



**POLICY COMMITTEE
PUBLIC MEETING
AGENDA**

Wednesday, May 6, 2020, 4:00 pm

Via Zoom

Public Link - <https://sd23.zoom.us/j/98190399985>

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

Pages

1. AGENDA

Additions/Amendments/Deletions

2. REPORTS/MATTERS ARISING

2.1 Policy Committee Public Meeting Report - February 5, 2020

5

(Attachment)

3. PUBLIC QUESTION/COMMENT PERIOD

**Due to this meeting occurring via Zoom, please email your questions/comments to
Ryan.Stierman@sd23.bc.ca and include your first and last name.**

4. COMMITTEE MEMBERS QUERIES/COMMENTS

5. DISCUSSION/ACTION ITEMS

5.1 Review of Policy 351 - Respectful Workplace and Amendments to Regulations 351R - Respectful Workplace (Regulations)

11

Referred from the Policy Working Committee - March 9, 2020
(Attachment)

STAFF RECOMMENDATION:

THAT: The Policy Committee recommends to the Board:

THAT: The Board of Education approve the amendments to Regulations 351R - Respectful Workplace (*Regulations*), as attached the Agenda and as presented at the May 6, 2020 Policy Committee Meeting.

5.2 Amendments to Policy 135 - School Board Operation

18

Referred from the February 12, 2020 Board Meeting
(Attachment)

STAFF RECOMMENDATION:

THAT: The Policy Committee recommends to the Board:

THAT: The Board of Education approve the amendments to Policy 135 - School Board Operation, as attached the Agenda and as presented at the May 6, 2020 Policy Committee Meeting.

5.3 Amendments to Policy 190 - Trustee Expenses

25

(Attachment)

STAFF RECOMMENDATION:

THAT: The Policy Committee recommends to the Board:

THAT: The Board of Education approve the amendments to Policy 190 - Trustee Expenses, as attached the Agenda and as presented at the May 6, 2020 Policy Committee Meeting.

5.4	<u>Amendments to Policy 405 - Student Placement and Regulations 405R - Student Placement (Regulations)</u>	30
	<i>Deferred from the February 5, 2020 Policy Committee Meeting</i>	
	(Attachment)	
	STAFF RECOMMENDATION:	
	THAT: The Policy Committee recommends to the Board:	
	THAT: The Board of Education approve the amendments to Policy 405 - Student Placement and Regulations 405R - Student Placement (<i>Regulations</i>), as attached the Agenda and as presented at the May 6, 2020 Policy Committee Meeting.	
5.5	<u>Rewrites of Policy 436 - Managing Students with Medical Alert/Anaphylaxis Conditions and Regulations 436R - Managing Students with Medical Alert/Anaphylaxis Conditions (Regulations)</u>	36
	(Attachment)	
	STAFF RECOMMENDATION:	
	THAT: The Policy Committee recommends to the Board:	
	THAT: The Board of Education approve the rewrites of Policy 436 - Managing Students with Medical Alert/Anaphylaxis Conditions and Regulations 436R - Managing Students with Medical Alert/Anaphylaxis Conditions (<i>Regulations</i>), as attached the Agenda and as presented at the May 6, 2020 Policy Committee Meeting.	
6.	DISCUSSION/INFORMATION ITEMS	
6.1	<u>Review of Policy 105 - Policy Manual</u>	71
	(Attachment)	
6.2	<u>Review of Policy 110 - Policy Development</u>	73
	(Attachment)	
7.	COMMITTEE CORRESPONDENCE	
8.	ITEMS REQUIRING SPECIAL MENTION	
9.	RECOMMENDATIONS/REFERRALS TO THE BOARD/COORDINATING COMMITTEE/OTHER COMMITTEES	

10. ITEMS FOR FUTURE POLICY COMMITTEE MEETINGS

- Review of Central Okanagan Public Schools Policies (in relation to the Board of Education) relative to School District No. 83 (North Okanagan-Shuswap) Policies
- Policy 390 – Conflict of Interest and Confidentiality
- Amendments to Policy 480 – Raising the Bar: The Three-Year Rule, Deletion of Appendix 480A – Application for Exemption of the Three-Year Rule, Deletion of Appendix 480A – Appeal of Decision to Deny Three-Year Rule Exemption Application – feedback from Central Okanagan Parent Advisory Council.
- Amendments to Policy 650 – Public Use of School Facilities and Amendments to Regulations 650R – Public Use of School Facilities (Regulations) – feedback from partner groups
- Amendments to Policy 625 – Sites, Facility and Equipment Enhancements – recommendation from the Ad Hoc Policy Committee
- Amendments to Policy 220 – Principals and Vice-Principals: Selection, Appointment and Transfer and Regulations 220R – Principals and Vice-Principals: Selection, Appointment and Transfer
- Amendments to Policy 486 - Student Use of Electronic and Social Media Communication - consultation/feedback with partner groups

11. FUTURE POLICY COMMITTEE MEETINGS

Wednesday, November 4, 2020 - 4:00 pm

12. MEDIA QUESTIONS

Due to this meeting occurring via Zoom, please email your media questions to Ryan.Stierman@sd23.bc.ca and include your first and last name as well as the media outlet you represent for the record.

13. ADJOURNMENT



**Central Okanagan
Public Schools**
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CENTRAL OKANAGAN PUBLIC SCHOOLS - BOARD COMMITTEE REPORT

Policy Committee

Public Meeting

Wednesday, February 5, 2020, 4:00 pm

School Board Office

1040 Hollywood Road S

Kelowna, BC

- Board of Education: Trustee L. Tiede, Chairperson
Trustee A. Geistlinger, Committee Member
Trustee J. Fraser, Committee Member
Trustee C. Desrosiers
Trustee M. Baxter
- Staff: Kevin Kaardal, Superintendent of Schools/CEO
Terry Beaudry, Deputy Superintendent of Schools
Ryan Stierman, Secretary-Treasurer/CFO
Dr. Peter Molloy, Director of Instruction – Student Support Services
Mona Essler, Executive Assistant
- Partner Groups: Cherylee Morrison, COPAC Co-President
Lori Dawson Bedard, COTA 1st Vice-President
Shelley Yost, CUPE Clerical/Library Shop Steward
There were no representatives from Central Okanagan Principals' and Vice-Principals' Association or District Student Council.

**The Central Okanagan Board of Education acknowledged that this meeting was being held
the unceded, Traditional Territory of the Okanagan People.**

AGENDA

New Item 6.7 - Amendments to Policy 706 - District Student Council and Regulations 706R -
District Student Council (*Regulations*)

February 5, 2020 Committee Agenda - approved as amended.

REPORTS/MATTERS ARISING

Policy Committee Public Meeting Report - December 4, 2019

December 4, 2019 Committee Report - received as distributed.

PUBLIC QUESTION/COMMENT PERIOD

Nicole Barker, Parent of Student at Chute Lake Elementary School, requested that the members of the Committee review the Anaphylaxis-Life Threatening Allergies Handbook as prepared by the Surrey School District (No. 36) as well as Policy 304 and Administrative Procedures 304 of the Vancouver School District (No. 39).

DISCUSSION/ACTION ITEMS

Amendments to Policy 405 - Student Placement and Regulations 405R - Student Placement (*Regulations*)

The Superintendent of Schools/CEO confirmed that the amendments to Policy 405 – Student Placement and Regulations 405R – Student Placement (*Regulations*) are the addition of reference to French Immersion Programs catchment areas. The Committee discussed the updating of the language within the Policy and Regulations.

Outcome:

THAT: The recommended amendments to Policy 405 - Student Placement and Regulations 405R – Student Placement (*Regulations*) be deferred to the next Policy Committee Meeting for further discussion.

Amendments to Policy 386 - Employee Use of Electronic and Social Media Communication

The suggested amendments to Policy 386 – Employee Use of Electronic and Social Media Communication are to reflect the evolution of the network and to bring the terminology up to date. The suggested amendments came forth to the Policy Committee from the District Principal – Learning Technology. The Committee recommended a few wording updates.

Outcome:

THAT: The amendments to Policy 386 - Employee Use of Electronic and Social Media Communication, as attached to the Agenda, and as further amended at the February 5, 2020 Policy Committee Meeting, be forwarded to the Board of Education for approval.

Amendments to Policy 486 - Student Use of Electronic and Social Media Communication

The suggested amendments to Policy 486 – Student Use of Electronic and Social Media Communication are to reflect the evolution of the network and to bring the terminology up to date. The Committee discussed the removal of the reference to signing of the Student Network Account Agreement on an annual basis which would provide understanding that compliance is a condition of access. Portions of the new curriculum are accessed through technology and therefore use of the network services is required. The expectations of student use of technology could be included within School Codes of Conduct and brought forward to the attention of students and parents at the beginning of each school year. The following statement is to be added under Consequences:

Each school's Code of Conduct will include the expectations regarding student use of digital technologies and will be brought to parents/students' attention at the beginning of every school year or upon registration. Use of network services and digital technologies which violates the terms outlined in policy and/or the School's Code of Conduct may result in serious consequences including definite or indefinite suspensions and/or police intervention.

Outcome:

THAT: The recommended amendments to Policy 486 - Student Use of Electronic and Social Media Communication, along with the suggested amendments at the February 5, 2020 Policy Committee Meeting, be referred to partner groups for consultation/feedback.

New Policy 437 - Managing Students with Diabetes and New Regulations 437R - Managing Students with Diabetes (Regulations)

In attendance: Dr. Peter Molloy, Director of Instruction – Student Support Services

New Policy 437 – Managing Students with Diabetes and new Regulations 437R – Managing Students with Diabetes (*Regulations*) were prepared in accordance with Ministry requirements to have a Policy in place to ensure consistency in responses by school staff.

Outcome:

THAT: New Policy 437 - Managing Students with Diabetes and new Regulations 437R - Managing Students with Diabetes (*Regulations*), as attached to the Agenda, be forwarded to the Board of Education for approval.

Amendments to Policy 208 - Confidential Disclosure: Reporting and Investigating Allegations of Financial Irregularity

The Committee reviewed the amendments to the Policy which is the addition of reference to the reporting of criminal activity or for matters of serious concern which may affect the School District or which could be deemed as actions detrimental to students and staff.

Outcome:

THAT: The amendments to Policy 208 - Confidential Disclosure: Reporting and Investigating Allegations of Financial Irregularity, as attached to the Agenda, be forwarded to the Board of Education for approval.

Annual Review of Committee's Mandate, Purpose and Function: Policy 168 - Policy Committee

In accordance with Policy 141 – School District Committees: "*District Committees shall be reviewed annually in accordance with this Policy and/or other Policies*" the Committee reviewed Policy 168 – Policy Committee

Outcome:

THAT: The Policy Committee recommends that the Board of Education affirm Policy 168 - Policy Committee, as attached to the Agenda, and as presented at the February 5, 2020 Policy Committee Meeting.

Amendments to Policy 706 – District Student Council and Regulations 706R – District Student Council (Regulations)

The amendments to Policy 706 – District Student Council and Regulations 706R – District Student Council (*Regulations*) are the removal of information from the Regulations that is too prescriptive, and to include the formation of a set of Bylaws for the District Student Council. The recommendation is for a copy of the Bylaws to be kept with the Office of the Secretary-Treasurer.

Outcome:

THAT: The amendments to Policy 706 - District Student Council and Regulations 706R - District Student Council (*Regulations*), as attached to the Agenda, be forwarded to the Board of Education for approval.

