting was moved from September 30th to October 2nd, and all forms relating to staffing and student enrollment are also being extended and are due on October 23, 2015. The secretaries did several days of training and spent time uploading the 1701 data in preparation for reporting deadlines. They have done a great job adapting to the new system.

Maintenance – Maintenance staff continued to work on maintenance requests as well as preparing the portables at Hutton and ensuring all schools remain up to code.

Technology – The IT Department continued to do regular student and classroom setup during the month of September. They started Office 365 deployment for staff and students, as well as began the upgrade process to PLNet NGN (Next Generation Network).

Kindergarten Enrolment – Included below is a chart that compares our Kindergarten enrolment for the last several years to the Kindergarten enrolment to date for 2015/2016. This years enrolment numbers indicate an upward trend.

Kindergarten Headcount Changes						
	Actual	Actual	Actual	Actual	Actual	As of Oct 2 2015
Year	2010/2011	2011/2012	2012/2013	2013/2014	2014/2015	2015/2016
Perley	33	37	35	25	21	21
Hutton	30	31	18	24	23	35
CLES	7	7	8	3	9	7
Midway	10	4	13	9	11	7
WBES	10	13	6	7	4	6
BES	2	1	4	5	2	5
BWCS	1	2	1	3	1	3
Total	93	95	85	76	71	84

School District No. 51 (Boundary)
Enrolment
As of September 30, 2015
Compared to October 17, 2014
FTE

	September 30, 2015	October 17, 2014	Increase (Decrease)
Secondary			
BCSS	130.125	131.75	(1.6250)
GFSS	330.875	332.75	(1.8750)
Elementary			
BES	15	13	2.0000
Big White	44	32	12.0000
CLES	71	74	(3.0000)
GWD	26	28	(2.0000)
Hutton	254	237	17.0000
MES	34	32	2.0000
Perley	226	247	(21.0000)
WBES	95	100	(5.0000)
Alternate School			
Walker	25.25	19.75	5.5000
Total	1251.2500	1247.2500	4.0000

School District No. 51 (Boundary)
Enrolment
As of September 30, 2015
Compared to October 17, 2014
Head Count

	September 30, 2015	October 17, 2014	Increase (Decrease)
Secondary			
BCSS	134	131	3.0000
GFSS	346	348	(2.0000)
Elementary			
BES	15	13	2.0000
Big White	44	32	12.0000
CLES	71	74	(3.0000)
GWD	26	28	(2.0000)
Hutton	254	237	17.0000
MES	34	32	2.0000
Perley	226	247	(21.0000)
WBES	95	100	(5.0000)
Alternate School			
Walker	26	29	(3.0000)
Total	1271.0000	1271.0000	0.0000



CP2 - Five Year Capital Plan Summary

School District: 51 Boundary

Capital Plan Year: 2015/2016

Capital Plan Submission Date: Unsubmitted

Existing Project Priority	Project No.	School District Reference No.	Project Title	Year One	Year Two	Year Three	Year Four	Year Five	Total Funding
1	N/A	20021516	MECHUP - GRAND FORKS SECONDARY SCHOOL REPLACE DUST COLLECTOR SYSTEM DUE TO WORKSAFE ORDER	\$220,000	\$0	\$0	\$0	\$0	\$220,000
2	N/A	30101516	MECHUP - BOUNDARY CENTRAL SECONDARY REPLACE DUST COLLECTOR SYSTEM DUE TO WORKSAFE ORDER	\$208,800	\$0	\$0	\$0	\$0	\$208,800
3	116897	7702510	BUSREP - REPLACEMENT SCHOOL BUS REPLACE BUS#2510 WITH 84 PASSENGER	\$135,000	\$0	\$0	\$0	\$0	\$135,000
4	115512	51	REPLACE - CHRISTINA LAKE ELEMENTARY REPLACE EXISTING 40K/125 SCHOOL WITH NEW 40K/100 SCHOOL	\$0	\$0	\$0	\$0	\$4,838,750	\$4,838,750
Total:				\$563,800	\$0	\$0	\$0	\$4,838,750	\$5,402,550



Doug Lacey **Director of Learning** **Month End Report** **September 2015**

School Learnings and School Visits

<i>September 1st</i>	<i>Walker Development Centre Pro-D Day (alternate education organization and new curriculum)</i>
<i>September 3rd</i>	<i>District Leadership Team Meeting</i>
<i>September 8th to 15th</i>	<i>Participated in intake meeting for various new students to Walker Development Centre – Junior and Senior Programs</i>
<i>September 11th</i>	<i>Visited classes at Perley Elementary School</i>
<i>September 15th</i>	<i>Facilitated a professional development session with Marci Butler, Bob Chapman and the Perley, Hutton, and Walker staffs on new curriculum and core competencies</i>
<i>September 16th</i>	<i>Visited classes at GFSS</i>
<i>September 17th</i>	<i>Visited classes at Greenwood Elementary, Boundary Central Secondary, and West Boundary Elementary</i>
<i>September 14th</i>	<i>Visited classes at Hutton Elementary</i>
<i>September 28th</i>	<i>Launch date of Dreambox Adaptive Learning Technology (numeracy) pilot program for the 2015-16 school year (232 students, 14 classrooms, 3 student services programs)</i>
<i>September 29th</i>	<i>Visited classes at West Boundary Elementary and Midway Elementary to see Four Schools' reading intervention program</i>

Special Education and Student Services

<i>September 2nd</i>	<i>Participated in planning meeting for student support at BCSS with Joanne Gidney, Nick Bond and Bo Macfarlane</i>
<i>September 3rd</i>	<i>Casual Education Assistant candidate interviews</i>
<i>September 10th</i>	<i>Sat on hiring committee for Behaviour Program Child and Youth Care position</i>
<i>September 15th</i>	<i>Took webinar training on the MDI project</i>
<i>September 16th</i>	<i>Casual Education Assistant candidate interviews</i>
<i>September 14th</i>	<i>Participated in meeting with BFISS, District Occupational Therapist, and Joanne Gidney</i>
<i>September 24th</i>	<i>Worked with Joanne Gidney regarding I.E.P.s in MyEducationBC and reviewing student services designations for 1701 reporting</i>

Aboriginal Education

<i>September 23rd</i>	<i>Chaired the regular meeting of the Boundary Aboriginal Education Advisory Council</i>
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Community Partnerships

- September 8th Attended meeting of the Boundary Early Intervention Committee
– finalized now Early Years Strategic Plan*
- September 14th Chaired meeting of the Boundary Integrated Services Model
meeting*
- September 21st Gave feedback to accreditation team for BFISS*
- September 29th Attended meeting with Apple Education consultants and Kevin
Argue*
- September 30th Hosted meeting of BCSSA Regional Chapter Council Directors of
Instruction in Grand Forks*



SCHOOL DISTRICT NO. 51 (BOUNDARY)

P O L I C Y

SECTION	TITLE	NO. 5000
STUDENTS	<u>District Code of Conduct for Students</u>	

DATE ADOPTED: October 14, 2008

DATE AMENDED: December 8, 2009

The Board of Education believes that the conduct of students should at all times contribute to a safe and positive learning environment. Each student is expected to respect the rights and property of others, and to adhere to Board and school regulations and rules.

Consequences for misbehaviour must be applied in a reasonable, firm and judicious manner and shall not include corporal punishment. These consequences should be designed to teach students to be responsible citizens in the school community and to promote personal and social development. Consequences could lead to suspension in accordance with Policy No. 5001.

The purpose of this code of conduct is to:

- direct the student toward responsible behaviour;
- maintain an orderly, positive school community conducive to learning; and
- protect persons and property.

Scope of This Code of Conduct

This policy applies to all students participating in any activity that is organized, sponsored or coordinated by School District 51

R E G U L A T I O N S

1. DISTRICT CODE OF CONDUCT

Expectations within the District Code of Conduct include but are not limited to the following:

1.1 Alcohol and illegal drugs

No student shall possess, use, or be under the influence of any illegal drug, alcohol, or intoxicating substance. Nor may any student be in possession of any paraphernalia related to the use of drugs or chemical substances.

1.2 Weapons

No student shall be in possession of any weapon for any purpose (except as approved by the school Principal). A weapon will be defined as anything used, designed to be used, or intended for the use of causing injury or for the use of threatening or intending any person.

2. **SCHOOL CODES OF CONDUCT**

Students shall comply with the School Code of Conduct authorized by the Principal and with the code of conduct and other rules and policies of the Board.

Schools must complete an annual review of their code of conduct by September 30th of each year with groups that are representative of:

- a) employees
- b) parents
- c) students

to assess the effectiveness of the codes of conduct in addressing current school safety issues.

