

School District No. 48 (Sea to Sky)

POLICY COMMITTEE MEETING

Sep 12, 2018
School Board Office
Squamish, BC
Time: 9.00am

AGENDA
2018-09-12 PC-O

	Page
1. AGENDA	
Recommendation: “THAT the agenda of this meeting be approved.”	1
2. MINUTES	
Recommendation: “THAT the minutes of the Policy Committee meeting held Aug 29, 2018 be adopted.”	2-5
3. TRUSTEE ITEMS:	
A.	
B.	
4. PRESENTATIONS	
A.	
B.	
C.	
5. INFORMATION ITEMS	
A.	
B.	
C.	
6. DISCUSSION ITEMS	
A.	
B.	
C.	
7. ACTION ITEMS	
A. 400 Series - <i>D. Dunkin/M. Azim</i>	6-13
B. 600 Series - <i>M. Azim</i>	14-22
C. 900 Series - <i>L. McCullough/M. Azim</i>	23-29
8. ADJOURNMENT	
Recommendation: “THAT the meeting be adjourned.”	

School District No. 48 (Sea to Sky)

POLICY COMMITTEE MEETING

Aug. 29, 2018
School Board Office
Squamish, BC
Time: 10:30am

MINUTES

2018-08-29 PC-O

The meeting was called to order at 10:50am.

Attendance

Trustees: L. Godfrey, R. Barley,

Staff: L. McCullough, M. Azim, P. Lorette, C. Nicholson, S. Saunders

1. AGENDA

MOVED/SECONDED: **“THAT the amended agenda of this meeting be approved.”**

CARRIED

2. MINUTES

MOVED/SECONDED: **“THAT the minutes of the Policy Committee meeting held Dec 13, 2017 be adopted.”**

CARRIED

3. INFORMATION ITEMS

A. Cannabis Legalization and Regulation – *L. McCullough*

More policy and legal procedure will be put forward related to staff and students, and the impact of this new legalization. Separate policies and/or admin procedures may be needed and lawyers will be consulted.

B. Sexual Orientation & Gender Identity (SOGI) – *L. McCullough*

Five-year-old policy reviewed by Superintendent, Assistant Superintendents, and Director of Instruction and replaced with new SOGI policy.

Two options were presented to move this policy forward:

1. Send out stakeholders for impact or
2. Passed as an urgent policy

Assistant Superintendent Nicholson shared that according to statistics, in the past 12 months, lesbian/gay youth were seven times more likely to attempt suicide. Hence, this policy is urgent.

Trustee Godfrey suggested having an education session on SOGI for the new Board anytime after December.

MOVED/SECONDED: **“THAT the committee recommends the**

**Board of Education adopt Policy
100.4 Sexual Orientation and Gender Identity,
as presented.”**

CARRIED

C. Policies/Regulations – *L. McCullough*

The Superintendent, Secretary-Treasurer, and Assistant Superintendents are reviewing policies. A consultant was considered to assist with policy review and organization, however, at this time, the school district will keep this process internal. Outside consultation will be considered in the future.

As part of the review, best practice in other districts have been considered. For example, the Board governs 1 or 2 policy series; 200 and possibly 100-level and everything else is an admin procedure.

Trustee Godfrey raised the point that in modernising and rewriting policies and admin procedures, if they are of benefit to the public, they should be on website.

200 series is being looked at in Committee of the Whole.
300/800/1000 series have not been reviewed yet.

Policies on the summary sheet have had at least one review.

600 series

600.1 - Statement of Guiding Principles – high level vision and values.
Recommendation to repeal and language added to the 100 series.

MOVED/SECONDED: **“THAT the committee recommends the Board of Education repeals Policy & Regulation 600.1 Statement of Guiding Principles.”**

CARRIED

601.2 - Community Education & Community Schools is a 1994 document, already captured in the Education Plan. Recommendation to repeal.

MOVED/SECONDED: **“THAT the committee recommends the Board of Education repeals Policy & Regulation 601.2 Community Education and Community Schools, as presented.”**

CARRIED

601.3 - School Closures clashes with 905.1, which is much more detailed.
Recommendation to repeal.