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

Future Public Board Meeting

- Amendments to Policy 386 - Employee Use of Electronic and Social Media Communication
- New Policy 437 - Managing Students with Diabetes and new Regulations 437R - Managing Students with Diabetes (*Regulations*)
- Amendments to Policy 208 - Confidential Disclosure: Reporting and Investigating Allegations of Financial Irregularity

- Affirmation of Policy 168 - Policy Committee
- Amendments to Policy 706 - District Student Council and Regulations 706R - District Student Council (*Regulations*)

ITEMS FOR FUTURE POLICY COMMITTEE MEETINGS

- Review of Central Okanagan Public Schools Policies (in relation to the Board of Education) relative to School District No. 83 (North Okanagan-Shuswap) Policies
- Policy 390 – Conflict of Interest and Confidentiality
- Amendments to Policy 480 – Raising the Bar: The Three-Year Rule, Deletion of Appendix 480A – Application for Exemption of the Three-Year Rule, Deletion of Appendix 480A – Appeal of Decision to Deny Three-Year Rule Exemption Application – feedback from Central Okanagan Parent Advisory Council.
- Amendments to Policy 650 – Public Use of School Facilities and Amendments to Regulations 650R – Public Use of School Facilities (*Regulations*) – feedback from partner groups
- Amendments to Policy 351 – Respectful Workplace and Regulations 351R – Respectful Workplace (*Regulations*) – recommendation from the Ad Hoc Policy Committee
- Amendments to Policy 625 – Sites, Facility and Equipment Enhancements – recommendation from the Ad Hoc Policy Committee
- Amendments to Policy 436 – Managing Students with Medical Alert/Anaphylaxis Conditions and Regulations 436R – Managing Students with Medical Alert/Anaphylaxis Conditions (*Regulations*)
- Amendments to Policy 220 – Principals and Vice-Principals: Selection, Appointment and Transfer and Regulations 220R – Principals and Vice-Principals: Selection, Appointment and Transfer
- Amendments to Policy 405 - Student Placement and Regulations 405R - Student Placement (*Regulations*)
- Amendments to Policy 486 - Student Use of Electronic and Social Media Communication - consultation/feedback with partner groups

FUTURE POLICY COMMITTEE MEETINGS

Wednesday, May 6, 2020 – 4:00 pm

Wednesday, November 4, 2020 – 4:00 pm

ADJOURNMENT

The meeting adjourned at 5:30 pm.

Questions - Please Contact:

Trustee Tiede, Chairperson at 250-763-4650 or Lee-Ann.Tiede@sd23.bc.ca

Kevin Kaardal, Superintendent of Schools/CEO at 250-470-3256 or Kevin.Kaardal@sd23.bc.ca

Lee-Ann Tiede, Chairperson



Section 3: Staff

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351 - RESPECTFUL WORKPLACE

Introduction

The Board of Education is committed to creating and maintaining a learning and working environment where people are treated and treat each other, professionally and respectfully in their interactions. When personal conflict occurs, processes are in place to allow the conflict to be effectively resolved.

In addition to this broad objective, this policy is intended to comply with WorkSafeBC's policies on workplace bullying and harassment.

Policy

1. The Board is committed to a learning and working environment that supports the following objectives:
 - 1.1 In dealing with other people, a consistent understanding is developed regarding the proper and appropriate behaviour, including the ability to speak or act without real or perceived offence.
 - 1.2 Interactions between people are fair, professional and respectful;
 - 1.3 In a work environment where students are present, employees should be role models for appropriate behaviour towards each other and students.
 - 1.4 Individuals involved in the learning and working environment do not engage in bullying and harassing behaviours;
 - 1.5 Conflict, when it occurs, is resolved in a timely and effective manner.
2. The Superintendent of Schools/CEO is responsible for ensuring that the provisions of this policy are communicated and understood.
3. All participants engaged in School District activities are to conduct themselves in a manner that is courteous, respectful of and responsive to the needs of others. They can expect to be free from objectionable or abusive behaviour that is contrary to this policy.
4. Individuals involved in the learning and working environment are responsible for their actions and are accountable for their consequences. Individuals are responsible for ensuring that their actions and communication with others (including electronic communication) adheres to the spirit and intent of this policy.



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5. To assist in the achievement of these objectives, the Board may provide trained Mediators/Facilitators to provide assistance in the resolution of conflict when it occurs. The partner groups will be invited to provide individuals who are interested in this role, with the understanding that all groups will have the opportunity to be equally represented.

Application

1. This policy covers all adults involved in the learning or working environment regardless of their role or function. This includes Trustees, School District employees, parents, volunteers, third parties doing business with the School District and members of the general public who interface with the School District.
2. Employees who are members of bargaining units will continue to enjoy all of the rights and privileges of their respective Collective Agreements where they are not in conflict with WorkSafeBC policies and regulations.
3. Students are not covered under this policy. Standards for student behaviour are addressed in each school's Code of Conduct.
4. Inappropriate behaviour by an adult toward a student is not covered by this policy. The following will define and govern the standard of behaviour required by adults when dealing with students:
 - The School Act
 - The Ministry of Education Teacher Regulation Branch
 - The District's Collective Agreements
 - Board Policy and Regulations 450 – Discrimination Toward and By Students
 - Board Policy and Regulations 455 – Discipline
5. Where the cause of the conflict or behaviour is based on a personal characteristic that is protected under the BC Human Rights Code, Board Policy 350 – Human Rights provides an alternate mechanism to have the concern addressed.

Examples of Policy Breaches

In order to provide further guidance, the Board considers the examples listed below to be breaches of this policy:



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1. Unprofessional or Disrespectful Comments or Actions

When people come together to perform an activity, there may be incidents when an individual behaves inappropriately. Some examples of behaviour in the learning or working environment that would be inappropriate include:

- an action by any person which humiliates, insults or degrades another person;
- verbal abuse in any form, such as swearing at or displaying unnecessary shows of temper or anger toward another person;
- physical abuse/intimidation.

These actions are often not intended to harm another person. They may have occurred in the “heat of the moment” or with a lack of forethought regarding their consequence. However, they still have a detrimental impact on an individual or group.

2. Workplace Bullying and Harassment

Bullying and harassment includes any inappropriate conduct or comment by a person toward another person that is known or ought reasonably be known to cause humiliation or intimidation. It usually involves repeated incidents or a pattern of behaviour toward a person or a group of people, but can occur as an isolated incident. Some examples would include:

- spreading malicious gossip, rumours or innuendo;
- personal insults and name calling;
- excluding or isolating someone socially;
- intimidating a person;
- physically abusing or threatening someone;
- making aggressive or threatening gestures;
- undermining, sabotaging or deliberately impeding a person’s work;
- withholding necessary information or purposefully giving the wrong information;
- making jokes that a reasonable person would find offensive by spoken word, gestures, on paper, or through electronic communication;
- intruding on a person’s privacy by pestering, spying or stalking;
- criticizing another person persistently or constantly;
- tampering with a person’s personal belongings or work equipment;
- harmful hazing or initiation practices.

These actions can be overt and obvious or subtle, and would be considered by a “reasonable person” to be unacceptable.



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3. Abuse of Authority

Individuals involved in District activities can be given responsibility and authority for the management of resources, including people, financial and/or material resources. People in these positions are held to a higher standard of performance and are expected to exercise their authority in a fair and consistent manner. Examples of abuse of authority include:

- any of the behaviours noted previously in this section;
- addressing individual work performance issues in a public setting where others may hear;
- setting impossible deadlines that will set up the individual to fail;
- unfairly assigning unpleasant or undesirable tasks to one person.

People in positions of authority have difficult tasks to perform including assigning work, setting performance expectations, providing feedback and taking corrective or disciplinary action when necessary. These activities can create tension, but the legitimate exercise of this authority is expected.

Reasonable actions taken by an employer or a person in a position of responsibility that are related to the management and direction of people or the workplace are specifically excluded from WorkSafeBC’s definition of bullying and harassment.

4. Cyber-Bullying

Electronic communication has created a new forum for bullying and harassing behaviour. Known as cyber-bullying, it can occur through email, text messaging, social networking, and websites. It can include sending derogatory or threatening messages to the target, or sharing personal and confidential messages or images. Many of the behaviours listed as breaches of this policy can occur through electronic means and are equally unwelcome.



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351R - RESPECTFUL WORKPLACE (REGULATIONS)

1. Conflict Resolution Process

The intent of this process is to resolve conflict between people. The process offers the individuals involved in the conflict the opportunity to resolve the conflict directly with the other party, voluntarily through the assistance of Mediators/Facilitators ~~or~~ and then through a formal complaint. Individuals are encouraged to follow through each of the steps until the process has been successfully resolved.

~~Option 1~~ Step 1(a) Speak with the offending person directly

~~1.1~~ The offended party is encouraged to voluntarily speak directly with the offending person and try to resolve the conflict. In many cases, the person may not have realized their actions or comments were creating an issue for the individual. Most reasonable people will change their behaviour when they discover it is creating issues for others.

~~1.2~~ ~~WorkSafeBC Policy requires an employee to report an incident of bullying or harassment to their Supervisor, Human Resources Representative, or Union Representative. Union Representatives have an obligation under WorkSafeBC regulations to report incidents of bullying and harassment to the District (via the Human Resources Department).~~

~~Option 2~~ Step 1(b) Mediated Resolutions

~~2.1~~ 1. ~~The second~~ Another option for resolution offers ~~an~~ a voluntary opportunity for either party to talk to a trained Mediator/Facilitator to help resolve the conflict. The Mediator/Facilitator will speak with the other party to determine if they are interested in participating in this process.

~~2.2~~ ~~Participation in this process is voluntary.~~

~~2.3~~ 2. Discussions with Mediators/Facilitators are to be considered confidential by all participants. As per WorkSafeBC Policy, a written record of the complaint leading to the mediation will be maintained by the Human Resources Department.

~~2.4~~ 3. The Mediator/Facilitator will help the parties explore options to resolve the issue. They may offer suggestions or alternatives for the parties to consider, but it is up to the individuals involved in the conflict to reach their own resolution.



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- 2.5 4. A supervisor may be a Mediator/Facilitator. However, if the supervisor is involved in disciplinary or performance issues concerning the same parties, it is not appropriate for that supervisor to act as a Mediator/Facilitator. The conflict will be referred to another Mediator/Facilitator.

Option 3 Step 2 Formal Complaint

- 3.1 ~~1.~~ 1. If ~~options 1 and 2~~ Steps 1(a) and 1(b) have not been successful *or have not been utilized* in resolving the conflict, ~~or the parties have decided to not make use of them,~~ a formal written complaint can be made directed to the Supervisor who has responsibility for the area (e.g. Principal, Assistant Superintendent, Supervisor, etc.).
- 3.2 2. If the Supervisor is the cause of the conflict, the complaint would be directed to that person's Manager/Assistant Superintendent.
- 3.3 3. If the Superintendent is the cause of the conflict, the complaint would be directed to the Chairperson of the Board of Education.
- 3.4 4. The Superintendent or designate will conduct a confidential investigation of the complaint in order to determine the facts and assess whether this Policy has been breached.
- 3.5 5. The time taken to investigate the complaint will not normally exceed 4 weeks from the date of filing of the formal complaint.
- 3.6 6. The Superintendent or designate may choose to retain an outside investigator to conduct the investigation.
- 3.7 7. The Complainant and the Respondent(s) will have a right to representation during the investigation process.

Step 3 Report the Incident

1. WorkSafeBC Policy requires an employee to report an incident of bullying or harassment to their Supervisor, Human Resources Representative, or Union Representative. Union Representatives have an obligation under WorkSafeBC regulations to report incidents of bullying and harassment to the District (via the Human Resources Department).



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2. Remedial Action

Where a breach of this Policy has been substantiated, an appropriate remedy will be provided to the person who has been subjected to inappropriate behaviour. Corrective action will be taken against the person(s) who has breached this Policy. This may include education or training, denying access to School District facilities and activities, and/or in the case of District employees, discipline up to and including termination of employment.

3. Retaliation

It is also considered to be a breach of this Policy to take retaliatory action against a person who raises a concern or files a complaint under this Policy.

4. Further Information

Any questions regarding the Respectful Workplace Policy or its accompanying regulations can be referred to the Superintendent of Schools/CEO or designate.



Section One: Board of Education

135 – SCHOOL BOARD OPERATION

Introduction

The purpose of this policy is to explain how the Board of Education operates, including the role of the trustees, the management of meetings and public participation.

