

POLICY COMMITTEE AGENDA



April 9, 2024 – 6:00 p.m.

WELCOME AND ACKNOWLEDGEMENT

This meeting is being held on the traditional and unceded territory of the Secwépemc People.

1. February 27, 2024, Committee Report
2. Policy 390 – Safe and Caring School Communities
 - a. AP - Safe and Caring School Communities – School Codes of Conduct (to review)
3. AP 770 Transportation of Students (AP Revision)
4. Future Meeting Dates:

MEETING	DATE	TIME	LOCATION
Policy Committee	May 14, 2024	5:00 p.m.	Board Office
Policy Committee	June 11, 2024	5:00 p.m.	Board Office

“Learning, Growing, and Belonging Together”

TO: Policy Committee

FROM: Chris van der Mark, Superintendent

DATE: April 9, 2024

RE: Policy/AP 390 Safe and Caring School Communities

ISSUE

In February, the Ministry indicated a requirement for districts to update their policies and or Administrative Procedures with regards to Codes of Conduct, specifically as they applied to cell phones and digital devices.

BACKGROUND

All schools have been required to develop and communicate codes of conduct in accordance with the Provincial Standards for Codes of Conduct Order. These are required to be updated yearly. While the district does have an AP for the acceptable use of technology (AP 620), it has not been explicitly connected to school codes of conduct. Moreover, while schools may have had practices to restrict cell phone use or other digital devices, these have not been consistent or embedded without the guidelines and expectation of the school codes of conduct.

While outright banning of such devices has been tried in other jurisdictions, it has largely been unsuccessful. Appropriate restrictions and education are considered a more measured and successful approach that will ultimately help our students be more safe in their use of technology while also being more aware of its broader uses and risks.

DISCUSSION

The significant change to the policy includes the specific reference to AP 620 and the newly created AP 390: Safe and Caring School Communities- School Codes of Conduct.

This AP has been created to provided schools with a clear model for expectations while still allowing flexibility for school context.

Conduct expectations now include specific reference to digital devices (3.13- 3.13.5), including an extension to potential consequences, specific to this issue. It should be noted, this level of specificity has been provided as schools occasional deal with frustrated parents who do not believe the school can impound such devices. They can and always have been able to. We are simply being more explicit.

“Learning, Growing, and Belonging Together”

The AP has been previewed by SD27 with little concerns in this draft form. School based administration have also been asked to review these expectations with students for their feedback.

The final AP will be required to be in place by August.

RECOMMENDATION

THAT the Board of Education send revised Policy 390 and new AP 390 out for consultation.

We do not usually send an AP out for consultation. However, due to the nature of the requirement from government and the growing challenges and safety issues related to cell phones and digital devices, we would like broader feedback.

BOARD OF EDUCATION

POLICY 390 SAFE AND CARING SCHOOL COMMUNITIES



The Board of Education strives to develop positive and inclusive school cultures and is committed to fostering optimal environments for learning. A key part of this work includes fostering school connectedness and developing protocols for preventing and intervening in instances of bullying, and other worrisome behaviours.

The Superintendent (**or designate**) will ensure the following to address efforts to achieve safe and caring schools:

1. A District Safe School Coordinator is appointed, and teams are established as required to proactively support students and address safety concerns.
2. Each school develops and implements a code of conduct in accordance with the **Provincial Standards for Codes of Conduct Order**.
 - a. School staff are responsible for consistently supporting and applying the District's and School's Code of Conduct and establishing a positive climate in which structure, support and encouragement assist students in developing a sense of self-discipline and responsibility. School staff is required to inform volunteers and the school community about the Code of Conduct and its expectations.
 - b. Students are responsible for respecting the rights and dignity of others in learning environments free from discrimination as set out in the **BC Human Rights Code** and becoming actively and productively involved in their own academic learning and social growth.
 - c. **Each school will have clear procedures, under their Code of Conduct, related to the acceptable use of digital technology in accordance with the school district's acceptable use AP 620 and AP 390 Safe and Caring School Communities - School Codes of Conduct**
 - d. Parents/Guardians and all other adults working with students are responsible for knowing and supporting the District's and School's Code of Conduct and encouraging students to understand and follow these Codes of Conduct.
3. The District makes the provincial online reporting tool for bullying and worrisome conduct available on the district and school websites.
4. The District coordinates the development and implementation of a community violence threat risk assessment protocol.