MOVED/SECONDED: **“THAT the committee recommends the Board of Education repeals Policy 601.3 School Closures, as presented.”**

CARRIED

601.4 - Environmental Sustainability. This is law and is in the curriculum now. Recommendation to repeal and recommended that a note is added to one of the financial policies regarding the incorporation of environmental sustainability into facilities and projects regardless of the additional associated costs.

MOVED/SECONDED: **“THAT the committee recommends the Board of Education repeals Policy & Regulation 601.4 Environmental Sustainability, as presented.”**

CARRIED

602.1 – Homework. Language possibly offensive to students and teachers. Guidelines will be included in Assessment Handbook Recommendation to repeal.

MOVED/SECONDED: **“THAT the committee recommends the Board of Education repeals Policy & Regulation 602.1 Homework, as presented.”**

CARRIED

602.3 – First Nations Education will be reviewed by Aboriginal Education Council.

602.4 – French Immersion Programs. Reviewed recently, no changes at this time.

602.5 – Francophone Programs. We have lease agreements with partner groups. Redundant policy. Recommendation to repeal.

MOVED/SECONDED: **“THAT the committee recommends the Board of Education repeals Policy 602.5 Francophone Programs, as presented.”**

CARRIED

602.7 – Outdoor Education. This is an old policy and Programs of Choice have replaced this. Recommendation to repeal.

MOVED/SECONDED: **“THAT the committee recommends the Board of Education repeals Policy 602.7 Outdoor Education, as presented.”**

CARRIED

602.8 – Non Sexist Instruction. This is redundant as it is now covered in SOGI and it is illegal to discriminate on basis of gender. Recommendation to repeal.

MOVED/SECONDED: **“THAT the committee recommends the**

Board of Education repeals Policy 602.8 Non Sexist Instruction, as presented.”

CARRIED

602.9 – Portrayal of Violence. To be reviewed at a later date.

602.10 – International Education. To be reviewed at a later date.

602.11 – Community Education. Most adults now choose distance and alternate learning as opposed to community learning. Recommendation to repeal.

MOVED/SECONDED: **“THAT the committee recommends the Board of Education repeals Policy & Regulation 602.11 Community Education, as presented.”**

CARRIED

602.12 – Programs of Choice. Leave for now.

602.13 – Out of Province Students. May be brought for consideration at September board meeting.

Reminder September meeting will be lengthy.

4. ADJOURNMENT

MOVED/SECONDED: **“THAT the meeting be adjourned.”**

CARRIED

The meeting adjourned at 12.30pm

Committee Chair

Secretary-Treasurer

NOTE: Human Rights prohibits mandatory retirement.

It is the policy of the Board of School Trustees, School District No. 48 (Howe Sound), that retirement for all employees at sixty-five (65) years of age shall be mandatory.

The Regulation accompanying this Policy provides the specific requirements.

REQUEST TO REPEAL

Adopted: June 1991

NOTE: Combine policy and regulation and include language in Human Resources Handbook under employment practices.

The Board of Education, School District No. 48 (Sea to Sky), recognizes that when a regular classroom teacher is absent it is important to ensure that the quality school programs continue. Therefore, the Board supports the need to ensure that a list of appropriately trained and experienced Teachers-On-Call is maintained and that Administrative Procedures are in place regarding the utilization of Teachers-On-Call.

The Regulation and Administrative Procedures accompanying this Policy specify the procedures for maintaining such a list and for utilizing Teachers-On-Call.

Adopted: November 1980
Revised: October 1993

Note: Remove policy and include in Special Education Handbook

The Board of Education, School District No. 48 (Sea to Sky), recognizes that there are specialists required to support the diverse needs of students. As these specialist positions are often unique, the Board further recognizes the need to specify these positions and the role descriptions through Policy, Regulation and Administrative Procedures.

This Policy is accompanied by Regulation to identify such positions and Administrative Procedures to provide the role description.

This Regulation identifies the specialist positions and the accompanying Administrative Procedures provides the role descriptions.

1. School Psychologist
2. Speech and Language Pathologist
3. Teacher of the Deaf and Hard of Hearing
4. English as a Second Language Teacher

Adopted: November 1993
Revised:

NOTE: Move policy to series 100 and number 100.5

The Board of Education believes that maintaining high standards of professional workplace conduct and the provision of a safe working and learning environment are essential to provide the best learning environment for students and to build confidence in the public school system. Therefore, the Board of Education is committed to creating and maintaining a learning and working environment where all adults are treated and treat each other professionally and respectfully in their interactions. The Board of Education expects all adults involved in the school district to follow the highest standards of conduct in all aspects of their roles.