2.1 School Code of Conduct Development

The School Principal is responsible for formulation and operation of the School Code of Conduct with the co-operation of staff. The School Principal shall submit a copy of the School Code of Conduct to the District Office pursuant to any changes being made.

The School Principal shall take reasonable steps to establish a process to inform students and their parents or guardians of the School Code of Conduct.

The staff is expected to take all reasonable measures to control and/or eliminate behaviour by any student that is detrimental to student welfare or the learning atmosphere at the School.

2.2 Classroom Expectation Development

The teacher is expected to establish and maintain an atmosphere conducive to learning within the classroom. Disciplinary measures must at all times be:

- in concert with the District Code of Conduct and the School Code of Conduct
- reasonable, bearing in mind the nature of the breach of conduct, and the age or cognitive capacity of the student;
- capable of being enforced; and
- administered impartially and consistently.

2.3 Bullying, Intimidation, Harassment

No student shall bully, or attempt to intimidate, harass, threaten, defame, or ridicule any person in a manner, including but not limited to, physical conduct, verbal, written or visual communication, including electronic communication. Retaliation by a person against a student who had made a complaint of a breach of a code of conduct will be viewed as bullying, intimidation and harassment and treated as such.

2.4 Offences to Property

No student shall damage, destroy, deface or vandalize the property of others or of the Board. Further, no student shall take, temporarily or otherwise, property not belonging to him or her without the consent of the person to whom the property belongs.

2.5 Tobacco Use

In accordance with Legislation, no student shall use tobacco products on school property or during any activity organized or sponsored by the School or the Board regardless of time or place.

2.6 Malicious Behavior

No student shall partake in activities with the intent to bring harm to themselves, others or any school site.

3. **CONSEQUENCES**

Breaches of the Codes of Conduct could result in suspension or expulsion. Please refer to Policy No. 5001 - Suspension

SCHOOL DISTRICT NO. 51 (BOUNDARY)

P O L I C Y

SECTION	TITLE	NO. 5001
STUDENTS	<u>Suspension of Students</u>	

DATE ADOPTED: March 13, 2001

DATE AMENDED: April 13, 2010

It is the responsibility of every student to comply with the District Code of Conduct, the School Code of Conduct and any other relevant student behavior agreements in effect in School District No. 51. It is the responsibility of the Principal to ensure that students are familiar with the provisions of these Codes of Conduct and Policies.

The Superintendent of Schools, and school Principal and Vice-Principal are authorized to suspend students in accordance with the terms of the Policy and Regulations, and the applicable School Act provisions [ss.26, 85(2)(c)(i), 85(2)(d), and 85(3)] if, in the opinion, of the Principal or Vice Principal the student has violated the District Code of Conduct, School Code of Conduct, school rules or other relevant student behavior agreements.

R E G U L A T I O N S

Suspensions of Up to 4 Days

1. A Principal or Vice-Principal may suspend a student for a period of up to 4 days. The Principal or Vice-Principal shall report the circumstances and duration of the suspension by letter to the parent(s) or guardian(s) of the student on the same day of the suspension. In addition, where possible, this information should be reported to the parent(s) or guardian(s) in person or by telephone. A copy of the letter shall be delivered immediately by email to the Superintendent.
2. On those occasions requiring the suspension of a student, the parent(s) or guardian(s) of the student will be contacted prior to the student leaving the care of the school. Where parental contact cannot be made prior to the student leaving the school by the end of the day, every reasonable effort will be made by the school to establish contact with the parent(s) or guardian(s), outlining the circumstances on the day of suspension.
3. After a suspension, a student will not be released from the care of the school until arrangements for returning home have been made.

4. In cases where a student has received more than one suspension of 4 days or less in the course of the school year, the matter shall be referred to the Superintendent for consideration.
5. The Principal or Vice-Principal shall arrange for an educational program to be made available to the suspended student for the duration of their suspension, in accordance with Section 85(2)(d) of the School Act.

Suspensions of More Than 4 Days

1. In circumstances where a Principal or Vice-Principal determines that a student's conduct warrants a suspension for a period of more than 4 days, the Principal or Vice-Principal shall place the student on indefinite suspension. The Principal or Vice-Principal shall consult with the Superintendent or designate prior to placing a student on indefinite suspension.
2. The Principal or Vice-Principal shall report the circumstances and duration of the suspension by letter to the parent(s) or guardian(s) of the student on the same day of the suspension. In addition, where possible, this information should be reported to the parent(s) or guardian(s) in person or by telephone. A copy of the letter shall be delivered immediately by email to the Superintendent.
3. The student, parent(s) or guardian(s) and/or advocate shall attend a suspension meeting with the Superintendent or designate, and Principal or Vice-Principal or other individuals, as the Superintendent considers appropriate.
4. The parent(s) or guardian(s) of the students shall be provided with all materials which are provided to the Superintendent for the suspension meeting.
5. After the suspension meeting the Superintendent shall render a decision specifying the length of the student's suspension, and may establish conditions to be met prior to, and upon, the return of the student to school.
6. The Principal or Vice-Principal shall arrange for an educational program to be made available to the suspended student for the duration of their suspension, in accordance with Section 85(2)(d) of the School Act.

Refusal to Offer an Educational Program

The Board may refuse to offer an educational program to a student 16 years of age or older where that student:

- a) has repeatedly refused to comply with the District Code of Conduct, School Code of Conduct, school rules, other relevant student behavior agreements or other policies of the Board, or
- b) is negatively impacting the learning of others;
- c) has failed to apply himself or herself to his/her studies; and
- d) after due warning, does not make a reasonable effort to reform, in the opinion of the Superintendent and the Principal.

1. Due warning shall include:
 - a) Recording the date and reasons for the warnings and sharing this information with the student.
 - b) Informing the parent(s) or guardian by letter that the student has been warned, and if the student fails to correct the behaviors in question it could lead to the Board refusing to offer the student an educational program.
 - c) Sending a copy of the letter of warning to the Superintendent.
 - d) Arranging, for an interview with the parent(s) or guardian(s) of the student at the school when necessary.
2. If the student fails to make a reasonable effort to reform, the Principal shall refer the issue to the Superintendent for final determination.

Appeals

Suspensions may be appealed directly to the Board in accordance with Policy 1140: Appeal Process and Appeals Procedure Bylaw.

To Board for Adoption Oct 2015

SCHOOL DISTRICT NO. 51 (BOUNDARY)

P O L I C Y

SECTION	TITLE	NO. 3060
EDUCATIONAL PROGRAMS/ SERVICES	<u>Field Trips</u>	

DATE ADOPTED: June 27, 2000

DATE AMENDED: February 12, 2013

The Board recognizes the educational value of many activities that take place outside the classroom and encourages student participation in such activities.

All such activities must be well planned and supervised, have demonstrable educational value, proper advance preparation, informed parental consent (consent given with full knowledge of the risks involved and the probable consequences of the proposed activity), adequate supervision and a high standard of care.

While there is a risk factor involved in all activities, the Board will not approve field trips that have a high level of risk. A list of prohibited field trips may be found in Appendix A.

The Board recognizes that safety for all students and staff is a primary requirement.

The type of trip, the location of the trip and the level of activity must be matched to the qualifications and abilities of the lead teacher, supervisors, and instructors.

The Youth Safe Outdoors Manual is approved for use as a resource for schools to help ensure safe off-site activities for students and can be found on the All Staff Desktop/Field Trips.

Field trips generally will fall under the following categories:

1. Extra Curricular Field Trips

These include all voluntary activities that take place generally after school hours or on weekends under the sponsorship and/or instruction of a teacher. Such activities may involve travel away from the school for purposes of competition.

eg: athletic activities

Band

Drama

Fine Arts presentations

2. Curricular Field Trips

These involve activities that take place as extensions of the classroom learning situation and involve trips away from the school for as little as one period or as long as several days.

3. Out-Of-Province/Country Educational Travel Field Trips

These involve travel to other provinces within Canada or to foreign countries. Their purpose is to broaden students' understanding of other cultures and to help them to see their relationship in the world as a Canadian.

4. Commercial or Interest-Based Excursions (involving students but not organized by the School District)

The Board will not assume any responsibility for commercial or interest-based field trips or excursions that have not received approval or endorsement by the Board. These are either provided by companies specializing in student travel, or for trips that provide an excursion for students based on a common interest. There are reputable companies that offer this service and their travel experience is worth considering.

Employees may, as individuals, participate in student package tours or interest-based excursions provided it is Board approved.

Exemptions

Where individual students travel to attend a place of work or study are not normally considered field trips: Career Preparation, Career Education, Career Apprenticeship Programs and Career Co-op Programs trips, Rotary Exchange.