Policy

1. **The Board of Education**, School District No. 23 (Central Okanagan), is comprised of seven trustees from the following electoral areas:

- City of Kelowna 4 Trustees
- Zone 1
 - District of Lake Country and
Regional District of Central Okanagan East Electoral Area 1 Trustee
- District of West Kelowna 1 Trustee
- Zone II
 - District of Peachland and
Regional District of Central Okanagan West Electoral Area
(including Westbank First Nation Reserves #9 and #10) 1 Trustee

2. **Role of the Trustee**

- 2.1 To faithfully perform the duties of their office, abide by the School Act and not allow any private interest to influence their conduct in school matters.
- 2.2 To attend all meetings of the Board and any Board committees (on which the trustee sits).
- 2.3 To inform the Secretary-Treasurer if unable to attend a Board or committee meeting.
- 2.4 When possible, to attend workshops, conferences, conventions, and Branch meetings within and out-of-district.
- 2.5 Having made arrangements with the principal, to visit any school in order to:
 - become knowledgeable with respect to its location, size, facilities, programs and services;
 - represent the Board at school functions;
 - attend productions and special events.

Each school shall be assigned two liaison trustees, including one designated as the “prime contact”.



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3. Officers

3.1 *Chairperson*

The role of the Chairperson is to:

- 3.1.1 preside at all meetings in accordance with Board policy and, in the absence of policy, with *Robert’s Rules of Order*;
- 3.1.2 be an ex-officio member of all standing and ad hoc committees;
- 3.1.3 provide, on behalf of the Board, appropriate public comment on Board actions when requested to do so (or when, in the chairperson's judgment, comment will improve public understanding of Board action);
- 3.1.4 provide an annual report at the Board’s annual meeting, except in an election year when the report shall be provided at the Board meeting prior to the inaugural meeting.

3.2 *Vice-Chairperson*

The Vice-Chairperson shall carry out the functions of the chairperson in their absence, or when asked to do so by the chairperson.

3.3 *Acting Chairperson*

If both the chairperson and vice-chairperson are absent from a meeting, the trustees present shall elect an acting chairperson for the meeting, with all of the powers of the chairperson for that meeting.

4. Meetings

4.1 Definitions - for purposes of this policy, meetings shall be defined as follows:

Regular meetings

public or incamera meetings of the Board, or a standing committee, scheduled to occur on specific dates and times during the current school year as determined by Board resolution at the inaugural or annual meeting.

Incamera meetings

meetings of the Board, or a standing committee, which are closed to the public in accordance with the criteria in 5.2.

Special meetings

meetings of the Board, or a standing committee, either public or incamera, which are called in addition to the *regular meetings* to deal with emergency issues or items requiring considerable time for debate.



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- 4.2 The Board and its standing committees shall hold regular, special and incamera meetings as often as is necessary to transact the business of the Board.
- 4.3 The business of the Board and its standing committees is considered public, unless specifically declared confidential.
- 4.4 All Board and standard committee meetings shall be governed by Board policy and, in the absence of policy by *Robert’s Rules of Order*.
- 4.5 Trustees shall be notified in writing of all meetings, except in emergencies when time does not permit. In an emergency, when written notification of the meeting is not possible, staff shall make every effort to notify each trustee by telephone and/or by email.
- 4.6 If trustees are unable to attend a meeting, the Board, or standing committee may permit attendance through teleconferencing or videoconferencing, providing that all trustees in attendance are able to communicate with one another.
- 4.7 A standing invitation is extended to all official partner groups to attend regular and special Board meetings, Board standing committee meetings, and other public meetings, and to be heard during debate on any matter affecting their respective associations.

5. Incamera meetings

- 5.1 Unless declared otherwise by the chairperson, all incamera meetings shall be closed to the public.
- 5.2 Items to be dealt with at incamera meetings include:
 - 5.2.1 legal matters;
 - 5.2.2 Freedom of Information and Protection of Privacy Act items deemed private;
 - 5.2.3 Board matters relating to safety, security and protection;
 - 5.2.4 personnel matters relating to safety, security and protection;
 - 5.2.5 specific student matters relating to medical, conduct, discipline, suspension, expulsion, safety, security and protection;
 - 5.2.6 personal contracts and collective bargaining matters;
 - 5.2.7 pre-tender discussions;
 - 5.2.8 acquisition and disposition of real property prior to finalization of the transaction;
 - 5.2.9 matters of a housekeeping, e.g. scheduling of internal function dates, invitations and assignment of trustee duties;
 - 5.2.10 other matters where the Board deems that the public interest is better served.



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Notwithstanding any rule limiting reconsideration of the agenda, a trustee may make a motion to move an item from the agenda of an incamera meeting to the agenda of a public meeting or the reverse.

5.3 Except for 5.5 below, the proceedings of an incamera meeting from which the public has been excluded, shall not be disclosed (unless a resolution is passed to allow disclosure).

5.4 No trustee shall be allowed to ~~tape~~ record any portion of an incamera meeting.

5.5 In compliance with the School Act, a general statement of the matters discussed and decisions reached at each meeting from which the public has been excluded shall be provided to the public at no charge. Such general statements shall:

5.5.1 include the name(s) of trustees who are absent from the meeting and whether such absence is for Board-related business; and be attached, for information, to the agenda of a regular Board meeting following the incamera meeting.

6. Agenda

6.1 The agenda for Board meetings shall be prepared by the Coordinating Committee.

6.2 An item placed on the agenda of an incamera Board meeting by the Coordinating Committee may be referred to the agenda of the next regular Board meeting by a two-thirds majority vote of those trustees in attendance at the incamera Board meeting, or may be referred to the Coordinating Committee for scheduling at a future public Board or standing committee meeting.

6.3 A schedule of all action items which are known to be coming forward on the next regular meeting agenda shall be included with every agenda. This will serve as notice to the community that these items will be discussed at the next meeting.

6.4 If an action item scheduled for consideration at any meeting is tabled or referred to a later meeting before all presenters have been heard, the Board shall make every reasonable effort to hear the remaining presenters at the subsequent meeting.

6.5 Whenever possible, trustees wishing to have an action item or a resolution placed on a Board meeting agenda shall submit their request to the Coordinating Committee.

6.6 In the event that a trustee believes an item requires immediate attention, the chairperson of the Board shall allow the item to be added to the agenda, provided that no objection is raised by any trustee in attendance. If an objection be raised, the item



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shall be added if its addition is supported by a two-thirds majority vote of those trustees in attendance.

- 6.7 In an emergency, the Coordinating Committee may consent, by telephone, to refer an issue requiring action to a committee.
- 6.8 All public Board and standing committee meeting agendas shall be posted on the district website. A copy of the regular and special public meeting agendas and attachments shall be forwarded to members of the public upon request only.

7. Presentations

- 7.1 If community groups or individuals wish to address the Board on issues appropriate to the functioning of the Board, they should apply two weeks in advance of the meeting to enable the Coordinating Committee to include this on the agenda of a regular or incamera meeting.
- 7.2 To assist in agenda planning and to enable trustees to study the issues, a brief written submission must be provided to the Secretary-Treasurer for distribution one week before the meeting. Trustees, by a majority vote, may place on the agenda any presentation dealing with an urgent issue. Copies of written submissions may not be distributed to the general public on school district property. Authors of written submissions shall assume personal responsibility for all statements in the submission to the Board. Written or electronic materials will not be presented on screen at the meeting.
- 7.3 Each presenter or delegation will usually be limited to ten minutes, followed by questions and comments from trustees.

8. Public Question Period and/or Comments

- 8.1 Two periods (fifteen minutes each) shall be set aside at each regular meeting for the Board to receive comments and to respond to questions from the public. The Board may, at the request of the chairperson or any trustee, vote to extend the time allotted to the question/comment period at any meeting.
 - 8.1.1 The first period shall be scheduled near the beginning of the meeting to provide an opportunity to members of the gallery to ask a question or comment on any items on the agenda.
 - 8.1.2 The second period shall be scheduled near the end of the meeting to provide an opportunity to members of the gallery to ask a question or comment on any matter pertaining to public education.



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- 8.1.3 One fifteen minute period shall be set aside at each public standing committee meeting for the Board to receive comments and to respond to questions from the public on any item of the agenda.
- 8.2 At the beginning of each question/comment period, the chairperson shall determine how many people wish to present a question(s)/comment(s). If the number is high, one question/comment shall be taken from each person, after which each person may present subsequent questions/comments in turn, until the allotted time is used.
- 8.3 All questions shall be directed to the chairperson, who may refer the question to the appropriate committee chairperson, Superintendent of Schools or Secretary-Treasurer.
- 8.4 The response to a question will be made immediately, when possible, or deferred until a later date when information becomes available. If a trustee wishes further debate on an issue, an appropriate opportunity may be scheduled by the Coordinating Committee.
- 8.5 Although the Board welcomes questions of a general nature during this part of the meeting, this forum is for questions regarding policies or operations.
- 8.6 Questions regarding personnel or specific students must be raised with the Superintendent privately.
- 8.7 Individuals addressing the Board shall assume personal responsibility for all statements made to the Board.
- 8.8 The chairperson may use discretion to terminate any speaker's privilege or exclude a speaker from the meeting if, after due warning, the speaker persists with conduct or remarks which damage the character or reputation of any employee or member of the public.
- 8.9 Comments that are critical of either the Board or a trustee's Board-related action shall be accepted within reasonable limits. The chairperson shall use judgment to stop such comments when they are considered to be extreme or would be better discussed in a different forum
- 8.10 If the chairperson accepts, during a public presentation, comments which are accusatory or highly critical of an individual trustee's action, that trustee can choose to respond at the same meeting or at a future meeting.



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9. Minutes

- 9.1 The names of trustees voting against resolutions, or abstaining from voting, shall be recorded in the minutes.
- 9.2 If a trustee is absent from a Board or committee meeting due to Board-related business, the reason for absence shall be recorded in the minutes of the meeting.
- 9.3 Until the Board approves the minutes of a meeting, the minutes shall be marked ‘draft’.
- 9.4 A copy of the draft minutes of regular and special public meetings shall be sent to:
 - district supervisory staff;
 - school-based administrators;
 - official partner groups;
 - school parent advisory council presidents.
- 9.5 A copy of the draft minutes of incamera meetings shall be sent to:
 - all officers present;
 - other district staff members (at the discretion of the Superintendent).
- 9.6 Approved public meeting minutes will be placed on the district website.

Date Agreed: April 23, 1980;

Date Amended: September 15, 1980; October 12, 1983; January 11, 1989; June 29, 1989; November 22, 1989; April 10, 1991; September 11, 1991; January 11, 1995; January 24, 1996; May 9, 1998;

Date Reviewed/Amended: November 13, 2002

Date Amended: February 11, 2004; April 13, 2005; March 29, 2006; November 26, 2008; May 25, 2011; February 12, 2014

Related Document: School Act Parts 4-6, Policies 110, 115, 140



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190 – TRUSTEE EXPENSES

Introduction

Trustees will be reimbursed, as outlined in this policy, for costs incurred in performing their duties.

In order to enable trustees to gain greater knowledge and experience relative to their responsibilities, the Board of Education supports their attendance at appropriate conventions, seminars and courses within the budget limitations established by the Board.

Expense claims will be submitted recognizing the fundamental principle that expenses paid from public funds have been incurred prudently and meet the test of appropriateness and reasonableness.

1. Board Business

a) In-District Expenses

Each year a budget shall be set to cover in-district expenses.

Actual reasonable costs for travel for in-district Board business may be claimed at the current BC School Trustees Association's rate but shall not exceed the acceptable reimbursement rate established by the Canada Revenue Agency.

Trustees may request reimbursement for Board business telephone calls and meals for other people, when on official Board business. Receipts are to be provided.

The School District will only provide school district office supplies to assist trustees directly in their duties.

Trustees will be responsible for:

1. additional vehicle insurance;
2. annual credit card fees and credit card interest;
3. expenses related to the creation of a 'home office' (e.g. printers, printing supplies, utilities, maintenance, internet connection);
4. monthly fees relating to any mobile or wireless device.



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Once a term, if requested, a trustee will be provided with a mobile or wireless device. Any provided device must be returned to the School District when the trustee's term ends or he/she discontinues using the device for School District business.

The Board Chair will be supplied a basic cell phone to conduct board business.

b) Conferences, Seminars, and Workshops

Each year, a budget shall be set for the costs of trustees attending the BC School Trustees Association (BCSTA) Annual General Meeting, the BC Public School Employers' Association (BCPSEA) Annual General Meeting, the BCSTA Trustee Academies and BCSTA Branch meetings. Trustees who are claiming expenses directly from the organization will not claim expenses under this section.

c) Other Expenses

Authorized miscellaneous expenses must be claimed using a Trustee Expense Claim Requisition Form, with appropriate receipts attached.