This policy is intended to provide a safe and effective process for addressing matters of emotional, physical, verbal, or sexual harassment, Harassment, or Discrimination under the [Human Rights Code](#).

Harassment or Discrimination in our workplace is unacceptable and will not be tolerated. The Board of Education encourages reporting of all incidents of Harassment or Discrimination, regardless of who the offender may be.

For matters not related to Harassment or Discrimination, but which do constitute inappropriate conduct in the workplace, refer to [Policy 903.3 Respectful Workplace](#).

Definitions

For the purposes of this policy, the following definitions are used to encompass conduct which occurs while participating in activities related to the working environment. This can include School District functions and activities during normal hours of operation or during non-operational hours.

Discrimination means discrimination in employment based on a person's sex, race, colour, ancestry, place of origin, political belief, religion, marital status, family status, physical or mental disability, sexual orientation, gender identity or expression, age, or criminal conviction which is unrelated to the person's employment. Discrimination includes Sexual Harassment, as defined below.

Harassment means any inappropriate conduct or comment by a person towards an employee that the person knew or reasonably ought to have known would cause that employee to be humiliated or intimidated, or any other form of unwelcome verbal or physical behaviour which by a reasonable standard would be expected to cause insecurity, discomfort, offence or humiliation to an employee or group of employees, and has the purpose or effect of interfering with an employee's work performance or creating an intimidating, hostile or offensive work environment.

However, Harassment excludes any reasonable action taken by an employer or supervisor relating to the management and direction of employees or the place of employment.

Harassment includes, but is not limited to, such things as:

- words, gestures, actions or practical jokes, the natural consequence of which is to humiliate, ridicule, insult or degrade;
- threats or intimidation;
- physical assault; or,
- persistent rudeness, bullying, taunting, patronizing behaviour, yelling, spreading malicious rumours, or other conduct which adversely affects working conditions or work performance.

Sexual Harassment means conduct or comments of a sexual nature that is unwelcome, and that detrimentally affects the work environment or leads to adverse job-related consequences. Sexual harassment includes, but is not limited to, such things as:

- unwanted touching;
- unwelcome sexual flirtations, advances or propositions;
- sexually suggestive, obscene or degrading comments or gestures;
- offensive jokes of a sexual nature;
- leering or staring;
- displaying or circulating pictures or other material of a sexual nature; or,
- unwelcome questions or remarks about a person's sex life, appearance, clothing.

Policy

This policy covers all adults involved in the learning or working environment regardless of their role. This includes school district employees, contractors, parents, volunteers, third parties doing business, and who interface with the school district.

1. Processes and procedures are in place to ensure:
 - 1.1 A consistent understanding regarding the proper and appropriate behavior in dealing with others, including the ability to speak or act without violating this policy;
 - 1.2 Interactions are fair, professional and respectful; and,
 - 1.3 Matters are resolved in a timely and effective manner.
2. All individuals who are subject to this policy and engaged in School District activities are to conduct themselves in a manner which is courteous, respectful of and responsive to the needs of others.
3. All individuals who are subject to this policy can expect to be free from Harassment and Discrimination.

4. Individuals involved in the learning and working environment are responsible and accountable for their actions.
5. Individuals are responsible for ensuring that their actions and communication with others (including electronic communication) adhere to the spirit and intent of this policy.
6. The conduct of the Board of Education is addressed in [Policy 200.3 Trustee Code of Conduct](#).
7. Students are not covered under this policy. Standards for student behavior are addressed under Policy Series 502 Student Conduct.
8. Inappropriate behavior by an adult toward a student is not covered by this policy. The School Act, School District Policy, the Teachers' Regulation Branch, the District's Collective Agreements along with the BC Human Rights Code and applicable labour laws will define and govern the standard of behavior required by adults when dealing with students. Notwithstanding these mandates, all adults are expected to be positive and effective role models for students at all times, whether during regular working hours or during non-operational hours.
9. People in positions of authority are also entitled to a safe working and learning environment free from objectionable and abusive behavior that constitutes Harassment or Discrimination.
10. For District employees, this policy does not supersede any provision of an applicable Collective Agreement.
11. People in positions of authority are held to a higher standard of performance and are expected to exercise their authority in a fair and consistent manner that does not constitute Harassment or Discrimination. As well, 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 and normally does not come within the definition of Harassment.