R E G U L A T I O N S

Approval and Documentation

1. Principals may approve the following:
 - Single day trips within B.C. (including Moderate Risk Activity)
 - Trips involving Fine Arts, school athletic teams involved in league play, playoffs, provincials and exhibition tournaments including those involving overnight stays of 3 days or less.
2. The Superintendent (designate) may approve all other overnight class trips up to four days duration.
3. The Board must approve B.C. trips exceeding four days and all trips out-of province/country.

4. For student trips involving travel out-of-country, approval in principle from the Superintendent must be obtained at least four months in advance and prior to holding meetings with parents. This request is to be submitted in writing with important details as requested in consultation with the Superintendent (designate). Final approval is required from the Board two months in advance.
5. All field trip proposals requiring Superintendent or Board approval must include the "Field Trips Qualifications Checklist" (Appendix C), and all required documentation. Application for student trips, other than out-of-province/country, requiring Board approval must be submitted two months in advance.

General Requirements for all Field Trips

In all cases, the financial responsibility of the Board shall be limited to budget allocation.

Signed consent forms and accident reports for any students that are injured on a Field trip must be kept for 2 years after the completion of a trip or until a student reaches 19 years of age.

All participating students are to stay with the group. Visits with friends or relatives that require the student to leave the group are not permitted.

Informed parental consent, in writing, must be obtained for all trips involving transportation. Blanket consent, covering walking trips may be obtained to cover multiple trips over the school year.

All field trips must be planned with reasonable foreknowledge of the area to which the group will be going.

Staff, volunteers, and chaperones are not allowed to bring their own children on any field trip unless the child is from the school and grade participating in the trip. An exception may be made for school athletic teams participating in league play, playoffs, and exhibition tournaments including those involving overnight stays. With the approval of the Principal, a coach may be accompanied by his/her child if an additional chaperone is provided for the trip.

Student participation on School District 51 field trips will be based on the approval of parent/guardian, teacher and school Principal.

Students shall conform to the school code of conduct while on school activities.

The Board may request a report from the lead teacher following a field trip.

Funding

Students will not be excluded from curricular field trips because of an inability to pay. The Board hardship policy would apply.

Out-of-Province/Country Educational Travel Field Trips

The Board must be adequately indemnified against all liability concerned with the trips undertaken for Out-of-Province Educational Travel, (e.g. - medical coverage, loss of money, failure to travel due to sickness, etc.)

All students travelling to foreign countries, including the USA, on day or overnight trips, must have individual medical coverage.

All students travelling to foreign countries, including the U.S.A., must have a valid passport and a signed letter from the parent(s)/guardian(s) giving their son/daughter permission to travel and receive emergency medical treatment if required while travelling with the school group.

It is required that the lead teacher check with the borders or customs to determine what specific travel documents may be required.

All students travelling to foreign countries may also be required to have an individual visa, and/or other specific documents as required by each country. Group visas are not acceptable.

Funds deposited for travel may be at risk if travel plans require cancellation or postponement. The financial failure of a travel agency may also result in loss of funds. Travel arrangements shall be made with travel agents that allow trip postponement/cancellation in the event of a travel safety threat. When travel agents are used for any travel, they must be covered by a travel assurance fund recognized by a provincial or federal government agency.

Travel Safety Warnings

Student travel to countries that are or subsequently become identified through travel safety warnings by the Government of Canada shall not occur during the period of such warning unless the Board of Education specifically approves such travel during this period.

Chaperone and Supervisor Requirements for Trips Involving an Overnight Stay

These requirements for chaperones will apply for all overnight trips:

1. Chaperones must be adults approved by the Principal. Chaperones must have a current, valid criminal record check completed. See Appendix D for sample letter to potential chaperones.
2. There will be a minimum of two chaperones, including the lead teacher or adult.
3. At least one female chaperone will be required if any female student is a participant. Likewise, at least one male chaperone will be required if any male student is a participant.

School Requirements

The Principal of a school shall review the merits of each field trip prior to approving it. Additionally, he/she shall ensure that staff in charge are aware of District and school policies and monitor their adherence. The Principal and/or lead teacher shall provide assurance that the criteria established by the Board within these regulations have been met by completing the appropriate Field Trip Form and/or providing the school office with the required documentation.

Planning

- the goals and objectives of the trip must be available as part of the planning process
- planning, including educational activities prior, during and after field trips
- the Field Trips Qualifications Checklist completed in advance of the trip (Appendix B)
- complete checklist/records including telephone numbers/medical numbers of all students and adults travelling on field trips. Leave copies for the school and the sponsoring teacher for each field trip
- complete the District and school emergency checklist with copies for the school office and the sponsoring teacher for each field trip
- deal with inappropriate student conduct
- ensure suitable accommodation
- ensure suitable transportation
- confirm assignment of teachers on call
- teachers and students shall make provisions for missed course work because of participation in curricular or extra-curricular trips. Additionally, students must take responsibility for completing work/assignments missed as the result of a field trip
- Except for local specific activities which are required for a course, such as excursions to business establishments and local sites, P.E. activities etc., lead teachers must carry a copy of:
 - the district field trip policy and regulations,
 - a copy of the district emergency procedures.

Safety Requirements

- risk management and emergency response plans
- preparation and maintenance of appropriate first-aid supplies
- treating/evaluating ill or injured students
- In the event of a student's serious violation of the school code, the administration of the school or the District shall be contacted before the lead teacher takes action relating to the student. A student shall not be asked to return home on his or her own unless specific arrangements are made by the administrator, nor shall the action taken by a teacher deprive a student of appropriate supervision.

Consent

- The lead teacher for out-of-country trips, overnight trips, and for trips where additional precautions are necessary, shall meet with parents/guardians well in advance of the proposed trip. Where parents/guardians do not avail themselves of this opportunity, the student shall not be permitted to attend the field trip until this requirement has been met. Regular ski trips of one day duration to local mountains or P.E. activities are excluded.

Supervision

The Board recognizes that the age of the children and the activity is a factor in the number of supervisors required. Field trips must be attended by at least one teacher unless an exception is made by a Principal. The following guidelines are suggested but common sense and responsibility in setting supervision levels rests between the sponsoring teacher and school Principal:

- One teacher for every thirty (30) students
- Depending on the age and activity, chaperones should be included to ensure a suitable student-adult ratio
 - at the primary grade levels eleven to one (11-1)
 - Grades 4 – 12 of fifteen to one (15-1)
 - For specific activities which are required for a course, such as visiting local sites and business establishments, P.E. activities, etc., or for extra-curricular team activities where groups may be slightly larger than ten (10), in which case only a teacher is required
 - If traveling overnight or out-of-province a ten to one (10-1) ration would be appropriate.
 - The Principal may approve a non-teaching staff member as the lead for a daytime low-risk field trip of 15 students or less. In addition the principal shall also ensure that the parents are informed of who the field trip leader will be.

Transportation Approvals

All transportation arrangements must be approved in advance by an administrator or designate as required by the policy and regulations on "Transportation of Students".

Additional Safety Requirements - Field Trips (Generic Checklist – see Appendix E)

1. A first aid safety kit must accompany all school field trips except for trips within the immediate vicinity of the school.
2. Whenever possible, an adult trained in first-aid shall accompany students on field trips.
3. Suitable safety helmets are required for students participating in bicycle, skateboarding, rollerblading, skating, skiing activities, downhill/snowboarding, tobogganing/tubing etc.
4. Appropriate attire must be ensured by the lead teacher for all students suitable for the field trip prior to leaving.
5. Specialty skills, for which certifying agencies exist, may only be instructed by certified instructors up to the level and under the conditions provided for in the certification. e.g. canoeing
6. Specialty skills for which no certifying agency exists may only be instructed by trained and experienced instructors under the supervision of the lead teacher as determined by the Principal.
7. For activities involving a swimming pool or natural body of water, a Red Cross certified life guard is required. If group is over 30 students, two life guards are required.

Moderate Risk Field Trips – Refer to Appendix A

The Principal of each school will follow these written procedures for field trips where the tolerance of risk is deemed greater than low (in addition to the school requirements).

1. A meeting with parents must take place prior to the trip. Students are not permitted to attend any of these activities unless their parent/legal guardian has attended a meeting in person.
2. Prior to the trip, a Parent Consent for Field Trips form (Appendix C) must be signed by the parent and received by the teacher in charge. Details of risk must be clearly stated.
3. The Field Trip Qualifications Checklist (Appendix B) must be completed and signed by the lead teacher in consultation with the Principal well in advance of the trip.
4. Trained/certified instructors must be in place. The number and certification/training level will be determined by the risk level of the activity.
5. A detailed emergency response plan must be in place.

6. Specialty skills, such as rock climbing, swimming, canoeing, kayaking, for which certifying agencies exist, may only be instructed by certified instructors under the supervision of the lead teacher up to the level and under the conditions provided by the instructor's certification.
7. Lead teacher/instructor must have prior knowledge and understanding of the area being used for the activities.
8. Students must have pre-educational training and safety instruction prior to the field trip, both at the school and at the activity areas.