2. Trustee Personal Travel/Seminar Budget

- 2.1 A separate budget shall be set annually and each trustee shall be allocated 1/7 of this budget.
- 2.2 Within this budget allocation, trustees may each choose to attend the conferences, annual general meetings or seminars which they deem to be beneficial to their duties.
- 2.3 In the year of trustee elections, trustees will receive a maximum of 1/3rd of their annual personal travel budget to October 31st. The remaining 2/3rd shall be retained for the new Board.
- 2.4 Trustees may carry forward, from year to year, a surplus in their travel budget, to a maximum of four year's annual allocation, to enable them to attend distant conferences.



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- 2.5 A trustee may carry forward, from year to year, a deficit in his/her travel budget, provided this is eliminated by the trustee on the completion of his/her term.
- 2.6 After attending conferences, seminars or workshops at Board expense, trustees shall submit a report to the Board, if requested.
- 2.7 Trustee personal travel/seminar expenses paid directly by the District on behalf of Trustees shall be allocated against the personal travel/seminar budget of the Trustee.

3. Travel Outside of the Central Okanagan (whether on Board business or using personal budget)

- 3.1 The per kilometre reimbursement rate will be the same rate as determined by the BCSTA but shall not exceed the acceptable reimbursement rate established by the Canada Revenue Agency.
- 3.2 All out-of-valley travel to destinations other than the Fraser Valley, Vancouver Island and Lower Mainland will be reimbursed at the lower of the per kilometer rate or the lowest airfare rate available at the time of travel when air transportation is available and practical.
- 3.3 The amount to be reimbursed for automobile travel to the Fraser Valley, Vancouver Island, Vancouver and the Lower Mainland shall be reimbursed at the rate established by the Board of Education.
- 3.4 For purposes of this policy, the ‘Fraser Valley’ is defined as being within the boundaries of the following school districts:
School District No. 33 (Chilliwack), School District No. 34 (Abbotsford), School District No. 75 (Mission) and School District No. 78 (Fraser-Cascade).
- 3.5 For purposes of this policy the ‘Lower Mainland’ is defined as being within the boundaries of the following school districts:
School District No. 35 (Langley), School District No. 36 (Surrey), School District No. 37 (Delta), School District No. 38 (Richmond), School District No. 40 (New Westminster), School District No. 41 (Burnaby), School District No. 42 (Maple Ridge-Pitt Meadows), School District No. 43 (Coquitlam), School District No. 44 (North Vancouver), and School District No. 45 (West Vancouver).



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- 3.6 Automobile travel to Vancouver Island will be reimbursed at the rate established by the Board of Education (including ferry costs).
- 3.7 Trustees may claim for taxis, parking fees, local mileage and airport improvement fees. Receipts are to be provided (except for local mileage).

Lodging

- 3.8 Accommodation may be claimed based on the ‘single’ rate of the convention hotel or on the standard government approved rate. Hotel charges such as valet service, personal telephone calls and in-room movies are the responsibility of the trustee.
- 3.9 If staying with a friend or relative, \$30.00 per night may be claimed without a receipt.
- 3.10 The cost of extra nights is the responsibility of the trustee.

Meals

- 3.11 For meals not covered by the convention fees, trustees may claim the per diem rate established by the Board of Education.

4. Payment of Expenses

- 4.1 Expenses must be submitted on a timely basis, preferably once a month. Only expenses submitted on the correct forms shall be considered. Expense claims that are submitted three months after the occurrence of the event or expense will not be paid unless approved by the Board.
- 4.2 Trustees may request an advance for out-of-town business engagements of two or more days.
- 4.3 The Superintendent, or designate, shall scrutinize each trustee expense claim. The Board shall resolve any discrepancy in interpreting and applying this policy.

5. Expenses Paid by Outside Organizations

- 5.1 Trustees who are elected or appointed by the Board to officially represent the Board of Education at provincial meetings of the BCSTA Provincial Council or the BC Public Schools Employers’ Association Representative Council or serving on BCSTA, BCPSEA, or Ministry of Education committees, will be compensated by those organizations in accordance with



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their expense policies. Trustees are responsible for claiming expenses directly from those organizations and will not be reimbursed by the Board.

6. Review of Trustee Expenses

Bi-annually, a sub-committee comprising of the Board Chair, Vice-Chair, Finance and Audit Committee Chair and Assistant Secretary-Treasurer, or designate, shall review all trustee expenses for the previous 6 months. The sub-committee shall make recommendations to the Board regarding changes to Policy or practice.

Dated Agreed: April 23, 1980

Date Amended: December 10, 1980; November 26, 1986; January 10, 1990;
May 27, 1992; June 8, 1994; June 26, 1996; May 23, 2001

Date Reviewed/Amended: November 13, 2002

Date Amended: September 22, 2004; April 27, 2005; February 8, 2006;
March 11, 2009; September 10, 2014; November 26, 2014; June 8, 2016
November 2, 2016; March 13, 2019;

Related Documents:



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405 – STUDENT PLACEMENT

Introduction

A student may enroll in an educational program at any school in our district, providing there is space, as outlined by Sections 2(2) and 74.1 of the *School Act*, this Policy and its Regulations.

The Board of Education will designate school catchment areas and catchment areas for the District's French Immersion Programs, in the School District in order to:

- meet the program needs of the students as much as possible;
- make the best use of facilities, staff and transportation; and if possible,
- enable the school to develop a unique identity.

Policy

1. The principles for setting/changing catchment areas should include the requirement for boundaries to:
 - reflect traditional neighbourhoods, subdivisions and regions;
 - minimize safety concerns for elementary students as a result of major roadways or other known hazards;
 - reflect long-term development to minimize stress caused by frequently changing boundaries in rapidly growing/declining areas;
 - maximize the efficiency of schools and the transportation system;
 - maintain a cohort of students at each grade level offered at the school, to support the long-term sustainability of the school;
 - support the long-term sustainability of the District's French Immersion Programs.
2. Where space permits, students should be allowed to remain in currently assigned schools and catchment area changes will apply only to new registrations.
3. In some situations it may be necessary and desirable to relocate students from one school to another. Except as specified in Board Policy 470 - *Transportation Services Management*, students are eligible for School District transport if they are directed to a school beyond the walk limits of their home. The two most common reasons for relocation are capping and reassigning.



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4. Capping occurs when a school, grade, class or program has reached the capacity as set by the Board. New students wishing to register in a capped school, grade, class or program will be directed to another school. When capping occurs:
 - 4.1 Students who have been directed to another school will have first option, based on a chronological list, of returning to their catchment area school when space becomes available during the year.
 - 4.2 Students will have the option of returning to their catchment area or French Immersion catchment area school at the beginning of the new school year if space is available, or remaining at the school to which they were directed.
5. Reassigning occurs when a student changes school catchment area as a result of a request by the parent, student or administration.
 - 5.1 A reassignment will be approved if the receiving school, grade or program has space to accommodate the student.
6. A student placement decision made by the Superintendent or designate may be appealed to the Board, under Board Policy 460 – *Appeals*.

Date Agreed: April 23, 1980

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

Date Reviewed/Amended: November 13, 2002

Date Amended: November 12, 2003; February 22, 2006; June 30, 2008;
May 8, 2013

Date Reviewed: February 12, 2014

Related Documents: 405R, Policy 460



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405R – STUDENT PLACEMENT (REGULATIONS)

1. Placement

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

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

2. Enrolment Priorities

Priority shall be given to students on the following basis:

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

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

3. Capping

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



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

4. Non-Catchment Area Student Registrations

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



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area have been placed into classes, non-catchment area students may be accepted into the school from the established Registration Priority waiting list.

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

5. Reassignment Registrations

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

6. Transportation

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

7. Appeals

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



School District No. 23 (Central Okanagan)

Policies And Procedures

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Date Agreed: April 23, 1980

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

Date Reviewed/Amended: November 13, 2002

Date Amended: June 11, 2003; January 14, 2004; February 22, 2006; June 30, 2008;
May 8, 2013; January 27, 2016; February 22, 2017; June 26, 2019

Date Reviewed: February 12, 2014

Related Documents: Policy 405, Policy 460, Regulations 460.2R, Forms F405.1, F460

AMENDMENT



436 – MANAGING STUDENTS WITH MEDICAL ALERT/ANAPHYLAXIS CONDITIONS

Introduction

The Board of Education has an obligation to provide for students who may require emergency care while at school. These students are commonly referred to as students with Medical Alert conditions. Their conditions are physician diagnosed and potentially life threatening. Students may require planned care and support inside as well as outside the school building (e.g. field trips) which includes Medical information collected on registration forms and, where applicable, the Medical Alert Planning Form. Reported medical conditions may include:

- Diabetes
- Epilepsy
- Anaphylaxis and/or history of severe allergic response
- Severe Asthma - immediate medical treatment required
- Blood clotting disorders such as haemophilia that require immediate medical care in the event of injury
- Serious heart conditions
- Other conditions which may require emergency care as determined in consultation with parent/student/family physician, school, and Medical Health Officer or designate.

Policy

The guidelines below outline the responsibility, roles, and processes whereby any medical emergencies that occur during school hours or after school hours activities may be handled in an optimal manner.

The responsibility for the safety, health and well-being of students is a joint responsibility of parents, school personnel, students and Public Health Nurses. Each, however, has different roles and responsibilities.

Within this context:

1. The parents/guardians have primary responsibility for communicating information about serious medical conditions of their child to school personnel and the Public Health Nurse; completing the “Medical Alert Planning Form”; assuring that the prescribed medication, etc. is available to the school as required by School District No. 23 policy; and informing school personnel immediately of any changes taking place in the health of the student.



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2. The Principal and the school staff have responsibility for ensuring the safety and well-being of students during school hours and during after-school activities organized by the school; collecting information from parents/guardians related to students with serious health conditions; providing a supportive environment for students with serious health conditions so they can participate in activities leading toward the goals of schooling; and working with the Public Health Nurses in their role of supporting the health of students with medical conditions.
3. Students have the responsibility to follow all health and school guidelines for their condition; keep their parents and personal health professionals informed of any concerns related to their condition; and to inform school personnel immediately in the event of any medical or health crisis.
4. The Public Health Nurse has responsibility for supporting the health of those students who may be medically at risk so they can participate in the school activities successfully. This responsibility includes reviewing the “Medical Alert Planning Forms”, including the Emergency Plans provided by parents/guardians; clarifying the needs of these students through communication with parents; preparing information required by the Principal and school staff to support these students; and co-ordinating training to school personnel involved with these students.

The specific guidelines for the management and overseeing of this process are detailed in Regulations 436.

Students with life threatening medical conditions will be accommodated in accordance with this Policy and Regulations 436, and with Board Policy 435 “Medical Treatment of Students” and Regulations 435.

Date Agreed: October 24, 2007

Date Amended:

Date Reviewed: November 27, 2013

Related Documents: 436R, Policy 435, 435R



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**436R – MANAGING STUDENTS
WITH MEDICAL ALERT/ANAPHYLAXIS CONDITIONS
(REGULATIONS)**

ROLES:

The Parents/Guardians will:

NOTE:

- ☐ In the case of **senior secondary students**, some of the parent/guardian role may be assumed by the student him/herself.
 - ☐ Students may not update medical data if parents have registered conflicting information.
- a) Provide the school with accurate and timely information about their child’s Medical Alert condition, both at the time of registration and at any time there is a change in the student’s condition or care.
- b) In cases of life threatening conditions, an emergency plan is necessary. Complete the “Medical Alert Planning Form” in these cases. Parents whose children require medication at school must complete the “Request for Medication Administration at School Form”. Consultation with the child’s physician may be needed for the Planning form and is required for the Medication form. Return completed forms to the school at the beginning of each school year or provide written documentation that there is “no change” to either form from the previous year.
- c) When necessary, consult with the Public Health Nurse on the training of appropriate school personnel once the Medical Alert plan has been returned by the parent/guardian. According to the Anaphylaxis Training Information, the training should be provided by:
- Public Health Nurse
 - Allergy/Asthma Information Association
 - Anaphylaxis Canada
 - Occupational Health & Safety staff member trained in this area



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- d) Review and update the “Medical Alert Planning Form” at minimum annually at the beginning of the school year, upon registration, or if the Medical Alert condition changes at any time throughout the school year.