Process

From time to time a person in the workplace may experience an unwelcome interaction with another person. At any time, the complainant may seek out an advocate to assist them in addressing the matter. He/she may approach his/her Principal, union staff representative, and/or the human resource department to discuss potential means of addressing the complaint in an informal manner, and/or to request assistance in addressing the matter through the following process:

A. Step 1

- i. The complainant will notify his/her own supervisor of the matter.
- ii. The complainant, if comfortable and with or without an advocate, should meet with and speak directly to the alleged respondent to express his/her feelings about the situation and to make clear that the conduct is unwanted and must not continue. This step is not mandatory.
- iii. If the matter is addressed to the complainant's satisfaction at Step 1 the matter is deemed to be settled.

B. Step 2

- i. If a complainant chooses not to meet with the alleged respondent, or if no agreement for addressing the complaint was reached during Step 1, or if an agreement for addressing the matter has been breached by one of the parties, a complaint may be filed with the superintendent or their designate. If the superintendent is the subject of the complaint, then the complaint may be filed with the Board Chairperson;
- ii. The complaint should be in writing and include the specific incident(s) that form the basis of the complaint. The complaint should be filed as soon as possible after the incident(s) which forms the basis for the complaint; and,
- iii. The employer shall notify the alleged respondent in writing of the complaint and provide notice of the expected process and a copy of this policy.

C. Step 3

- i. The employer shall review the particulars of the complaint as provided by the complainant under Step 2.ii. The employer may request further particulars from the complainant. Upon the conclusion of the review, the employer shall:
 - (a) initiate a plan to address all matters related to the situation (e.g. further mediation, training, disciplinary action, etc.); or,
 - (b) if the subject matter of the complaint fits within the definitions of Harassment or Discrimination, initiate an investigation of the complaint and appoint an investigator.
- ii. Where the employer undertakes an investigation, all applicable parties will be provided with notice of the investigation. All complaints will be taken seriously, and will be dealt with fairly and promptly, and in an unbiased manner.
- iii. The investigation shall be conducted by a person who shall have training and/or experience in investigating complaints of Harassment or Discrimination.
- iv. Both the complainant and the respondent are entitled to a fair hearing, and both will be interviewed. The respondent will be provided with the details of the complaint, and will be given a fair opportunity to respond.

- v. The investigation shall be conducted as soon as is reasonably possible and shall be completed within twenty (20) working days unless otherwise agreed to by the parties, such agreement not to be unreasonably withheld.
- vi. The investigation findings and conclusions will be shared with the complainant and respondent.
- vii. The employer will take any other necessary steps related to the investigation findings and conclusions, including appropriate remedial or disciplinary action, which may include education and training, modification of policy or procedures, or discipline up to and including termination of the respondent.

Note: In cases of physical or sexual assault, the district will follow the established protocol which may include immediately contacting the RCMP.

Retaliation

Retaliation of any kind against individuals who file Harassment or Discrimination complaints will not be tolerated.

Frivolous Complaints

Complaints of Harassment or Discrimination are serious matters. Employees who are found to have made frivolous, vexatious, or malicious complaints of Harassment or Discrimination may be subject to disciplinary action, up to and including dismissal.

BC Human Rights Tribunal

Nothing in this policy removes a person's right to file a complaint directly with the British Columbia Human Rights Tribunal.

Reporting an Incident

In the event that someone uninvolved is a witness to Harassment or Discrimination, he/she must report the incident to the supervisor most responsible for that area immediately.

Adopted: August 31, 2016
Revised: November 8, 2017

1. **International Students:**

The definition of "International student(s) as used in this document is: Students who have moved from outside of Canada to British Columbia and do not meet the *residency* requirements of Section 82 of the School Act.

(www.bced.gov.bc.ca/legislation/schoollaw/revisedstatutescontents)

2. **Approval of Applications:**

All International Student applications will be submitted for consideration to the District in accordance with this and related School District policies, regulations and procedures. Approval of applications will be given by the Superintendent, or designate.