Ski Trip/Winter Activity Requirements (Generic Checklist see Appendix E)

1. Two adults, one of whom must be a teacher, must be responsible for each bus, except where a minibus is used in which case the teacher driver shall be responsible. Where the driver of a minibus is not a teacher, a teacher must ride with students in the minibus.
2. Students must only embark or disembark at school or on the ski hill except where the Principal has made specific other arrangements. Where the Principal has made arrangements to permit en route embarking and disembarking, appropriate contact shall be made with school authorities to ensure suitable attendance records are maintained by all parties.
3. Attendance must be taken on the bus before the bus leaves the school. A copy of the attendance must be available in the school office and carried on the trip by the lead teacher.
4. Once the buses arrive at the mountain, students must remain on the buses until ski personnel are ready for them. Supervising teachers must not dismiss the students until mountain personnel complete their instructions and group presentation. The teachers in charge of the ski activity shall be responsible for coordinating with mountain personnel.
5. Supervisors/chaperones shall provide designated "on hill" supervision.

Move around different slopes at set times designated by lead teacher.

Each supervisor/chaperone shall have responsibility for a specific group of students, and shall take attendance at noon time or designated times during the day.

Supervisors/chaperones will actively monitor and enforce areas of use on the hill, i.e. out of bounds areas, and ensure that runs are appropriate for the level of the skier.

6. At the end of the day, students shall return to the same bus on which they arrived. Attendance must be taken before the buses leave the ski area. No student shall return to the school on a different vehicle, private or otherwise, except for emergencies, in which case the supervising teacher shall determine the new travelling arrangement. Additionally, where a parent/guardian has provided written authorization for different travel arrangements, a lead teacher may permit alternate arrangements if he/she determines the request to be appropriate. All records must reflect this arrangement.
7. The lead teacher must check with the mountain personnel for messages or complaints before allowing the buses to leave.
8. Once all students are present, the lead teacher shall give approval for the buses to return to the school.
9. Students must receive educational training and safety instruction prior to any ski trip/winter activity. Students must be assessed for their ability at the mountain, and they must participate in a lesson consistent with their ability level. (See Moderate Risk Field Trips.)

To Board for Adoption Oct 2015

FIELD TRIP GUIDE

Samples of Moderate Risk Activities

(Require Field Trips Qualifications Checklist)

- skating
- ski trips (winter activities including snowboarding)
- skate-boarding/roller blading
- archery
- canoeing
- fencing
- kayaking
- mountain biking
- mountain hiking on designated trails
- rock climbing – restricted to top rope only
- bicycle trips
- scuba diving
- cross country, downhill skiing and snowboarding (see special provisions)
- stage fighting and moving
- swimming including open water
- trail riding
- tethered hot air ballooning
- wall climbing
- watercraft
- elementary trampolining at an approved gymnastic facility
- sliding on snow is restricted to the use of flexible, flat mats such as ‘crazy carpets’
- tubing at an approved tube-park facility
- wilderness camping

Samples of High Risk (Prohibited) Activities

- bicycle motocross (BMX)
- boxing or kickboxing
- bungee jumping
- caving (spelunking)
- demolition derbies
- dunk tanks
- extreme sports
- hang gliding, paragliding, parachuting, sky diving
- horse jumping
- hot air balloon rides (untethered)
- ice climbing
- mechanical bull riding or other mechanical rodeo events
- motorcycling of any kind
- motorized watercraft operation and racing
- snowmobiling
- motorized watercraft operation and racing
- mountain scrambling and technical mountaineering
- paintball, laser tag games or war games
- rifle ranges or activities involving firearms
- tobogganing, bobsledding, sledding and tubing (exception: tubing at an approved tube-park facility)
- trampolining (exception: elementary trampolining at an approved gymnastic facility)
- white water rafting

Note: These are samples only, moderate and high risk activities are not limited to those listed.

Nature of Trip	Duration	Approved By	Field Trip Form Required
Walking Trips from school (visits to local sites, businesses, recreation for PE activities, etc.)	Less than 6 hours	Principal	Field Trip Form #1
Single day trips	1 day	Principal	Field Trip Form #1
▪ Bicycle trips	1 day	Principal	Field Trip Form #1
▪ Swimming (including lessons at the local pool)	1 day	Principal	Field Trip Form #1
▪ Skating (arena, outdoor rink)	1 day	Principal	Field Trip Form #1
▪ Skateboarding, rollerblading activities	1 day	Principal	Field Trip Form #1
▪ Ski trips/Winter Activities (regular day trips to local mountains)	1 day	Principal	Field Trip Form #1
Extra Curricular Trips – Sports, Fine Arts, Presentations/Competitions	3 days or less	Principal	Field Trip Form #2
Class or Group Trip	2 – 4 days	Superintendent Submit to Superintendent 3 months in advance for Approval in Principle. Submit to Superintendent 45 days in advance for Final Approval.	Field Trip Form #3
Class or Group Trip	5+ days	Superintendent/Board Submit to Superintendent 4 months in advance for Approval in Principle prior to parent meetings. Submit to Board 2 months in advance for Final Approval.	Field Trip Form #4
Out of Country	1+ days	Superintendent/Board Submit to Superintendent 4 months for Approval in Principle prior to parent meetings. Submit to Board 2 months in advance for Final Approval.	Field Trip Form #5
If any trip includes ‘moderate risk’ activities a <u>Moderate Risk Activity</u> form must be completed			

Field Trips Qualifications Checklist

The teacher in charge should complete this checklist and return it to the Principal for the initial planning stages of the activity. The Principal will use this checklist in conjunction with discussions with the teacher in charge to determine the risk tolerance of the activity.

Instructions: Rate each of the following sub categories out of a possible 3 marks.

(0 = Unqualified, 1 = Minimally Qualified, 2 = Moderately Qualified, 3 = Qualified)

(0 = High Risk, 1 = Moderate Risk, 2 = Low Risk, 3 = Minimal Risk).

Add up your scores and plot your total score on the Qualification/Preparedness Continuum.

Activity & Date: _____ Lead Teacher: _____

Training & Experience	Unqualified	Minimally	Moderately	Qualified
Local Knowledge	0	1	2	3
Certification/Qualifications	0	1	2	3
Equipment	0	1	2	3
Proven Decision Making Ability	0	1	2	3
Field Trip Experience	0		2	3
First Aid Training	0		2	3
Instructional Experience	0		2	3
Student Preparation	0	1	2	3
Chaperones/Supervisors		1	2	3

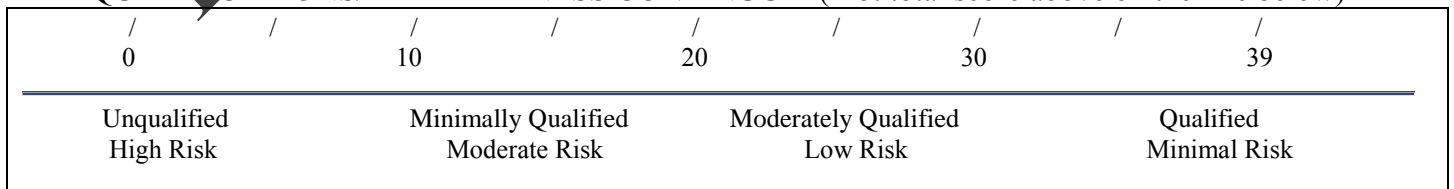
Location	High Risk	Moderate Risk	Low Risk	Minimal Risk
Severe Weather Probability	0	1	2	3
Terrain	0	1	2	3
Isolation	0	1	2	3
Environmental Hazards/Conditions	0	1	2	3

TOTAL = _____ /39

Potential Hazards: _____

Other (A statement(s) regarding such factors as Emergency services availability, access to communications or other factors as may be applicable: _____)

QUALIFICATIONS/PREPAREDNESS CONTINUUM (Plot total score above on the line below)



Teacher's Signature _____ Principal's Signature _____ Approved Yes ☐ No ☐ _____ Date _____

SCHOOL DISTRICT NO. 51
PARENT CONSENT FOR FIELD TRIPS
STUDENT ACTIVITY / FIELD TRIP

_____ is planning the following student activity/activities. Your written permission is required by the school if your child is to attend.

Description of the activity: _____

Special Requirements/Equipment: _____

Location of Activity: _____

Town: _____

Dates(s): _____

Mode of Transportation: _____

Accommodations: _____

Field Trip Leader (must be staff member): _____

Chaperones: _____

Departure Time/Date: _____

Anticipated Return Time/Date: _____

If you have any questions at all regarding this activity, please contact the undersigned at _____.