Note on the Medical Alert planning form if the student is a registered bus rider (eligible or courtesy).

- e) If medication is or may be needed by the student and administered by school personnel during school hours, meet with the physician to complete a “Request for Medication Administration at School Form” for new prescriptions or if a prescription is changed. A duplicate pharmacy label may be attached to the form in Section B in place of a signature from the physician.
- f) Arrange that the physician completes the “Request for Medication Administration at School Form” annually in preparation for school opening in September if medication that requires school personnel administration is or may be needed by the student during school hours. NOTE: This is for new medical alert conditions or changes to medication. As in (e) a duplicate pharmacy label may be attached to the form in Section B in place of a signature from the physician.
- g) Ensure medication is available at the school in the original labelled container, with appropriate measuring spoon and is replaced when outdated/expired.
- h) Provide the necessary equipment in those situations where it is recommended that students carry emergency supplies (on their person, i.e. a fanny pack) containing:
- Asthma - Inhaler
 - Diabetes - dextrose candies
 - Anaphylaxis - adrenalin injection kit

In reference to Anaphylaxis, more detailed suggestions can be found in the Canadian School Boards’ Association recent publication “*Anaphylaxis: A Handbook for School Boards*”. A copy is available at http://www.cdnsba.org/pdf/anaphylaxis_eng.pdf

- i) Remove medication(s) at the end of each school year from the school and pick up a “Request for Medication Administration at School Form” to be completed by the physician and delivered to the school in September of the following school year. If there are no changes, provide written notification or as stated in (b) or provide a duplicate pharmacy label in place of physician’s signature if medication is required.



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- j) (Parents of Middle and Secondary students) Encourage your child to inform close friends of their medical alert condition and location of their medication at school.

The Principal or Delegate will:

- a) Communicate to the Director of Instruction the Principal/Vice-Principal contact who is responsible for overseeing the school’s Medical Alert information.
- b) Collect demographic and health information about students with Medical Alert conditions at time of registration.
- c) Upon registration or the identification of a medical alert condition, arrange that parents/guardians are given a “Medical Alert Planning Form”, “Request for Medication Administration at School Form” and the brochure When medical conditions are indicated on the Student Registration Form, ensure that instructions are given for completion and return of the forms to the school. A summary of these guidelines (parent pamphlet which includes a resource list) to assist them in understanding their own and other’s roles should also be provided to the parent(s)/guardian(s).
- d) **Annually provide** brochure, “For Parents/Guardians of Students with Medical Alert/Anaphylaxis Conditions” School District No. 23, to all students with medical/anaphylaxis conditions.
- e) **Ensure that the “Medical Alert Planning Form” is reviewed by the parent/guardian in September of each year and/or accept parental written notification with date and signature to indicate “no change” to the medical alert plan.**
- f) Keep records of communication with parents regarding the Medical Alert Plan. Document each date of communication or date when communication was initiated, even if there was no answer indicating that a message was left on the answering machine or e-mail.
NOTE: After three attempts to obtain the Medical Alert Plan from the parent (communication documented) and the Medical Alert Plan is not returned, the parent must be notified that the Standard Procedure of Care will then be in place.



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- g) At the end of each school year provide parents/guardians with the current “Request for Medication Administration at School Form” and a blank form so they can arrange that the physician completes a new form for the school by September (or a new duplicate pharmacy label is attached) or accept the original form with attached parent letter to indicate “no change”.
- h) Consult with the Public Health Nurse for clarification of which conditions may need Medical Alert procedures.
- i) Assemble the involved members of staff so that the Public Health Nurse can co-ordinate, in consultation with parents/guardians, school personnel and associations, **appropriate training related to a Medical Alert Plan (Epi-Pens) for a student**. This may require training sessions twice a year as determined by the needs of the student(s). [Refer to Parents’ roles (c) and Public Health Nurse role (h).]

NOTE: Principals, **the staff members who require training** are:

- Principals and Vice-Principals
- secretaries
- the two staff members who hold current first-aid certificates at your school (two are designated at each school)
- staff directly teaching a medical alert student
- any staff member who takes a class outdoors (insect allergies).

Training may also be required for CUPE employees such as bus drivers, custodians, noon-hour supervisors, etc. who work directly with medical alert students. Refresher training in anaphylaxis, diabetes, and epilepsy will be scheduled approximately once a year by the Transportation Supervisor.

Principals should call the Transportation Supervisor if additional training is required for a registered rider.

- j) Provide information to all staff members so they are visually familiar with Medical Alert students, and where plans/medication forms and medications for these students are stored. (Students may carry medications so it is immediately available, i.e. fanny packs.) Establish a recording system to notify parents when medication is outdated and needs to be replaced.
- k) Provide one copy of the Medical Alert Planning Form for each student who is a registered rider to the Transportation Supervisor when first received and after each update. A copy of the Request for Administration of Medication should



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also be provided if the student carries an Epi-pen and may require a bus driver to administer medication.

- l) (Elementary) Ensure that photo I.D.'s of Medical Alert students are displayed in an appropriate place where the members of staff will see it, while the confidentiality of the students is protected from people not involved with them.

(Middle/Secondary) **Ensure** that a hard copy of Medical Alert students' names and Photo ID are available for all first aid officials within the school in areas such as the school office, counselling centre, gym and the medical health room. Teachers of students, care givers, coaches etc. must be informed of children with special care concerns.

Staff caring for students with “Life Threatening Conditions” must have access to and be aware of, the location of “Emergency Standard or Individual Care Plans”. Details of other conditions **must** be on a need to know basis. Confidentiality of the students must be protected from people not directly involved with them.

NOTE: See attached template for required information to be displayed/available.

- m) Provide a safe and appropriate storage area for medication including provisions for medication for Medical Alert students when they are on school authorized field trips. In some cases students may be required to carry medication on their person.

NOTE: For each student who requires assistance, an established medication administration process that includes a medication record should be followed. A record of all medication administered must be recorded by name, date, time of day, amount of medication, administered by whom, and initials of person who assisted with medication.

- n) Work with the Public Health Nurse, parents/guardians, and the classroom teacher to develop support structures for Medical Alert students during class time, during recess and lunch breaks and other times when the student is under the school's authority.
- o) Inform all parents when the environment of the school is changed by actions of district employees such as when pesticides are sprayed, weeds are sprayed, or major school repairs such as painting, roofing, tarring, redoing carpets, or when any substances with strong fumes are used.



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- p) Assume that forms for Medical Alert students are appropriately stored in students' files.
- q) Co-operate with the parents of children with anaphylaxis to maintain an allergy safe environment. This may include establishing restrictions in the classroom for life threatening allergies such as food products and animals.
- r) Return all remaining medication to parents at the end of each school year.
- s) Inform parents that medical information from their elementary school may not be transferred to their middle/secondary school.
- t) Refer to BCSTA.org for additional resources and anaphylactic awareness/avoidance strategies.

The Classroom Teacher and other teachers who are in charge of students will:

- a) Cooperate with the Public Health Nurse to get information from parents related to serious health concerns of students under his/her authority.
- b) Attend training sessions coordinated by the Public Health Nurse in conjunction with appropriate personnel and implement this training to support a healthy environment for Medical Alert students under his/her authority.
- c) Prepare appropriate information for any Teachers on Call who work with Medical Alert Students under his/her authority.
- d) Communicate to parents any changes to the classroom environment that may create a health concern for a Medical Alert student.
- e) Refer to BCSTA.org for additional resources and anaphylactic awareness/avoidance strategies.

The Transportation Supervisor will:

- a) Provide an opportunity for an annual Medical Alert update for bus drivers to address anaphylaxis, diabetes, and epilepsy.
- b) Ensure Medical Alert Planning Forms received from the schools are kept for quick reference within the Operations department.



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The Public Health Nurse will:

- a) Meet with the Principal or designate prior to, or at the beginning of, the school year to discuss/review the Medical Alert procedures in the school, and the role of the Public Health Nurse. i.e. review “Medical Alert Planning Forms”, and “Request for Medication Administration at School Forms”.
- b) Use the information collected from the “Medical Alert Planning Form”, and the “Request for Medication Administration at School Form” to identify those students for which serious medical conditions exist.
- c) Refer new families/students with Medical Alert conditions to the school before the beginning of the school year when the child’s condition is known to Public Health.
- d) Work with the parents/guardians and the students’ physicians, as necessary, to determine the specific needs of students with health risks.
- e) Work with parents/guardians and their physician, as necessary, to assure that the “Request for Administration of Medication at School Forms” are completed before medications are administered at school.
- f) In conjunction with the Principal or designated school personnel, assure that an appropriate Medical Alert Plan is communicated utilizing the “Medical Alert Planning Form” that will meet the needs of each student.
- g) As necessary, or at the request of school personnel, educate staff, students and parents regarding Medical Alert conditions within the school. This education might be done with the assistance of parents, students, and other medical experts.
- h) Coordinate appropriate training to school personnel once the Medical Alert Plan has been completed. This training may include information provided by parents. Parents/guardians should be invited to attend training sessions. [Refer to Parent role (c) and Principal or delegate role (i).]
- i) Ensure plans are reviewed and updated annually or on parent/guardian notification of changes in the child’s condition.
- j) Assist the classroom teacher in establishing support structures for Medical Alert students by providing training to persons involved in structures such as buddy systems and designated staff liaison systems.



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Attachments:

The following forms are attached:

- ❑ **Medical Alert Planning Form** – this form is to be provided to those parents/guardians who indicate on the “Student Registration Form” that their child has a medical condition that may require immediate action.
- ❑ **Request for Administration of Medication at School Form** – This form is to be completed by the parent/guardian and the prescribing physician before school personnel can administer medication.
- ❑ **Brochure – “For Parents/Guardians of Students with Medical Alert/Anaphylaxis Conditions”.**
- ❑ **Medical Alert Photo I.D. Form** – for display in an appropriate place while ensuring confidentiality.

Date Agreed: October 24, 2007

Date Amended: March 6, 2008

Date Reviewed: November 27, 2013

Related Documents: Policies, 436, 435, 435R



Section Four: Students

“Together We Learn”

436 – MANAGING STUDENTS WITH MEDICAL ALERT/ANAPHYLAXIS CONDITIONS

Introduction

The Board of Education is committed to the well being of students who may require emergency medical care while at school or during school-sanctioned events. Students who have been physician-diagnosed with serious medical condition(s) that are potentially life threatening require planned care and support as outlined in the BC Ministry of Education in accordance with the Anaphylactic Protection Order (2009) and the BC Anaphylactic and Child Safety Framework (2007, Revised 2013). Reported medical conditions may include:

- Epilepsy and/or Seizure Disorders
- Anaphylactic and/or history of severe allergic response
- Severe Asthma - immediate medical treatment required
- Blood clotting disorders such as haemophilia that require immediate medical care in the event of injury
- Serious heart conditions
- Other conditions, which may require emergency care as determined in consultation with parents/guardians/ student/family physician, school, and Medical Health Officer or designate

Policy

To support the safety, health and well being of students diagnosed with serious medical condition(s) that are potentially life threatening, the Board believes that the care of students is a joint responsibility of parents/guardians, school personnel, students, and Public Health Nurses.

The following are mandatory to ensure that the care of students diagnosed with serious medical condition(s) that are potentially life threatening is managed in a safe manner:

1. All students diagnosed with serious medical condition(s) that are potentially life threatening must have medical information provided on the School District No. 23 Registration Form, the *mandatory* School District No. 23 Medical Alert Planning Form or the BC Ministry of Education Seizure Action Plan & Medical Alert Information Form, or the Anaphylactic Student Emergency Procedure Plan (if applicable) and the Request for Medication Administration at School Form (if applicable).



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2. School personnel who are supervising students with serious medical condition(s) that are potentially life threatening must be aware of information provided on the School District No. 23 Registration Form, the *mandatory* School District No. 23 Medical Alert Planning Form or the Seizure Action Plan & Medical Alert Information Form, or the Anaphylactic Student Emergency Procedure Plan (if applicable) and the Request for Medication Administration at School Form (if applicable) as well as participate in annual mandatory training.