Where, because of extraordinary circumstances, an International Student is unable to comply with these procedures, application for admission may be dealt with by Board resolution, upon the recommendation of the Superintendent, or designate

3. **Age of Students:**

Students in Grades 4 to 12 (ages 9-19) may be accepted into an International Program. Students younger than 9 and older than 19 may be accepted only with the approval of the Superintendent or designate.

Normally, International Elementary students aged 9-12 years (grades 4 - 7) will only be considered provided they are living with a parent, a grandparent, other family member, guardian, or as approved by the Superintendent, or designate.

4. **Programs:**

District and School-based administrators will recognize, support and make arrangements necessary to offer the following educational programs to International Education Students:

- 4.1 Studies, through the regular full daytime program.
- 4.2 Short term programs promoting cross cultural understanding, language training and student integration into the Canadian cultural mosaic through various programs including orientation, curricular, and extra curricular activities.

Adopted: March 12, 2008

Revised: June, 2008, March 11, 2009, Jan.11,2012, September 12, 2018

- 4.3 Expanded Services - It is the prerogative of the District and individual schools to require students to avail themselves of expanded services for international students, such as orientation classes, E.S.L. classes, etc.
- 4.4 In schools where ESL is available, secondary students must take at least one ESL class or equivalent ESL support, on arrival. Exceptions are possible when the school has conducted a language assessment and the student is deemed not to need the ESL support or the student provides proof of a result satisfactory to the District on the TOEFL (or equivalent) exam.

5. **Admission Requirements:**

- 5.1 Students shall provide documented proof of satisfactory academic standing in their country of origin.
- 5.2 Students who wish to register in the academic program leading to B.C. graduation must demonstrate a proficiency in English, appropriate to this objective.
- 5.3 Students seeking to register in a program must provide a letter of reference from their current school regarding their behaviour and academic ability in support of their application. The contents of this letter will be among the factors considered when the District determines whether the student will be admitted for study in the District.
- 5.4 Students shall comply with the requirements of Citizenship and Immigration Canada.
- 5.5 Secondary students planning to attend for less than three years will be advised that mastery of the English language to the level required to achieve graduation usually takes a minimum of three years and often four or more years. For further information please note information available regarding the International Student Graduation Credit Policy at the BC Ministry of Education website www.bced.gov.bc.ca.

6. Fees:

- 6.1 The District will charge tuition fees to those international students involved in the District's International Education Program
- 6.2 Tuition, Homestay and other fees to be paid by International Education students are set annually, by the Board. Tuition fees are payable in full directly to School District No. 48 (Howe Sound) when the student is accepted into the program.

See Appendix 1 - International Education Program Fees

- 6.3 To return to the program, students must be invited. Students who have been invited to return to the program will be required to pay the annual fees by June 30th prior to commencement of the school year.
- 6.4 Students who withdraw (or are withdrawn) from the program shall receive:
- (a) Tuition refunds according to the following schedule:
- A full refund will be paid to students who show proof that the Canadian High Commission (Canada Immigration) has refused their application for a student visa
 - A 75% refund will be paid to students who withdraw 30 days or more prior to their intended start date for any reasons other than stated above.
 - A 50% refund will be paid to students who withdraw less than 30 days prior their intended start date or within 30 days of starting their educational program.
 - No refund will be paid to students who withdraw after the end of the first month of their education program (or have an extended absence), nor will a refund be paid to students who are removed from the program at any time due to a violation of school or program rules.
 - Students who are forced to withdraw from the program due to unforeseen circumstances, such as death in the immediate family or an illness, or other circumstances deemed valid by the Superintendent or designate, shall receive a pro-rated refund of tuition fees upon submitting proof supporting their reason to leave.

- (b) Homestay and Medical Insurance refunds according to the following schedule:

- A pro-rated refund will be given based on the length of stay of a student. No partial months will be refunded.
- A partial refund of medical insurance fees, pro-rated to the time of withdrawal.

Note: Students who plan to become Landed Immigrants

The International Student Program is designed for foreign students who wish to spend one or more years studying in a British Columbia School, unless otherwise arranged. It is not a program for Landed Immigrants or Canadian Citizens. Staffing for the International Education Student Program is based on numbers of students registered in September of the current school year. Therefore, those students who become Landed Immigrants during their term of study will not receive reimbursement of fees beyond the stated policy.