Accidents can be the results of the nature of the activity and can occur with or without any fault on either the part of the student, or the School Board or its employees or agents, or the facility where the activity is taking place. By allowing your son/daughter to participate in this activity, you are accepting the risk of an accident occurring, and agree all these activities, as described above, are suitable for your child.

Field Trip Leader

Administrator

.....
If you do not wish your child to accompany his or her class on this trip, please contact me and I will arrange alternate supervision.

I give _____ (name of student) permission to participate in the field trip to _____ on _____
I understand that my child may be exposed to certain risks while participating in this activity. Accidents and injuries may occur.

Consent/Waiver – Booster Seats:

- ☐ My child is over 9 years of age OR over 4'9" – no booster seat required
- ☐ My child is over 18kg/40 lbs AND under 4'9" – booster seat required
- ☐ My child will bring a portable booster seat that does not require installation into the driver's vehicle
- ☐ My child does not have a car seat or booster seat that is appropriate for his/her age and weight. I request that the school provide an appropriate child car booster seat for my child.

Signature of Parent / Guardian

Date

Printed name of Parent / Guardian

Medical Number

Address of Parent / Guardian

Home/Work/Emergency Phone

SAMPLE CHAPERONE LETTER

Date: _____

Dear _____

Thank you for offering to accompany and chaperone our students while on the field trip to _____ on _____. Please note that chaperones must be adults approved by the Principal who are willing to submit to a criminal record check upon request by an Administrator.

If approved as a chaperone, we ask you to consider the following:

1. We expect exemplary behaviour from our students. They must behave in such a manner as to observe the same rules and regulations as if they were attending school. Teachers will remind students of any specific guidelines prior to the trip. These will be shared with you.
2. Chaperones should feel free to remind students of the expected code of conduct and general department expectations, however, any serious concerns should be referred to teachers for appropriate discipline intervention and follow up.
3. All individuals who are involved in the operation of our school have a responsibility to maintain confidentiality. This is to protect the students and staff. No doubt you will observe different approaches to the teaching and management of students. You might also observe students who are "learning different" or who stand out due to noticeable emotional or maturity differences. As a chaperone you must agree to maintain confidentiality in such instances.
4. Volunteers who transport students must fill in a District No. 51 Volunteer Driver Form, complete a Driver Abstract and have the prior approval of an Administrator. Students who ride with parent drivers (other than their own parents) must have permission from their parents in writing.
5. Please do not bring other siblings with you. In special circumstances this might be appropriate but we ask that you discuss this with the sponsor teacher or school administration beforehand.
6. Our School District and school has a "No Smoking Policy" which encompasses all aspects of all field trips. Therefore, no smoking is allowed during field trips when students are present. Consumption of alcohol or illegal drugs are not allowed.
2. If in doubt, please ask a staff member! If you feel at all uncomfortable at any time about your experiences, please discuss them with one of the teachers. We want you to feel comfortable and confident as you interact with students.

Thank you for your cooperation and understanding. Your time, energy and assistance will help enhance this educational opportunity for our students, and we want your experience to be enjoyable and productive. If you have any questions about your responsibilities, please discuss them with one of the teachers or an Administrator. We want you to volunteer again!

Yours very truly,

School District No. 51 (Boundary) Generic FIELD TRIP CHECKLIST

Directions: This form is to be completed by the teacher and submitted to the Principal with supporting documentation.

Type of Field Trip:

- | | | |
|-------------------------------|---|--|
| 1. Approved by Principal | <input type="checkbox"/> Walking Trip | <input type="checkbox"/> Single Day Trip |
| 2. Approved by Superintendent | <input type="checkbox"/> Class or Group Trip (2 – 4 days) | |
| 3. Approved by Board | <input type="checkbox"/> Class or Group Trip (5+ days) | <input type="checkbox"/> Out of Country |

Special Considerations:

- ☐ Field Trips Qualification Checklist completed (attached) (overnight, outdoor education, moderate risk, Superintendent and Board approval field trips) agreed to and signed by Principal. If Moderate Risk determined complete the Moderate Risk Form and attach.
- ☐ Lead teacher has familiarized self with District Field Trip Policy and School Procedures
- ☐ Appropriate Field Trip form completed (attached)
- ☐ Itinerary completed. Location/maps of outdoor activity areas provided. (attached)
- ☐ Parent information and consent form prepared (attached)
- ☐ Parent meeting planned (Out of Country, overnight and moderate risk trips)
Date: _____
- ☐ Transportation and accommodation arrangements
- ☐ Source of funds, fund raising
- ☐ Special arrangements for regular day ski trips, swimming, biking, etc.
- ☐ Appropriate chaperones in place (teacher to students = 1:30, adults to students = 1:10) (names attached)
- ☐ Arrangements for educational training and safety instruction. Date: _____
- ☐ Leave forms (if required) completed, approved by Principal
- ☐ Preparation of student lists with telephone numbers/medical numbers of all students and adults on trip. Copies for office, sponsor teachers and bus driver. Medical needs listed/reviewed.
- ☐ Arrangements for first aid person and kit
- ☐ Copy of District Field Trip Policy (3060) and Regulations, school policy, District emergency procedures

Submitted by: _____
(Teacher's Signature)

Date: _____

Approved: _____
(Principal's Signature)

Date: _____

REQUIREMENTS FOR SPECIFIC TYPES OF TRIPS (Planning guide)

1. Bicycle trips:
 - ☐ bikes checked for mechanical safety
 - ☐ suitable safety helmets / parent approved
 - ☐ guide cars (if on highway)
 - ☐ first aid kit
2. Swimming:
 - ☐ certified life guard(s)
 - ☐ first aid kit
3. Skating:
 - ☐ suitable safety helmet / parent approved
 - ☐ first aid kit
4. Skate boarding, rollerblading activities:
 - ☐ suitable safety helmets / parent approved
 - ☐ first aid kit
5. Ski trips/winter activities (including snowboarding):
 - ☐ teacher is aware of specific provisions in policy
 - ☐ educational training and safety instruction prior to ski trip/winter activity
 - ☐ suitable safety helmets / parent approved
 - ☐ first aid kit
 - ☐ ski/boarding lessons arranged with mountain (all students)
6. Moderate Risk Field Trip:
 - ☐ Moderate Risk Form and Field Trip Qualifications Checklist completed
 - ☐ trained certified instructors in place
 - ☐ detailed emergency response plan in place
 - ☐ instruction by certified instructors, up to the level and under the conditions provided for the certification
 - ☐ lead teacher/instructor has prior knowledge and understanding of the area being used for instruction (has map of where instruction will take place)
 - ☐ pre-educational training and safety instruction for students to take place prior to activity, both at school and at the activity areas
7. Out of Country Trip:
 - ☐ Field Trip Qualifications Checklist Completed
 - ☐ medical coverage for students and adults / immunization shots
 - ☐ loss of money
 - ☐ failure to travel due to sickness
 - ☐ checked with borders or customs for specific documents required

Checklist: Regular day Ski/Snowboard Trips to Local Mountains

- _____ Principal review: "The Principal of a school shall review the merits of each field trip prior to approving it. Additionally, he/she shall ensure that teachers in charge are aware of District and school policies and monitor their adherence. The Principal and/or lead teacher shall provide assurance that the criteria established by the Board within these regulations have been met by completing the appropriate Field Trip form and providing the school office with the required documentation"
- _____ Transportation arrangements approved in advance by administrator or designate.
- _____ Supervision: one teacher for every thirty (30) students. Additionally, chaperones as required to reach a ratio of ten to one (10:1)
- _____ Supervision: Follow Regulation under 'Ski Trip/Winter Activity Provisions'
- _____ Field Trip Qualifications Checklist must be completed and signed by the lead teacher in consultation with the Principal well in advance of the trip
- _____ Lead teacher – needs to be designated. This person will also act as liaison with office and administration. The Board has the right to request a report from the lead teacher following a field trip.
- _____ Parent Consent for Field Trip signed prior to the trip by each parent and received by the teacher in charge. (Copy for the office)
- _____ Pre-educational training and safety instruction prior to trip at the school – attendance will be used to verify this.
- _____ LOA submitted two weeks prior to trip (regardless if TOC required)
- _____ Preparation of checklist/records including telephone numbers/medical numbers of all students and adults traveling on field trips with copies for the school and the sponsoring teacher for each field trip (as per Board policy)
- _____ Preparation of the District and school emergency checklist with copies for the school office and the sponsoring teacher for each field trip (as per Board policy)
- _____ TOC in place – teachers should check with the office to ensure that their TOC has arrived. If not, teachers will work with the office to ensure their classes are covered.
- _____ First aid safety kit must accompany all school field trips (except if in the immediate vicinity of the school).
- _____ Alternate arrangements – teachers must provide for students not attending the trip. Submit a list of students and plan for supervision of those students to the office.
- _____ Missed work: students must take responsibility for completing work/assignments missed as a result of field trip
- _____ Helmets – parent approved, suitable safety helmets required for all school skiing activities
- _____ Student violation of school code – refer to regulations regarding administrative consultation
- _____ Volunteers – need to have a current criminal record check completed and on file in the office.