The following outlines the specific responsibilities of parents/guardians/Principals/Vice-Principals, school personnel, students, and Public Health Nurses:

1. The parents/guardians have primary responsibility for:
 - communicating information about their child's serious medical condition(s) to school personnel and the Public Health Nurse (if applicable);
 - completing the *mandatory* School District No. 23 Medical Alert Planning Form or Seizure Action Plan & Medical Alert Information Form, or the Anaphylactic Student Emergency Procedure Plan (if applicable), and the Request for Medication Administration at School Form (if applicable);
 - informing school personnel immediately in the event of any medical concerns.
2. The Principal/Vice-Principal and/or the designated/supervising school personnel are responsible for:
 - ensuring the safety and well-being of students during school hours and during after hours school related activities;
 - collecting information from parents/guardians related to students diagnosed with serious health conditions;
 - providing a supportive environment for students diagnosed with serious health condition(s);
 - collaborating with the Public Health Nurse in the role of supporting the health of students diagnosed with serious medical conditions.
3. Students have responsibility for:
 - following all health and school guidelines for their serious medical condition(s);
 - keeping their parents/guardians and personal health professionals informed of any concerns related to their serious medical condition;
 - informing school personnel immediately in the event of any serious medical event.



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4. The Public Health Nurse has responsibility for:

- supporting the health of those students who may be medically at risk so they can participate in school activities successfully;
- reviewing the completed School District No. 23 Medical Alert Planning Forms or Seizure Action Plan & Medical Alert Information Forms, or the Anaphylactic Student Emergency Procedure Plan (if applicable) and the Request for Administration of Medication at School Form (if applicable);
- clarifying the needs of these students through communication with parents/guardians;
- preparing information required by the School Administrator and school personnel to support these students;
- co-ordinating training to school personnel involved with these students.

The specific guidelines for the management and overseeing of this process are detailed in Regulations 436R - Managing Students with Medical Alert/Anaphylactic Conditions (Regulations). Students diagnosed with serious medical condition(s) that are potentially life threatening will be accommodated in accordance with this Policy and Regulations 436R - Managing Students with Medical Alert/Anaphylactic Conditions (Regulations), and with Policy 435 - Medical Treatment of Students and Regulations 435R - Medical Treatment of Students (Regulations).

Date Agreed: October 24, 2007

Date Amended:

Date Reviewed: November 27, 2013

Related Documents: 436R, Policy 435, 435R



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436R – MANAGING STUDENTS WITH MEDICAL ALERT/ANAPHYLAXIS CONDITIONS (REGULATIONS)

The Parents/Guardians, Principals/Vice-Principals, designated/supervising school personnel, Manager of Transportation, and Public Health Nurse all have specific roles and responsibilities to support students diagnosed with serious medical condition(s) that are potentially life threatening.

The Parents/Guardians will:

- a) Complete and provide the school annually, in cases of students diagnosed with an anaphylactic allergy, the *mandatory* School District No. 23 Medical Alert Planning Form or the Anaphylactic Student Emergency Procedure Plan and the Request for Medication Administration at School Form, this includes at the time of registration, at the beginning of each school year, and at any time there is a significant change in the student’s medical condition or care.
- b) Complete and provide the school annually, in cases of students diagnosed with a Seizure Disorder/Epilepsy, the *mandatory* Seizure Action Plan & Medical Alert Information Form and the Request for Medication Administration at School Form (if applicable) and return on the first day of school in September.
- c) Ensure the Request for Medication Administration at School Form is completed by the student’s physician, for students requiring medication(s) at school. A duplicate pharmacy label may be attached to the form in Section B in place of a signature from the physician. Return the completed form to the school on the first day of school. If there are no changes, provide written notification or a duplicate pharmacy label in place of physician’s signature if medication is required.
- d) Collaborate with the Public Health Nurse to train designated/supervising school personnel when deemed necessary.
- e) Note on the School District No. 23 Medical Alert Planning Form or Seizure Action Plan & Medical Alert Information Form if the student is a registered bus rider.
- f) Ensure medication(s) is available at the school in the original labelled container with appropriate measuring device (if applicable) and is replaced when expired.



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- g) Provide the necessary medical equipment and/or supplies to the school as per the British Columbia Anaphylactic & Child Safety Framework (2007, Revised 2013) and the Canadian Society of Allergy and Clinical Immunology "Anaphylaxis in Schools and Other Settings" (Copyright 2005-2016).

- Asthma - Inhaler
- Anaphylactic – Epinephrine auto-injector (Epi Pen)

NOTE: Parents are also to provide a second auto-injector to be stored in a central, safe, *unlocked* location.

- h) Remove medication(s) at the end of each school year.
- i) Obtain the following for students diagnosed with an anaphylactic allergy at the end of each school year: a *mandatory* School District No. 23 Medical Alert Planning Form or Anaphylactic Student Emergency Procedure Plan and the Request for Medication Administration at School Form. All completed forms must be delivered on the first day of school. If there are no changes, provide written notification or a duplicate pharmacy label in place of physician's signature if medication is required.
- j) Obtain the following for students diagnosed with a Seizure Disorder/Epilepsy at the end of each school year: a Seizure Action Plan & Medical Alert Information Form and the Request for Medication Administration at School Form (if applicable). All completed forms must be delivered to the school on the first day of school in September. If there are no changes, provide written notification or a duplicate pharmacy label in place of physician's signature if medication is required.
- k) Ensure their child is wearing medical identification.
- l) Encourage their child to inform close friends of their serious medical condition as per the British Columbia Anaphylactic & Child Safety Framework (2007, Revised 2013) and the Canadian Society of Allergy and Clinical Immunology "Anaphylaxis in Schools and Other Settings" (Copyright 2005-2016).
- m) Be available (or arrange a delegate) to respond either by phone or in person at all times.

NOTE:

- ❑ In the case of **Senior Secondary students**, the student may assume some of the parent's/guardian's role.



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- ❑ Students may not update medical data if parents/guardians have registered conflicting information.
- ❑ It is recommended that students who demonstrate maturity regarding their serious medical condition carry emergency supplies on their person, for example a fanny pack containing:
 - Asthma - Inhaler
 - Anaphylactic – Epinephrine auto-injector (EpiPen)

The School Principal/Vice-Principal will:

- a) Ensure, at the start of each school year, that all school personnel attend the *mandatory* training for anaphylaxis, diabetes and seizures provided by the Public Health Nurse as per the British Columbia Anaphylactic & Child Safety Framework (2007, Revised 2013). For school personnel who are unable to attend the training provided by the Public Health Nurse, the on-line course "Anaphylaxis in Schools: What Educators Need to Know" must be completed. Further training mid-year may be provided as needed.
- b) Collaborate with the Public Health Nurse in their role of supporting the health of students with serious medical condition(s) that are potentially life threatening.

NOTE: Training may also be requested for school district employees such as custodians, noon-hour supervisors, etc. who support students diagnosed with serious medical condition(s) that are potentially life threatening.

- c) Communicate the following to the appropriate Assistant Superintendent:
 - the name of the School Administrator who will be responsible for overseeing the school's *mandatory* School District No. 23 Medical Alert Planning Form or the Anaphylactic Student Emergency Procedure Plan (if applicable) or the Seizure Action Plan & Medical Alert Information Form (if applicable);
 - The dates the completed form(s) are returned by parents/guardians;
 - The date the Public Health Nurse provides *mandatory* training for anaphylaxis, diabetes and seizures.
- d) Collect, at the time of registration and at the beginning of every school year, the *mandatory* School District No. 23 Medical Alert Planning Form or the Anaphylactic Student Emergency Procedure Plan (if applicable) and the Request for Administration of Medication at School Form (if applicable). Ensure that all applicable forms are reviewed by the parents/guardians in



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September of each year and accept parental/guardian written notification with date and signature to indicate no change.

- e) Collect, at the time of registration and at the beginning of every school year, the *mandatory* Seizure Action Plan & Medical Alert Information Form and the Request for Administration of Medication at School Form (if applicable). Ensure that all applicable forms are reviewed by the parents/guardians in September of each year and accept parental/guardian written notification with date and signature to indicate no change.
- f) Ensure the Request for Medication Administration at School Form (if applicable) is completed by the student's physician, for students requiring medication(s) at school. A duplicate pharmacy label may be attached to the form in Section B in place of a signature from the physician. Collect the completed form on the first day of school each September. If there are no changes, accept parental/guardian written notification or provide a duplicate pharmacy label in place of physician's signature if medication is required.
- g) Provide, upon registration or the diagnosis of a serious medical condition, parents/guardians with the following links: the British Columbia Anaphylactic & Child Safety Framework (2007, Revised 2013) and the Canadian Society of Allergy and Clinical Immunology "Anaphylactic in Schools and Other Settings" (Copyright 2005-2016) to assist them in understanding their own and other's roles and responsibilities within the BC Ministry of Education (pages 16-18).
- h) Keep records of communication with parents regarding the School District No. 23 Medical Alert Planning Form or Seizure Action Plan & Medical Alert Information Form. Document each date of communication or date when communication was initiated, even if there was no answer indicating that a message was left on voice mail or e-mail.

NOTE: After three attempts to obtain the *mandatory* School District No. 23 Medical Alert Planning Form or Seizure Action Plan & Medical Alert Information Form from the parents/guardians (communication documented) and the School District No. 23 Medical Alert Planning or Seizure Action Plan & Medical Alert Information Form is not returned, the parents/guardians must be notified that the Standard Procedure of Care will then be in place (previous language from current Anaphylactic Policy).



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- i) Provide information to all school personnel so they are visually familiar with students diagnosed with serious medical condition(s) that are potentially life threatening. Display the student's Medical Alert Photo ID in an appropriate place, while maintaining confidentiality.
- j) Ensure school personnel are aware of the location of the student's medication(s). It is recommended that students who demonstrate maturity regarding their serious medical condition carry medication(s) on their person for immediate availability.
- k) Establish a recording system to notify parents when medication is expired and needs replacing.
- l) Provide, on an annual basis, a copy of the School District No. 23 Medical Alert Planning Form or Seizure Action Plan & Medical Alert Information Form for each student who is a registered rider to the Manager of Transportation. A copy of the Request for Administration of Medication at School Form should also be provided if the student carries an Epi-pen and may require a bus driver to administer medication.
- m) Provide a safe, appropriate, and unlocked storage area for medication(s) and equipment, including provisions for school authorized field studies. It is recommended that students who demonstrate maturity regarding their serious medical condition carry medication(s) and supplies on their person.

NOTE: For each student who requires assistance, an established medication administration process that includes a medication record should be followed. A record of all medication administered must be recorded by name, date, time of day, amount of medication, administered by whom, and initials of person who assisted with medication.

- n) Collaborate with the parents/guardians and any school personnel involved with the student to develop support structures to follow the *mandatory* School District No. 23 Medical Alert Planning Form/ or the Anaphylactic Student Emergency Procedure Plan/ or the Seizure Action Plan & Medical Alert Information Form and the Request to Administer Medication at School Form (if applicable) during the school day and during after hours school related activities.

Middle/Secondary - Ensure that a hard copy of student's names with either the *mandatory* School District No. 23 Medical Alert Planning Form/ or



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Anaphylactic Student Emergency Procedure Plan or Seizure Action Plan & Medical Alert Information Form and their Photo IDs are available for all first aid attendants and placed within the school in areas such as the school office, counselling centre, gym office, and the medical health room. Teachers of students, coaches, etc. must be informed of students diagnosed with serious medical condition(s) that are potentially life threatening.

- o) Assure that the completed *mandatory* School District No. 23 Medical Alert Planning Form/ or Anaphylactic Student Emergency Procedure Plan or Seizure Action Plan & Medical Alert Information Form and the Request to Administer Medication at School Form (if applicable) are appropriately stored in the student's files.
- p) Ensure the Anaphylaxis Poster is placed in visible locations in the school.
- q) Inform all parents/guardians when the environment of the school is changed by actions of school district employees, such as painting, roofing, tarring, replacing carpets, or when any substances with strong fumes are used.
- r) Collaborate with the parents/guardians of students who are diagnosed with serious medical condition(s) that are potentially life threatening and/or anaphylactic to maintain an allergy safe environment. This may include establishing restrictions in the classroom for life threatening allergies such as food products and animals.
- s) Return all remaining medication(s) to parents/guardians at the end of each school year.
- t) Provide parents/guardians, at the end of the school year, with the *mandatory* School District No. 23 Medical Alert Planning Form/ or Anaphylactic Student Emergency Procedure Plan/ or Seizure Action Plan & Medical Alert Information Form. Also, if applicable, provide a blank copy of the Request to Administer Medication at School Form to be completed by the student's physician. If there are no changes, accept parental/guardian written notification or accept a duplicate pharmacy label in place of physician's signature if medication is required.
- u) Inform parents/guardians that medical information from the student's elementary school may not be transferred to their middle/secondary school.