DRAFT

APPENDIX 1**INTERNATIONAL EDUCATION PROGRAM FEES AND COMMISSIONS****2018-19 School Year Fees:**

Program – Secondary or Elementary School - School Year

* Application Fee (non-refundable)	\$ 200
* Tuition Fee	\$ 13,000
* Medical Insurance	\$ 1,100
* Homestay Placement Fee	\$ 300
* Homestay Fee (per month)	\$ 1,100 (Squamish & Pemberton)
	\$ 1,200 (Whistler)
* Airport pickup/drop off	\$ 300
* Formal validation of transcripts	\$ 200
	\$ 500 (if translation services req)

***All fees are reviewed annually**

Other programs of less than one year in duration are offered.

For information contact the District at 604 892-5228 or via email international@sd48.bc.ca

Commissions:

School District No. 48 will pay a commission to official agents of the District for each student they represent who has been admitted and is attending the International Program. To be an official agent, an Agent Agreement must be signed by both the agent and the District.

The commission rate is 15% of tuition fees of the student's program for each year of study.

Any variation on the above commission structure must be approved by the Board.

Commissions will be paid once the student has been attending the program for one month and full fees for the student have been received.

Commissions owed to an agent will not be paid if there are any unpaid amounts in respect of students they represent.

APPENDIX 2**INTERNATIONAL EDUCATION PROGRAM FEES AND COMMISSIONS****2019-20 School Year Fees:**

Program – Secondary or Elementary School - School Year

* Application Fee(non-refundable)	\$ 200
* Tuition Fee	\$ 13,000
* Medical Insurance	\$ 1,100
* Homestay Placement Fee	\$ 300
* Homestay Fee (per month)	\$ 1,200 (Squamish & Pemberton)
	\$ 1,500 (Whistler)
* Airport pickup/drop off	\$ 300
* Formal validation of transcripts	\$ 200
	\$ 500 (if translation services req)

***All fees are reviewed annually (by September each year)**

Other programs of less than one year in duration are offered.

For information contact the District at 604 892-5228 or via email international@sd48.bc.ca

Commissions:

School District No. 48 will pay a commission to official agents of the District for each student they represent who has been admitted and is attending the International Program. To be an official agent, an Agent Agreement must be signed by both the agent and the District.

The commission rate is 15% of tuition fees of the student's program for each year of study.

Any variation on the above commission structure must be approved by the Board.

Commissions will be paid once the student has been attending the program for one month and full fees for the student have been received.

Commissions owed to an agent will not be paid if there are any unpaid amounts in respect of students they represent.

1. Definition:

The definition of “Out of Province” student(s) used in this document is: Students who have moved from outside of British Columbia, but within Canada and do not meet the *residency* requirements of Section 82 of the School Act.

2. Approval of Applications:

All Out of Province Student applications will be submitted for consideration to the District in accordance with this and related School District policies, regulations and procedures. Approval of applications will be given by the Superintendent, or designate.

3. Programs:

District and School-based administrators will recognize, support and make arrangements necessary to offer studies through the regular full daytime programs to Out of Province students:

4. Admission Requirements:

4.1 All students shall provide documented proof of satisfactory academic standing in their province or territory of origin.

4.2 Students seeking to register in a program must provide a letter of reference from their current school regarding their behaviour and academic ability in support of their application. The contents of this letter will be among the factors considered when the District determines whether the student will be admitted for study in the District.

5. Fees:

5.1 The District will charge tuition fees to Out of Province students.

5.2 Tuition fees for Out of Province students are set in alignment with prescribed K to 12 funding rates published by the Province of British Columbia. Tuition fees are payable in full directly to School District No. 48 (Sea to Sky) when the student is accepted into the program.

See Appendix 1 Out of Province Education Program Fees

- 5.3 To return to the program in subsequent years, students must be invited. Students who have been invited to return to the program will be required to pay the annual fees by June 30th prior to commencement of the following school year.
- 5.4 Students who withdraw (or are withdrawn) from the program shall receive:
- (a) Tuition refunds according to the following schedule:
- A 75% refund will be paid to students who withdraw 30 days or more prior to their intended start date for any reasons other than stated above.
 - A 50% refund will be paid to students who withdraw less than 30 days prior their intended start date or within 30 days of starting their educational program
 - No refund will be paid to students who withdraw after the end of the first month of their education program (or have an extended absence), nor will a refund be paid to students who are removed from the program at any time due to a violation of school or program rules.
 - Students who are forced to withdraw from the program due to unforeseen circumstances, such as death in the immediate family or an illness, or other circumstances deemed valid by the Superintendent or designate, shall receive a pro-rated refund of tuition fees upon submitting proof supporting their reason to leave.