School District No. 51 (Boundary)
Field Trip Form #1
Single Day

*******Approved by Principal*******

Trip details and itineraries must be provided to Principal two weeks in advance of trip
If trip includes moderate risk activities complete a "Moderate Risk Form"

Walking Trip	
Location:	Date:
Activity:	
Checklist:	
<input type="checkbox"/>	Lead Teacher has familiarized self with District Field Trip Policy
<input type="checkbox"/>	Parents informed of the trip
<input type="checkbox"/>	Chaperone ratio met:
<input type="checkbox"/>	<ul style="list-style-type: none"> K – Grade 3 students – 11:1
<input type="checkbox"/>	<ul style="list-style-type: none"> Grade 4 – 12 students – 15:1
<input type="checkbox"/>	Manifest of students, teachers and chaperones completed copies held by supervising teacher and school secretary
<input type="checkbox"/>	Checked with Principal to verify if Field Trip Qualification Checklist is required
Teacher Signature:	Principal Signature:
With Transportation	
Location:	Date:
Activity:	
Checklist:	
<input type="checkbox"/>	Lead teacher has familiarized self with District Field Trip Policy
<input type="checkbox"/>	Parent Consent Forms completed (Appendix C)
<input type="checkbox"/>	Chaperone ratio met:
<input type="checkbox"/>	<ul style="list-style-type: none"> K – Grade 3 students – 11:1
<input type="checkbox"/>	<ul style="list-style-type: none"> Grade 4 – 12 students – 15:1
<input type="checkbox"/>	<ul style="list-style-type: none"> Single teacher in which specific activities are required for a course, such as visiting local sites and business establishments, P.E. activities, etc. or for extra-curricular teams
<input type="checkbox"/>	Transportation safety risks anticipated and policy requirements met
<input type="checkbox"/>	Volunteer Driver information and Criminal Record Search completed if volunteer drivers being used
<input type="checkbox"/>	Manifest of students, teachers and chaperones completed and copies held by supervising teacher, bus driver and school secretary
<input type="checkbox"/>	Checked with Principal to verify if Field Trip Qualification Checklist is required
Teacher Signature:	Principal Signature:



School District No. 51 (Boundary)

Field Trip Form #2

Extra-Curricular Trips (Sports, Fine Arts, Presentations/Competitions)

Overnight – 3 Days or Less

*******Approved by Principal*******

Trip details and itineraries must be provided to Principal two weeks in advance of trip

Extra-Curricular Trips (Sports, Fine Arts, Presentations/Competitions) – 3 Days or Less	
Location:	Date:
Activity:	
Checklist:	
<input type="checkbox"/>	Lead teacher has familiarized self with District Field Trip Policy
<input type="checkbox"/>	Parent Consent Forms completed (Appendix C)
<input type="checkbox"/>	Chaperone ratio met:
<input type="checkbox"/>	• K – 3 students – 11:1
<input type="checkbox"/>	• Grade 4 – 12 students – 15:1
<input type="checkbox"/>	• Single teacher for extra-curricular teams
<input type="checkbox"/>	Chaperones have received Chaperone Letter (Appendix D)
<input type="checkbox"/>	Criminal Records Searches completed for chaperones
<input type="checkbox"/>	Transportation safety risks anticipated and policy requirements met
<input type="checkbox"/>	Volunteer Driver Information completed if volunteer drivers being used
<input type="checkbox"/>	Preparation of student lists and contact numbers completed and copies held by supervising teacher and school office
<input type="checkbox"/>	Itinerary of trip attached
<input type="checkbox"/>	First aid kit
Checked with Principal to verify if Field Trip Qualification Checklist is required	
Teacher Signature:	Principal Signature:

If trip includes moderate risk activities complete a “Moderate Risk Form”



SCHOOL DISTRICT No. 51 (Boundary)

FIELD TRIP FORM #3

Class or Group Trip – 4 Days or Less

*****Requiring Superintendent Approval*****

***Approval in Principle required from Superintendent 3 months in advance**

***Final Approval required from Superintendent 45 days in advance**

***If trip includes moderate risk activities complete a "Moderate Risk Form"**

TEACHER _____ SCHOOL _____

DATE OF APPLICATION _____ DATE OF TRIP _____

ACTIVITY/DESTINATION _____

GRADE(S) _____ SUBJECT _____

PLANNING:

GOALS OF TRIP _____

ATTACH OUTLINE OF EDUCATIONAL ACTIVITIES (OUTLINE FOR PARENTS)

Include educational activities prior, during and after the trip; worksheets and projects if applicable; names of chaperones; and itinerary.

DATE OF PARENT INFORMATION MEETING (as required by policy) _____

Number of Students Involved _____

Number & Names of Chaperones

TRIP COSTS:

METHOD OF TRAVEL _____ \$ _____

LODGING ARRANGEMENTS _____ \$ _____

MEALS _____ \$ _____

ADDITIONAL _____ \$ _____

TOTAL COSTS \$ _____

SOURCE OF FUNDS: (If more space is required, use back of form)

_____ \$ _____

_____ \$ _____

_____ \$ _____

- ☐ I have read the School District Field Trip Policy
- ☐ I have completed the Field Trip Qualification Checklist (Appendix B) attached
- ☐ I have completed the Moderate Risk Form if required

Teacher

Approved By _____

Principal

Superintendent of Schools

PLEASE NOTE: A follow-up report is to be submitted to the Principal



SCHOOL DISTRICT No. 51 (Boundary)

FIELD TRIP FORM #4

Class or Group Trip - 5 Days or More

*****Requiring Board Approval*****

***Approval in Principle required from Superintendent 4 months in advance**

***Final Approval required from Board 2 months in advance**

***If trip includes moderate risk activities complete a "Moderate Risk Form"**

TEACHER _____ SCHOOL _____

DATE OF APPLICATION _____ DATE OF TRIP _____

ACTIVITY/DESTINATION _____

GRADE(S) _____ SUBJECT _____

PLANNING:

GOALS OF TRIP _____

ATTACH OUTLINE OF EDUCATIONAL ACTIVITIES (OUTLINE FOR PARENTS)

Include educational activities prior, during and after the trip; worksheets and projects if applicable; names of chaperones; and itinerary.

DATE OF PARENT INFORMATION MEETING (as required by policy) _____

Number of Students Involved _____

Number & Names of Chaperones

TRIP COSTS:

METHOD OF TRAVEL _____ \$ _____

LODGING ARRANGEMENTS _____ \$ _____

MEALS _____ \$ _____

ADDITIONAL _____ \$ _____

TOTAL COSTS \$ _____

SOURCE OF FUNDS: (If more space is required, use back of form)

_____ \$ _____

_____ \$ _____

_____ \$ _____

☐ I have read the School District Field Trip Policy

☐ I have completed the Field Trip Qualification Checklist (Appendix B) attached

☐ I have completed the Moderate Risk Form if required

Teacher

Approved By _____

Principal

Superintendent of Schools

PLEASE NOTE: *A follow-up report is to be submitted to the Principal



SCHOOL DISTRICT No. 51 (Boundary)
FIELD TRIP FORM #5
Class or Group Trip OUT OF COUNTRY – ANY DURATION
*****Requiring Board Approval*****

***Approval in Principle required from Superintendent 4 months in advance**

***Final Approval required from Board 2 months in advance**

***If trip includes moderate risk activities complete a “Moderate Risk Form”**

TEACHER _____ SCHOOL _____

DATE OF APPLICATION _____ DATE OF TRIP _____

ACTIVITY/DESTINATION _____

GRADE(S) _____ SUBJECT _____

PLANNING:

GOALS OF TRIP _____

ATTACH OUTLINE OF EDUCATIONAL ACTIVITIES (OUTLINE FOR PARENTS)

Include educational activities prior, during and after the trip; worksheets and projects if applicable; names of chaperones; and itinerary.