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The Classroom Teacher and any other school personnel supervising the student will:

- a) Collaborate with the Public Health Nurse to obtain medical information from parents/guardians related to students diagnosed with serious health condition(s) that are potentially life threatening under his/her supervision.
- b) Attend the annual *mandatory* anaphylaxis, diabetes, and seizure training session coordinated by the Public Health Nurse as per the British Columbia Anaphylactic & Child Safety Framework (2007, Revised 2013). For teachers who are unable to attend the training provided by the Public Health Nurse, the on-line course "Anaphylaxis in Schools: What Educators Need to Know " must be completed.
- c) Be familiar with the student's *mandatory* School District No. 23 Medical Alert Planning Form/ or Anaphylactic Student Emergency Procedure Plan and the Request to Administer Medication at School Form.
- d) Be familiar with the student's *mandatory* Seizure Action Plan & Medical Alert Information Form and the Request to Administer Medication at School Form (if applicable).
- e) Provide medical information for any Temporary Teachers on Call (TTOC) who will be supervising student(s) diagnosed with serious medical condition(s) that are potentially life threatening.
- f) Communicate to parents/guardians any changes to the classroom environment that may create health concerns for the student diagnosed with a serious medical condition(s) that are potentially life threatening.

The Manager of Transportation will:

- a) Ensure that bus drivers will annually attend the *mandatory* anaphylaxis, diabetes, and seizure training session coordinated by the Public Health Nurse as per the British Columbia Anaphylactic & Child Safety Framework (2007, Revised 2013). For bus drivers who are unable to attend the training provided by the Public Health Nurse, the on-line course "Anaphylaxis in Schools: What Educators Need to Know", must be completed.
- b) Ensure, on an annual basis, that copies of the *mandatory* forms: School District No. 23 Medical Alert Planning Form or the Anaphylactic Student



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Emergency Procedure Plan or the Seizure Action Plan & Medical Alert Information Form and the Request for Medication Administration at School Form (if applicable) are received from schools and kept for quick reference on each school bus.

- c) Ensure that all bus drivers are familiar with the copies of the student's *mandatory* School District No. 23 Medical Alert Planning Form or Anaphylactic Student Emergency Procedure Plan or Seizure Action Plan & Medical Alert Information Form and the Request for Medication Administration at School Form (if applicable).

The Public Health Nurse will:

- a) Meet with the Principal/Vice-Principal prior to, or at the beginning of, the school year to discuss/review the students diagnosed with serious medical condition(s) that are potentially life threatening. They will also discuss/review the Medical Alert procedures in the school, and the role of the Public Health Nurse. For example, review *mandatory* School District No. 23 Medical Alert Planning Forms/ or Anaphylactic Emergency Procedure Plan Forms or Seizure Action Plan & Medical Alert Information Forms and the Request for Medication Administration at School Form (if applicable).
- b) Refer new students diagnosed with serious medical condition(s) that are potentially life threatening to the school before the beginning of the school year or when a student is identified with a new diagnosis.
- c) Provide annually, the *mandatory* anaphylaxis, diabetes and seizure training to school personnel as per the British Columbia Anaphylactic & Child Safety Framework (2007, Revised 2013) This training may include information provided by parents/guardians. Parents/guardians may be invited to attend training sessions.
- d) Consult with the parents/guardians and the student's physicians, as necessary, to determine the specific needs of students diagnosed with serious medical condition(s) that are potentially life threatening.
- e) Provide, upon request of school personnel, additional training regarding the student's School District No. 23 Medical Alert Planning Form or Anaphylactic Student Emergency Procedure Plan or Seizure Action Plan. This education may be done with the assistance of parents/guardians and the student.



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- f) Ensure the *mandatory* School District No. 23 Medical Alert Planning Form or Anaphylactic Student Emergency Procedure Plan or Seizure Action Plan & Medical Alert Information Form and the Request for Medication Administration at School Form (if applicable) is reviewed and updated annually.
- g) Consult, upon request, with the classroom teacher in establishing support structures for the student's School District No. 23 Medical Alert Planning Form or Anaphylactic Student Emergency Procedure Plan or Seizure Action Plan & Medical Alert Information Form and the Request for Medication Administration at School Form (if applicable).

REQUEST FOR ADMINISTRATION
OF MEDICATION AT SCHOOL FORM

A. TO BE COMPLETED BY PARENT OR GUARDIAN

Name	Birthdate (Year, Month, Day)	
Parent or Guardian	Home Phone	Business Phone
Physician	Phone	

B. ATTACH A DUPLICATE PHARMACY LABEL OF PRESCRIBED MEDICATION
OR
REQUEST THAT THE PRESCRIBING PHYSICIAN COMPLETE THE FOLLOWING:

Conditions Which Make Medication Necessary

Name of Medication	Dosage	Directions for Use
1.		
2.		
3.		
4.		

Additional Comments (possible Reactions, Consequences of Missing Medication, Etc.)	
If prescribing epinephrine emergency medication, it must be a single dose, single-use auto-injector for school setting with a second injector, <u>if parents have provided a second injector</u> , which can be given 10-15 minutes if symptoms do not improve. An oral antihistamine will not be administered by school personnel.	Physician's Signature
	Date

Additional information can be provided on reverse side.

C. TO BE COMPLETED BY PARENT OR GUARDIAN

I request the school to give medication as prescribed to my child whose name is recorded below

Name of Child	Date
---------------	------

I will Notify the School Promptly of Any Changes in Medications Ordered

Signature of Parent or Guardian

Additional information can be provided on reverse side.

D. EACH SCHOOL STAFF MEMBER WHO IS RESPONSIBLE FOR THE
ADMINISTRATION OR SUPERVISION OF THE MEDICATION MUST REVIEW
THE INFORMATION ON THIS CARD THEN DATE AND SIGN BELOW

Date	Signature	Comments, If Any

The information on this form is collected under the authority of the School Act. The information will be used for educational program purposes and when required, may be provided to health services, social services or other support services as outlined in sections 88 and 91 of the School Act. The information collected on this form will be protected under the Freedom of Information and Protection of Privacy Act. Questions about the collection and use of this information should be directed to the principal of your school or to the Information and Privacy Coordinator, School District #23 (Central Okanagan), 1940 Underhill Street, Kelowna, B.C., V1X 5X7 (250) 860-8888.

Additional Information:

This image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

MEDICAL ALERT PLANNING FORM

PHOTO ID

School Year _____ School Attended _____

B.C. Care Card # _____

INFORMATION AND PLAN WHILE IN THE CARE OF THE SCHOOL

Student Name: _____ Birth Date: (YMD) _____

Parent or Guardian: _____ Day Phone: _____ Cell Phone: _____

Emergency Contact Name: _____ Day Phone: _____ Cell Phone: _____

Physician: _____ Phone: _____

Potential life threatening medical condition diagnosed as:

1. New Condition: ☐ Yes ☐ No Date condition identified: _____

2. Describe the potential problem: _____

PLAN WHILE IN THE CARE OF THE SCHOOL

The information for the school plan must be updated annually and when the child's condition changes. The plan is updated by the student/parent, in consultation with the family physician, and reviewed as needed with the appropriate school staff in consultation with the Public Health Nurse.

NOTE: any changes to current plan must be initiated by the parent.

♦ Symptoms to watch for are: _____

♦ Precautions in the classroom are: _____

♦ **Emergency Plan** school staff need to follow (step by step):

1. _____
2. _____
3. _____
4. _____

Medication Needed: ☐ Yes ☐ No Name of medication: _____

Where medication is located

☐ On Student ☐ Located in School: Location: _____

☐ **Please check this box if the student is a registered rider on a school bus (eligible or courtesy).** A copy of this plan will be needed by the Transportation Department after each update if the student rides a school bus.

If Yes "Request for Administration of Medication at School" (Form 436.1) Parts A, B, & C must be filled out and provided to the school. **Note:** Medical Alert training is recommended annually/biannually to school personnel.

INFORMATION REVIEW by parent/guardian (minimum annually)

Review Dates:	There has been no change to this plan:
1. _____ Date & Sign	1. _____ Date & Sign
2. _____ Date & Sign	2. _____ Date & Sign
3. _____ Date & Sign	3. _____ Date & Sign

The information on this form is collected under the authority of the School Act. The information will be used for educational program purposes and when required, may be provided to health services, social services or other support services as outlined in sections 88 and 91 of the School Act. The information collected on this form will be protected under the Freedom of Information and Privacy Coordinator, School District #23 (Central Okanagan), 1940 Underhill Street, Kelowna, B.C., V1X 5X7, (250) 860-8888.

Date Agreed: October 2007
Date Amended: February 10, 2016
Date Reviewed:
Related Documents:

Medical Alert

Name: _____

Grade: _____
Div./Rm # _____



Medical Alert Condition: _____

Action Required: _____

CONFIDENTIAL

Where medication is located:

☐ On student ☐ Located in school Location: _____

Note: If medication is in student's locker please see Secretary or Administrator for further info.

Medical Alert

Name: _____

Grade: _____
Div./Rm # _____



Medical Alert Condition: _____

Action Required: _____

CONFIDENTIAL

Where medication is located:

☐ On student ☐ Located in school Location: _____

Note: If medication is in student's locker please see Secretary or Administrator for further info.

Date Agreed: October 2007

Date Amended/Reviewed: March 2008

Date Reviewed/Amended: November 13, 2002

Date Amended: February 10, 2016

Date Reviewed:

Related Documents:

Form 436.3 – Managing Students With Medical Alert

Photo ID Form

Page 1 of 1

ANAPHYLACTIC STUDENT EMERGENCY PROCEDURE PLAN

Parent/Guardian please complete:

Student's Name _____ Date of Birth (Y/M/D) _____

Sex: ☐ Male ☐ Female

Parent/Guardian _____ Daytime Phone _____

Emergency Contact _____ Daytime Phone _____

Physician _____ Daytime Phone _____

Physician please complete:

Physician's Name _____

Daytime Phone _____ Fax _____

Allergen (Do not include antibiotics or other drugs. Please be as specific as possible.)

☐ Peanuts ☐ Nuts ☐ Dairy Other food _____

☐ Spiders ☐ Insects ☐ Latex Any other allergens _____

Symptoms:

- Skin – hives, swelling, itching, warmth, redness, rash
- Respiratory (breathing) – wheezing, shortness of breath, throat tightness, cough, hoarse voice, chest pain/tightness, nasal congestion or hay fever-like symptoms (runny itchy nose and watery eyes, sneezing), trouble swallowing
- Gastrointestinal (stomach): nausea, pain/cramps, vomiting, diarrhea
- Cardiovascular (heart): pale/blue colour, weak pulse, passing out, dizzy/lightheaded, shock
- Other: anxiety, feeling of “impending doom”, headache, uterine cramps in females

Additional symptoms _____

Emergency Protocol

- Administer single dose auto-injector and call 911
- Notify Parent/Guardian
- Administer second auto-injector in 5 to 15 minutes after the first dose is given, if symptoms do not improve or if symptoms recur
- Have ambulance transport student to hospital

Emergency Medication

NOTE: Emergency medication must be a single-dose auto-injector for school setting. Oral antihistamines will not be administered by school personnel.