APPENDIX 1
OUT OF PROVINCE EDUCATION PROGRAM FEES

School Year Fees:

Program – Secondary or Elementary School - School Year

- Application Fee (non-refundable) \$ 200
- Tuition Fee : \$ 10,500 for 2018/19
- Validation of Transcripts \$ 200

All fees are reviewed annually

DRAFT

The Board believes that maintaining high standards of professional workplace conduct is essential in providing the best learning environment for students and in building confidence in the public school system. Therefore, the Board is committed to creating and maintaining a learning and working environment where all adults are treated and treat each other professionally and respectfully in their interactions. The Board expects all adults involved in the school district to follow the highest standards of conduct in all aspects of their roles.

This policy is intended to provide a safe and effective process for resolving conflicts and reporting inappropriate conduct in the workplace. Where the complaint involves violence, physical or sexual harassment, or a violation of the Human Rights Code refer to Policies 405.2 and 405.3.

Policy

This policy covers all adults involved in the learning or working environment regardless of their role. This includes school district employees, contractors, parents, volunteers, third parties doing business, and members of the general public who interface with the school district.

1. Processes and procedures are in place to ensure:
 - 1.1 A consistent understanding regarding the proper and appropriate behavior in dealing with others, including the ability to speak or act without offending;
 - 1.2 Interactions between people are fair, professional and respectful;
 - 1.3 Appropriate conduct with respect to school district property;
 - 1.4 Matters are resolved in a timely and effective manner.
2. All participants engaged in school district activities are to conduct themselves in a manner which is courteous, respectful of and responsive to the needs of others and which also treats school district property appropriately.
3. All participants can expect to be free from objectionable or abusive behavior and comments.
4. Individuals involved in the learning and working environment are responsible and accountable for their actions.
5. Individuals are responsible for ensuring that their actions and communication with others (including electronic communication) adhere to the spirit and intent of this policy.
6. WorkSafeBC policy requires an employee to report an incident of violence or harassment, to their supervisor, Human Resources Department (via Director of Human Resources), or Union representative. Union representatives have an obligation under WorkSafeBC regulations to report incidents of violence or harassment, to the Human Resources Department (via the Human Resources Director). Refer to Policies 405.2

Protection of Employees from Violence in the Workplace, and 405.3 Harassment.

7. The conduct of the Board of Education is addressed in Board Policy 200.3 Trustee Code of Conduct.
8. Students are not covered under this policy. Standards for student behavior are addressed under Policy 502 Student Conduct.
9. Inappropriate behavior by an adult toward a student is not covered by this policy. The School Act, School District Policy, the Teachers' Regulation Branch, the District's Collective Agreements along with the BC Human Rights Code and employment laws/statutes will define and govern the standard of behavior required by adults when dealing with students.
10. People in positions of authority are also entitled to a safe working and learning environment free from objectionable and abusive behavior.
11. For District employees, this policy does not supersede any provision of an applicable Collective Agreement.
12. People in positions of authority are held to a higher standard of performance and are expected to exercise their authority in a fair and consistent manner. As well, 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.

Examples of Inappropriate Workplace Behaviors and Policy Breaches

Inappropriate workplace behaviors are those which are objectionable and/or unwelcome to an individual.

Examples of such conduct include, but are not limited to:

- An action or comment by any person which insults, or degrades another person
- Verbal abuse in any form, such as swearing at or displaying anger toward another person
- Written or verbal comments, actions or gestures or other behaviors
- "Jokes" which are offensive or belittling
- Abusing authority
- Yelling or shouting (except where intended to alert another to danger)
- Deliberately excluding an employee from relevant work activities or decision making
- Decision making which is influenced by factors which have no work related purpose

- Attempting to discredit an employee by spreading false information about him/her

Resolution Process

From time to time a person in the workplace may experience an unwelcome interaction with another person. In many cases, the other person involved may not realize that his/her actions or comments are creating an issue for the individual who is concerned (complainant). Given that most reasonable people will change their behavior when they discover it is creating issues for others, a complainant must attempt to resolve concerns at the earliest possible stage without unnecessary escalation. The complainant may select an advocate for support through the following process:

- 1.1 The complainant should attempt to find a suitable resolution directly with the other person involved.
- 1.2 In the event that a satisfactory resolution was not achieved, the complainant should address the matter with the other individual's supervisor.
- 1.3 If the issue remains unresolved, the complainant shall refer the matter to the appropriate Director for consideration of further mediation or investigation.
- 1.4 If the issue has not been concluded through the process at 1.3, it shall be referred to the Superintendent (or designate).