DATE OF PARENT INFORMATION MEETING (as required by policy) _____

Number of Students Involved _____

Number & Names of Chaperones _____

TRIP COSTS:

METHOD OF TRAVEL _____ \$ _____

LODGING ARRANGEMENTS _____ \$ _____

MEALS _____ \$ _____

ADDITIONAL _____ \$ _____

TOTAL COSTS \$ _____

SOURCE OF FUNDS: (If more space is required, use back of form)

_____ \$ _____

_____ \$ _____

_____ \$ _____

- ☐ I have read the School District Field Trip Policy
☐ I have completed the Field Trip Qualification Checklist (Appendix B) attached
☐ I have completed the Moderate Risk Form if required

Teacher

Approved By _____

Principal

Superintendent of Schools

PLEASE NOTE: *A follow-up report is to be submitted to the Principal



School District No. 51 (Boundary)
Moderate Risk Activity

Page 1 of 2

Location:		Date:
Activity:		
Checklist:		
<input type="checkbox"/>	Lead teacher has familiarized self with District Field Trip Policy (3060)	
<input type="checkbox"/>	Parent Consent Forms completed	
<input type="checkbox"/>	Chaperone ratio met:	
<input type="checkbox"/>	<ul style="list-style-type: none"> • K – Grade 3 students – 11:1 	
<input type="checkbox"/>	<ul style="list-style-type: none"> • Grade 4 – 12 students – 15:1 	
<input type="checkbox"/>	<ul style="list-style-type: none"> • Chaperones have received Chaperone Letter (Appendix D) 	
<input type="checkbox"/>	Transportation safety risks anticipated and policy requirements met	
<input type="checkbox"/>	Preparation of student lists and contact numbers completed and copies held by supervising teacher and school office	
Trip Information		
Bicycle Trips		
<input type="checkbox"/>	Bikes checked for mechanical safety	
<input type="checkbox"/>	Suitable safety helmets/parent approved	
<input type="checkbox"/>	Guide cars (if on highway)	
<input type="checkbox"/>	First aid kit	
Swimming		
<input type="checkbox"/>	Certified life-guard present (ratio of 30 students to 1 life-guard)	
<input type="checkbox"/>	First aid kit	
Skating		
<input type="checkbox"/>	Suitable safety helmet/parent approved	
<input type="checkbox"/>	First aid kit	
Skate-boarding/roller-blading		
<input type="checkbox"/>	Suitable safety helmet/parent approved	
<input type="checkbox"/>	First aid kit	
Ski Trips/Winter Activities (including snowboarding)		
<input type="checkbox"/>	Teacher(s) have completed Regular Day Ski/Snowboard Trip Form (Appendix F)	
<input type="checkbox"/>	Educational training and safety instructions occurs prior to ski trip/winter activity	
<input type="checkbox"/>	Suitable safety helmets/parent approved	
<input type="checkbox"/>	First aid kit	
<input type="checkbox"/>	Ski/boarding lessons arranged with mountain for all students	

Moderate-Risk Field Trip – see Appendix A for list of activities that qualify	
<input type="checkbox"/>	Completion of Field Trip Qualification Checklist (Appendix C)
<input type="checkbox"/>	Trained certified instructor is in place
<input type="checkbox"/>	Detailed Emergency Response plan in place
<input type="checkbox"/>	Instruction by certified instructors up to the level and under the conditions provide for the certification
<input type="checkbox"/>	Lead teacher/instructor has prior knowledge and understanding of the area being used for instruction (has map of instruction location)
<input type="checkbox"/>	Pre-education training and safety instruction for students to take place prior to activity, both at school and at the activity area
Teacher Signature:	Principal Signature:

To Board for Adoption Oct 2015

9.1 SAFE STOP PROGRAM – SCHOOL DISTRICT 60

SUBMITTED BY: *SD60 (Peace River North)*

BE IT RESOLVED:

that BCSTA urge the Ministry of Transportation and Infrastructure to increase the penalty for failing to stop for a school bus to 6 demerit points and a \$368 fine.

RATIONALE:

Safe Stop is a program that was introduced to School District 60 in April of 2015. Safe Stop's sole purpose is to remind the motoring public that driving through the flashing red lights of a school bus is both dangerous and illegal.

This motion is emergent because drivers in British Columbia do not take this matter seriously and it is just a matter of time before another child is injured or killed due to failure of a driver to stop for a school bus. Between April 15th and June 25th, 2015, the Transportation Department of School District No. 60 recorded every instance of motorists driving through the flashing red lights of the district's school buses and recorded more than one infraction per day during this time period. Currently, the penalty for failure of a driver to stop for a school bus is a \$167.00 fine and 3 demerit points. Increasing the fine to \$368.00 and 6 demerit points would reflect the severity of the infraction.

REFERENCES:

- [August 2015 correspondence regarding Safe Stop](#)
- [Ministry of Transportation and Infrastructure Online – BC Driver Alert: When the School Bus Stops, You Stop](#)

This is an action motion and does not change or contradict any existing Foundational or Policy Statement.



9.2 REVERSING PUBLIC FUNDING OF PRIVATE SCHOOLS

SUBMITTED BY: *SD70 (Alberni)*

BE IT RESOLVED:

That BCSTA arrange a meeting with the Minister of Education to strongly urge the provincial government to immediately discontinue the practice of utilizing public tax dollars to fund and subsidize private/independent schools.

RATIONALE:

Public tax dollars should be used to fund public education and neighbourhood public schools.

As boards of education struggle to provide more services with less dollars, decisions on school closures or student programming are being made for financial reasons rather than for educational purposes or capacity issues.

This motion is emergent because by the time we get to AGM, it will be too late for BCSTA to influence the provincial government's budget development process. The Select Standing Committee on Finance and Government Services is currently engaging in consultations with stakeholders regarding the 2016 provincial budget. The process of developing the provincial budget will be completed before BCSTA's 2016 AGM. If, in a perfect world, the government's policy on funding independent schools is reversed and the funds are returned to public education, it will be difficult to properly plan for the 2016-2017 school year as the board of education budget cycle will be close to completion by the time of BCSTA's 2016 AGM. Accordingly, delaying consideration of this motion until the 2016 AGM would negatively impact "boards' ability to influence ...a public education issue". We think it is also important to say that we are not against private or independent schools. We are saying that public tax dollars should not be providing any funding to private and independent schools.

This is an action motion and does not change or contradict any existing Foundational or Policy Statement.

Relates to Policy Statement 8.1.1P Private Education.



9.3 EMERGENT PROVINCIAL CURRICULUM DEVELOPMENT, FUNDING AND IMPLEMENTATION

SUBMITTED BY: *SD63 (Saanich)*

BE IT RESOLVED:

That BCSTA urge the Ministry of Education to invest in the successful implementation of the new B.C. Ed. Plan by providing districts with additional funds earmarked for teacher and support staff professional development opportunities.

RATIONALE:

The Saanich Board of Education trustees believe this matter is emergent because of the timeline that the Ministry of Education has chosen to implement the new curriculum.

The Ministry of Education has put a lot of time and effort into ensuring that the new curriculum as represented in the B.C. Ed. plan reflects thorough professional partner input, consultation and best practice. In keeping with BCSTA policy 5.1.1P (Provincial Curriculum Development, Funding and Implementation), and as is true in effecting change in general, we believe that adequate opportunities for in-service and professional development for the staff in our schools is key in building understanding, capacity and skill. Boards in our province do not have the budget to provide sufficient funds necessary to support our staff in this endeavor.

Now that the implementation dates for the new B.C. Ed. Plan have been set, we think that the Ministry should demonstrate good faith and leadership by providing districts with additional funds for in-service and professional development to ensure smooth implementation.

This is an action motion and does not change or contradict any existing Foundational or Policy Statement.

Relates to Policy Statement 5.1.1P Provincial Curriculum Development, Funding and Implementation.

9.4 CHANGE IN THE EXECUTIVE COMPENSATION FREEZE REQUIREMENTS

SUBMITTED BY: *SD8 (Kootenay Lake)*

BE IT RESOLVED:

that BCSTA: (a) ask member boards to provide BCSTA with written statements outlining how implementing the recent changes to the exempt staff compensation freeze will impact each board's financial situation and staff morale; and, (b) submit a collective statement to the Minister of Education and the Minister of Finance outlining the impact that implementing the recent changes to the exempt staff compensation freeze will have on boards' finances and staff morale.

RATIONALE:

While we appreciate the opportunity to recognize our principals and vice-principals through increases in wages, we are concerned that the same opportunity is not provided with regard to other excluded staff. We are also concerned that funding appears not to be provided to fund the contemplated wage increases. The impact on districts, in the light of ever-increasing requirements for districts to fund provincial initiatives with existing resources, and the impact relative to building strong, cohesive teams, is significant.

The urgency of the motion resides in strengthening BCSTA's position with supporting information to further appeal to the Ministers of Finance and Education well before BCSTA's AGM in April 2016. Boards will shortly be in the position of approving increases for principals and vice-principals and other eligible employees. The change in executive compensation limitations does not contemplate additional funding from the Ministry, and districts will be in the position of adjusting preliminary budgets from now until the final submission of preliminary budgets in February. Furthermore, the potential for significant morale issues is magnified when one employee group receives increases and another equally deserving group does not.