Name of emergency medication _____

Dosage _____

Physician Signature

Date (Y/M/D)

Parent/Guardian please complete

Discussed and reviewed Anaphylaxis Responsibility Checklist with principal?..... ☐ yes ☐ no

Two auto-injectors provided to school?..... ☐ yes ☐ no

Student aware of how to administer?..... ☐ yes ☐ no

Auto-injector locations_____

Your child's personal information is collected under the authority of the *School Act* and the *Freedom of Information and Protection of Privacy Act*. The Board of Education may use your child's personal information for the purposes of:

- Health, safety, treatment and protection
- Emergency care and response

If you have any questions about the collection of your child's personal information, please contact the school Principal directly. By signing this form, you give your consent to the Board of Education to disclose your child's personal information to school staff and persons reasonably expected to have supervisory responsibility of school-age students and preschool age children participating in early learning programs (as outlined in the *BC Anaphylactic and Child Safety Framework 2007*) for the above purposes. This consent is valid and in effect until it is revoked in writing by you.

Parent/Guardian Signature

Date (Y/M/D)

Date Agreed: February 10, 2016

Date Amended:

Date Reviewed:

Related Documents:

Seizure Action Plan & Medical Alert Information

Instructions: This form is a communication tool for use by parents to share information with the school. Update form yearly or if any changes in condition and/or treatment.

School Year: _____ **Date of Plan:** _____

Name of Student:		Date of Birth:	Care Card Number:
School:	Grade:	Teacher/Div:	Date of Plan:

CONTACT INFORMATION

Parent/Guardian 1:	Name:			<input type="checkbox"/> Call First
	Cell Number:	Work Number:	Home Number:	Other Number:
Parent/Guardian 2:	Name:			<input type="checkbox"/> Call First
	Cell Number:	Work Number:	Home Number:	Other Number:
Other/Emergency:	Name:			Relationship:
	Able to advise on seizure care: <input type="checkbox"/> Yes <input type="checkbox"/> No		Home Number:	Work Number:
Neurologist:	Phone Number:	Family Physician:		Phone Number:

GENERAL COMMUNICATION:

What is the best way for us to communicate with you about your child's seizure(s)?

Significant medical history or condition:

SEIZURE INFORMATION:

1. When was your child diagnosed with seizures or epilepsy?

2. Seizure type(s):

3. What time of day do seizures occur?

4. How long do the seizures last?

5. How often do seizures occur?

6. Description of seizure:

Seizure Action Plan & Medical Alert Information

7. Does your child have cluster seizures?

8. Are there any warnings and/or behavior changes before the seizure occurs?

☐ YES ☐ NO If yes, please explain:

9. When was your child's last seizure?

10. How does your child react after a seizure is over?

11. How do other illnesses affect your child's seizure control?

BASIC FIRST AID: Care and comfort Measures:

12. What basic first aid procedures should be taken when your child has a seizure in school?

13. Will your child need to leave the classroom after a seizure?

☐ YES ☐ NO

14. Does your child need to lie down after a seizure?

☐ YES ☐ NO What process would you recommend for returning your child to classroom?

Basic Seizure First Aid:

- ✓ Stay calm & track time
- ✓ Keep child safe
- ✓ Do not restrain
- ✓ Do not put anything in mouth
- ✓ Stay with child until fully conscious
- ✓ Record seizure
- ✓ inform parent
- ✓ For tonic-clonic (grand mal) seizure:
- ✓ Protect head
- ✓ Keep airway open/watch breathing
- ✓ Turn child on side if ambulatory
- OR if in wheelchair/stander/walker child may remain in mobility device.

Note: They may need to be taken out of a mobility device at the end of the seizure if airway is blocked or they want to sleep.

SEIZURE EMERGENCIES

15. When does the school call 911?

16. When does the school call the parent?

17. Has your child ever been hospitalized for continuous seizures?

☐ YES ☐ NO If YES, please explain:

A Seizure is considered an Emergency.

CALL 911 WHEN:

- ✓ A convulsive (tonic-clonic) seizure lasts longer than 5 minutes
 - ✓ Student has repeated seizures without regaining consciousness
 - ✓ Student has a first time seizure
 - ✓ Student is injured or diabetic
 - ✓ Student has breathing difficulties after the seizure
 - ✓ Student has a seizure under water
- Serious injury occurs

Seizure Action Plan & Medical Alert Information

SEIZURE MEDICATION AND TREATMENT INFORMATION (Physician to Complete)

18. Scheduled medication(s)

Medication	Dosage	Date Started	Frequency and time of day taken	Possible side effects

19. Emergency medications

Medication	Dosage	Administration Instructions (timing & method)	What to do after administration

Have emergency supplies been provided in the event of a natural disaster?

☐ YES ☐ NO If YES, location of supplies?

20. Does your child have a Vagus Nerve Stimulator?

☐ YES ☐ NO If YES, please describe instructions for appropriate magnet use:

Physician Signature: _____

Date: _____

SPECIAL CONSIDERATION & PRECAUTIONS

Check all that apply and describe any considerations or precautions that should be taken

- | | |
|--|---|
| <input type="checkbox"/> General health: _____ | <input type="checkbox"/> Physical education (gym)/sports: _____ |
| <input type="checkbox"/> Physical functioning: _____ | <input type="checkbox"/> Recess: _____ |
| <input type="checkbox"/> Learning: _____ | <input type="checkbox"/> Field trips: _____ |
| <input type="checkbox"/> Behavior: _____ | <input type="checkbox"/> Bus transportation: _____ |
| <input type="checkbox"/> Mood/coping: _____ | <input type="checkbox"/> Playground Equipment: _____ |
| <input type="checkbox"/> Stairs: _____ | <input type="checkbox"/> Other: _____ |

21. Can this information be shared with classroom teacher(s) and other appropriate school personnel?

☒ YES ☐ NO

Parent/Guardian Signature: _____

School Administrator _____

Signature: _____

Date: _____

Sample Anaphylaxis Posters/Brochures

June 2010

ANAPHYLAXIS

- A sudden and severe allergic reaction, which can be fatal, requiring immediate medical

emergency measures be taken

- Signs and symptoms of a severe allergic reaction can occur within minutes of exposure to an offending substance. Reactions usually occur within two hours of exposure, but in rarer cases can develop hours later. Specific symptoms can vary from person to person and sometimes from attack to attack in the same person.

COMMON SYMPTOMS ...

- ◆ **Skin – hives , swelling, itching, warmth, redness, rash**
- ◆ **Respiratory (breathing) – wheezing, shortness of breath, throat tightness, cough, hoarse voice, chest pain/tightness, nasal congestion or hay fever-like symptoms (runny itchy nose and watery eyes, sneezing), trouble swallowing**
- ◆ **Gastrointestinal (stomach): nausea, pain/cramps, vomiting, diarrhea**
- ◆ **Cardiovascular (heart): pale/blue colour, weak pulse, passing out, dizzy/lightheaded, shock**
- ◆ **Other: anxiety, feeling of “impending doom”, headache, uterine cramps in females**



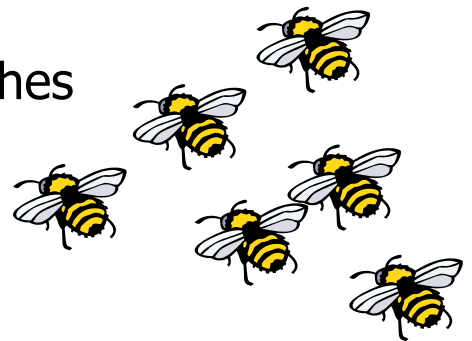
TREATMENT ...

- **GIVE AUTO-INJECTOR** (single dose)
- **CALL 911 Emergency Medical Care**
- **CALL child's parent/guardian**
- **GIVE second auto-injector within 5 to 15 minutes after the first dose is given, if symptoms have not improved or recur.**
- **TRANSPORT to hospital**
- If child has had a reaction and does not have any medication, **call 911 Emergency Medical Care**



PREVENTING BEE, WASP AND INSECT STINGS

- ♦ Wear shoes when outside
- ♦ Check food and drink containers for insects
- ♦ Keep lids on sweet drinks and use a straw
- ♦ Wear a cap on warm sunny days to prevent insects from getting caught in your hair
- ♦ If a bee is buzzing around your head, hold your hands up on each side of your face, and walk calmly into a treed area. Even a few branches will disorientate the bee and it will fly off.
- ♦ **DO NOT** swat at bees, wasps, flying insects or destroy nests
- ♦ **DO NOT** drink sweet drinks outside
- ♦ **DO NOT** sit close to garbage cans
- ♦ **DO NOT** wear perfume, bright clothes or floral prints
- ♦ **DO NOT** pick flowers





Section One: Board of Education

“Together We Learn”

105 – POLICY MANUAL

Introduction

The purpose of policy is to create a framework within which the Superintendent of Schools and staff can undertake their duties. Policies mandate other actions based on a stated philosophical position. Policies, together with the School Act, School Act Regulations, Ministerial Orders, administrative circulars and collective agreements, provide the processes used to determine administrative practice in School District No. 23.

Policy

1. Distribution and Maintenance

- 1.1 The Superintendent will ensure that the current Policy Manual will be available on the District website so that all trustees, staff members, students, parents and the general public have ready access to all Board Policies.
- 1.2 Changes to policies will be communicated to all school district staff.

2. Absence of Policy

In the absence of policy, the Superintendent shall determine the practice for governing an activity. The Superintendent shall advise the Board, in a timely manner, of areas where policy needs to be developed/updated.

3. Conflicting Directives

On occasion, policies may conflict with other regulations/legislation. In such cases, the following rules apply:

- 3.1 *Conflict between policy and a collective agreement:*
Where there is a conflict between a policy and a current collective agreement (agreed within the provisions of the School Act and the Labour Relations Code), the collective agreement shall have precedence.



Section One: Board of Education

“Together We Learn”

3.2 Conflict between policy and the School Act:

Where there is a conflict between policy and the School Act, the School Act shall have precedence.

3.3 Conflict between policy and the Labour Relations Code:

Where there is a conflict between policy and the Labour Relations Code, the Labour Relations Code shall have precedence.

3.4 Conflict between policy and other statutes:

Where there is a conflict between policy and other applicable statutes, those other statutes shall have precedence. (*Examples of other statutes include the Canadian Charter of Rights and Freedoms and the Human Rights Code, S.B.C. 1984, C.22*).

Where discrepancies are identified, the Superintendent shall advise the Board for appropriate action.

Date Agreed: October 12, 1983

Date Amended: June 29, 1989; May 9, 1990; April 10, 1991;
November 12, 1997

Date Amended/Reviewed: November 13, 2002

Date Amended: April 9, 2014

Related Documents: Collective Agreements; Labour Relations Code,
Canadian Charter of Rights and Freedoms, Ministerial Orders.



Section One: Board of Education

110 - POLICY DEVELOPMENT

Introduction

The purpose of this policy is to explain how policy amendments or new policies of the Board of Education are established. Trustees are encouraged to consult with staff prior to presenting amendments or new policy for Board or Committee consideration.

Policy

1. In order to establish or amend policies, a "Notice of Motion" may be given by a trustee to the Board's Coordinating Committee, at a meeting of the Board, or at a meeting of a Board Standing Committee.
2. When the "Notice of Motion" is presented at a Board meeting, it will usually be presented as a resolution at the following Board meeting. These resolutions may be debated, tabled, referred, rejected, passed for immediate implementation, or directed to the appropriate Board Standing Committee for review.
3. The Superintendent may present draft policy or amendments to the Board's Coordinating Committee for appropriate scheduling.
4. Copies of draft policy resolutions directed to the Coordinating Committee shall be sent to the following groups when the Superintendent feels they have a vested interest in the change:
 - all official partner groups
 - other groups and organizations as deemed appropriate by the Superintendent of Schools.
5. Organizations and individuals shall have an opportunity to study the resolution and to make a presentation to the Board or the respective Committee.
6. Policy recommendations from Standing Committees shall be presented to the Board for consideration.



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“Together We Learn”

7. Where a matter is considered urgent, the Board may establish or amend policy without requiring an advance “Notice of Motion”.
8. New and revised policies shall be written with gender neutral language.
9. The implementation of Board policy is the responsibility of the Superintendent, who may establish procedures and/or regulations, as required.
10. A function of each Board Standing Committee is to review and evaluate all policies directly pertaining to the Committee function at least once every three years.

Date Agreed: April 23, 1980

Date Amended: June 29, 1989; February 27, 1991; June 12, 1991;
September 9, 1992

Date Reviewed/Amended: November 13, 2002

Date Amended: March 29, 2006; February 12, 2014

Related Documents: Policy 145