Reporting an Incident

In the event that someone uninvolved is a witness to inappropriate conduct (i.e., damage to property, an offense toward another individual, etc.) that individual must report the incident to the supervisor most responsible for that area immediately.

Adopted: August 31, 2016
Revised: August 30, 2017

SCHOOL DISTRICT NO. 48 (SEA TO SKY)

POLICY SERIES 900 - BUILDINGS & SITES

&	904	USE OF SCHOOL FACILITIES SITES
	904.2	Portable Classrooms

The Board of Education, School District No. 48 (Sea to Sky), recognizes the necessity of providing temporary classrooms due to shifts in enrolment within the district, increased enrolment or additional approved programs. These temporary classrooms are intended to serve as supplementary facilities or building annexes to the main school building.

The Regulation accompanying this Policy provides further direction for the use of portable classrooms.

REQUEST TO REPEAL

The Board of Education, School District No. 48 (Sea to Sky), recognizes that rental accommodation is limited in parts of the district and, therefore, it is necessary to provide accommodation in those parts of the school district.

Regulation

1. The teacherages are provided in various parts of the district for the use of teachers and, if not required by teachers, other Board employees.
2. A fixed term rental agreement between the Board and the tenant shall be completed before the occupancy of the teacherage.
3. Rental payments are payable upon execution of the rental agreement and the first month's and a damage deposit equal to half a month's rent must be paid before the tenant occupies the teacherage.
4. A refund of the damage deposit is made, along with interest on the amount over the time of the tenancy, if the tenant leaves the teacherage in good, clean condition as certified by the Maintenance Supervisor and returns the keys to the Board Office.
5. Rental rates will be set by the Director of Operations after reviewing the current market rental rates in the community.

Adopted: November 1964
Revised: August 31, 2016

Note: Policy and reg combined and 'HSTA' changed to 'SSTA'

The Board of Education, School, District No. 48 (Sea to Sky), recognizes the significance of the name of a school to the community and also recognizes the contribution members of the community can make in the selection of a name for a new or replacement school.

The Regulation accompanying this Policy provides further direction on the process for naming a school.

This Regulation provides further direction on the process for naming a school.

1. When a replacement school is constructed in a community, the existing Parent Advisory Committee of that school may request, by motion and written request to the Board, to have the school renamed. Should the Board approve the request to rename the replacement school, the process in step 3 will apply.
2. When a new school is constructed in a community, the process in step 3 will apply.
3. 3.1 The Superintendent will establish, after actual construction begins, an ad hoc local adjudication committee consisting of:
 - 3.1.1 appropriate local trustee(s) representation
 - 3.1.2 a principal of either the school or neighbouring school
 - 3.1.3 a chairperson of a PAC of either the school or neighbouring school
 - 3.1.4 the chairperson of the DPAC
 - 3.1.5 the mayor or designate, of the community
 - 3.1.6 a representative of the Sea to Sky Teachers' Association
 - 3.1.7 a representative of CUPE Local 779.
- 3.2 The chairperson of the Board will designate the chair of the ad hoc local adjudication committee.
- 3.3 The duties of the ad hoc local adjudication committee are:

Adopted: December, 1994

Amended: September 7, 2018, 2002

3.3.1 review all entries

3.3.2 recommend 3 acceptable entries to the Board for a Board decision

3.4 School Board administration will:

3.4.1 prepare necessary notices with appropriate timelines and criteria that includes stating that entries are to be from community residents (student and adults) and should include the suggested name along with appropriate rationale for choice;

3.4.2 arrange for collection of entries;

3.4.3 deliver entries to ad hoc local adjudication committee; and

3.4.4 prepare necessary press releases for announcement of new name.

3.5 The Board will:

3.5.1 select and approve by motion a name from the three recommended.

READY FOR BOARD APPROVAL