REFERENCES:

- [BC School Trustees Association 2016 Budget Consultation Submission to the Select Standing Committee on Finance and Government Services](#)
- [BCPSEA's Exempt Staff Issues, June 29, 2015](#)
- [BCPSEA's Exempt Staff Issues, July 17, 2015](#)

This is an action motion and does not change or contradict any existing Foundational or Policy Statement.

9.5 EXECUTIVE COMPENSATION

SUBMITTED BY: *SD45 (West Vancouver)*

BE IT RESOLVED:

that BCSTA request the Ministry of Finance and Public Sector Employers Council (PSEC) amend the current salary freeze on exempt staff compensation by allowing school districts to provide executive staff members with salary increases.

RATIONALE:

While the interim relief announced by government regarding exempt staff compensation does offer some limited relief for management positions in school districts, it excludes key positions in the organization – in particular assistant superintendents and secretary treasurers. These individuals are key to ensuring we have a successful public education system in our province and they should not be left behind in compensation simply because they are not part of a union. Their contribution during two recent periods of job action were essential and their dedication and hard work must be recognized.

This motion is emergent because it deals with issues that have emerged over the summer since the last AGM and are time sensitive given the issues are currently under discussion.

This is an action motion and does not change or contradict any existing Foundational or Policy Statement.

REFERENCES

- [BC School Trustees Association 2016 Budget Consultation Submission to the Select Standing Committee on Finance and Government Services](#)
- [BCPSEA's Exempt Staff Issues, June 29, 2015](#)
- [BCPSEA's Exempt Staff Issues, July 17, 2015](#)

9.6 PRINCIPAL AND VICE-PRINCIPAL COMPENSATION

SUBMITTED BY: *SD 45 (West Vancouver)*

BE IT RESOLVED:

that BCSTA request the Ministry of Finance and Public Sector Employers' Council (PSEC) amend the current salary freeze on exempt staff compensation and support the transitioning of school and district vice-principals and principals to the grids recommended in the BCSPEA Exempt Staff Compensation Working Group (ESCWG) report.

RATIONALE:

While the interim relief announced by government pertaining to exempt staff compensation does offer some limited relief for management positions facing compression, it does not sufficiently address the larger and urgent issue of appropriate compensation for school and district administrators. While all unionized staff have seen modest salary increases through collective bargaining, management staff remain under a freeze. The interim relief is only available if compression can be demonstrated. The absence of any government funding increases also puts pressure on boards of education which may determine that they cannot afford to pay for an increase within existing district budgets. There is a significant possibility of many receiving little to no increases in their salaries. While we appreciate the financial limitations of government, it is critical that all of our exempt staff be recognized for their daily efforts in supporting and maintaining the public education system as well seeing us through two recent periods of difficult labour unrest. Their compensation should not be adversely affected simply because they are not part of a union.

This motion is emergent because it deals with issues that have emerged over the summer since the last AGM and are time sensitive given the issue is currently under discussion.

This is an action motion and does not change or contradict any existing Foundational or Policy Statement.

REFERENCES

- [BC School Trustees Association 2016 Budget Consultation Submission to the Select Standing Committee on Finance and Government Services](#)
- [BCPSEA's Exempt Staff Issues, June 29, 2015](#)
- [BCPSEA's Exempt Staff Issues, July 17, 2015](#)

Preliminary Program

Thursday, October 22, 2015 (Day One)

8:30 am – 9:30 am	Registration Coal Harbour Ballroom Foyer	8:45 am to 9:15 am <i>Coal Harbour Ballroom</i> Optional Information Session (open to all attendees): Employment Practices Liability Program
9:30 am – 10:00 am	Welcome and Overview <i>Renzo Del Negro, CEO</i> Coal Harbour Ballroom	
10:00 am – 10:15 am	Refreshment Break Coal Harbour Ballroom Foyer	
10:15 am – 11:45 am	Plenary: Work–Life Balance: Rhetoric Versus Reality <i>Dr. Linda Duxbury (see bio on page 3)</i> Why do organizations need to make it easier for employees to achieve work–life balance? With Canadian corporations losing over \$4 billion a year to absenteeism, employee job satisfaction and well-being must be examined. Dr. Duxbury will discuss the reasons why work–life imbalance and stress have increased while job satisfaction and organization commitment have decreased. Dr. Duxbury will identify specific recommendations for employers, including the development of supportive managers, the creation of supportive work environments, and the cultural shifts needed to effect the necessary changes.	
12:00 am – 1:00 pm	Lunch (provided) Coal Harbour Ballroom Foyer	
1:00 pm – 2:30 pm	Working Sessions Session A: Motivation-based Interviewing (MBI) <i>Georgina Johnson and Deborah Stewart, BCPSEA</i> Traditional behavior-based interviewing does a good job of assessing skills; however, skill simply means a person can do the job — it doesn't mean they are motivated to do it better than anyone else. Motivation-based interviewing is a simple yet highly effective interviewing method to identify high performers. This session will provide an introduction to MBI and set the stage for future training opportunities. Session B: Starting Off Right: Avoiding Legal Pitfalls During the Hiring Process <i>Michael Hancock, Harris & Company</i> You're recruiting! This session will discuss the legal obligations you need to consider when screening candidates for employment, including the development of employment application forms, requesting and providing employment references, and the use of social media to "vet" prospective employees.	



Thursday, October 22, 2015 *continued*

- 2:30 pm – 3:00 pm **Refreshment Break**
Coal Harbour Ballroom Foyer
- 3:00 pm – 4:30 pm **Working Sessions A and B (repeated)**
- 4:30 pm **Wine and Cheese Reception**
Hosted by Morneau Shepell
Coal Harbour Ballroom Foyer

Friday, October 23, 2015 (Day Two)

- 8:00 am – 9:00 am **Breakfast (provided)**
Coal Harbour Ballroom Foyer
- 9:00 am – 9:15 am **Welcome and Overview**
Renzo Del Negro, CEO
Coal Harbour Ballroom
- 9:15 am – 10:45 am **Plenary: Capable Managers — The Scarcest Resource Of All**
Dr. Linda Duxbury
Why do many managers have difficulty with the “people” part of the job? Building on the preceding day’s plenary presentation, Dr. Duxbury will outline the positive impact of a supportive management culture on key employee and organization outcomes. Solutions and suggestions to increase the number of supportive managers in the organization will be identified and discussed.
- 10:45 am – 11:00 am **Refreshment Break** Coal Harbour Ballroom Foyer
- 11:00 am – 12:30 pm **Working Sessions**
- Session C: Stepping into the Fire: Navigating Highly Intense Conversations**
Raj Dhasi, Turning Point Resolutions
This interactive session will focus on navigating those intense conversations that leave you wanting to run to the nearest exit. When the heat is turned up and you can’t just walk away, a special set of skills is necessary to prevent getting burned. This session will focus on the practical, realistic, and immediately applicable skills.
- Session D: Workplace Health: The Good, the Bad, and the Positive Returns**
Rochelle Morandini, Morneau Shepell
With a focus on attendance support, disability management, and wellness programs, this session will demonstrate that effective workplace health initiatives result in a positive return on investment and, when done well, a positive return on the employee experience.
- 12:30 pm – 1:30 pm **Lunch (provided)**
Coal Harbour Ballroom Foyer
- 1:30 pm – 3:00 pm **Working Sessions C and D (repeated)**

8:15 am to 8:55 am *Coal Harbour Ballroom*
Optional Information Session (open to all attendees):
Attendance Support and Wellness Program



Dr. Linda Duxbury

Dr. Linda Duxbury is one of Canada's leading workplace health researchers and workplace demographic experts. Dr. Duxbury has influenced policy and attitudes to help create supportive work environments in both the private and public sectors.

Dr. Duxbury has written hundreds of papers, articles for journals, and books, and she is the co-author of a series of Health Canada reports about work–life balance within the country. She has been published widely in both the academic and practitioner literatures, in the areas of work–family conflict; change management; supportive work environments; stress; telework; the use and impact of office technology; and managing the new workforce.

Recognized for her engaging, enthusiastic communication skills and teaching practices, Dr. Duxbury has received the “Canadian Pension and Benefits National Speaker Award,” the “Carleton University Students’ Association Teaching Excellence Award,” the “Faculty Graduate Mentoring Award” also from Carleton, and the “Sprott MBA Student Society Best Teacher Award.” She has also been awarded the “Toastmasters International Communication and Leadership Award,” and was recognized as one of Deloitte’s “Women of Influence.” In 2014-15, Dr. Duxbury received the Carleton University Research Award as one of the ten best researchers at the university.

Dr. Duxbury is a professor at the Sprott School of Business at Carleton University. She holds a Ph.D. in Management Sciences from the University of Waterloo.