Related Legislation: [Provincial Standards for Codes of Conduct Order \(M276/07\) School Act Part 2, Div. 1, Section 6.](#)

Related Contract Article: Nil

Adopted: February 2022

Amended: **XXXX**

RATIONALE:

The Board of Education strives to develop positive and inclusive school cultures and is committed to fostering optimal environments for learning. A key part of this work includes fostering school connectedness and developing protocols for preventing and intervening in instances of bullying, and other worrisome behaviours.

PROCESS:

1. The Superintendent will ensure that each Principal, in consultation with staff, parents and, when appropriate, students, establishes a code of conduct for his/her school that is consistent with the District Student Code of Conduct, and which reflects the provincial standards.
2. The school's Code of Conduct and a summary of the district's administrative procedures or policies on Student Suspension (AP 320), Illicit Substances (Policy 311), and use of digital devices (AP 620) shall be communicated to all students annually.
3. Under the Freedom of Information and Privacy Protection Act and/or other relevant legislation, it may be necessary to advise other parties of serious breaches of the District Student Code of Conduct

2. School Environment

The Board believes that acceptable behaviours and conduct are fostered in a positive climate in which:

- 2.1 all students feel safe, valued, and trusted, and have the opportunity to develop, assume and maintain responsibility and self-motivation.
- 2.2 all students feel supported without fear of retaliation in reporting unsafe conditions, actions, or potential incidents.
- 2.3 there is a joint effort to learn and a feeling of mutual respect among staff, students, and parents; \
- 2.4 appropriate behaviour is taught, encouraged, modelled, practiced, and acknowledged, thereby increasing student self-respect and positive social behaviours.
- 2.5 disciplinary action, wherever possible, is preventative and restorative, rather than solely punitive.
- 2.6 expectations for student behaviour increase as they become older and more mature.

- 2.7 disciplinary action is considerate of students with special needs if these students are unable to fully comply with the code of conduct due to a diagnosed disability of an intellectual, physical, sensory, emotional, or behavioural nature.

3. Conduct Expectations

- 3.1 The Board believes that acceptable student conduct, based on respect for oneself, respect for others, and respect for property is essential to the development of responsible citizens. To this end, students are expected to:
- 3.2 be aware of and obey all school rules.
- 3.3 respect the rights of all persons within the school including peers, staff, parents, and volunteers.
- 3.4 refrain from lying, cheating, and stealing.
- 3.5 attend classes punctually and regularly.
- 3.6 work cooperatively and diligently at their studies and home assignments.
- 3.7 respect the legitimate authority of the school staff.
- 3.8 respect all school property, including buildings and equipment.
- 3.8.1 respect the diversity of our school community.
- 3.9 behave safely and responsibly at all times.
- 3.10 refrain from any behaviour that would threaten, harass, bully*, intimidate, assault, or discriminate against, in any way, any person within the school community on or off school property (*Bullying includes but is not limited to physical or verbal intimidation, verbal harassment and cyberbullying).
- 3.11 refrain from being in possession of or under the influence of drugs and/or alcohol in all school facilities or on school grounds or at school-sponsored functions and activities:
- 3.12 refrain from being in possession of weapons of any kind in school or at school activities.
- 3.13 refrain from inappropriate computer usage and/or multi-media devices in accordance with Board AP 620 (cell phones, cameras, tablets, etc.)
- 3.13.1 Schools are required to include specific guidelines with regards to the acceptable use of digital devices, including locations and time of day
- 3.13.2 Schools will set an appropriate range of classroom strategies for restricting the use of digital devices. These may include:
- Caddy or “apartment”
 - Basket

- Device face down and in sight
- Devices not out or visible
- Other

3.13.3 Elementary and Secondary schools may differ, and it is expected elementary schools may be more restrictive due to limited productive use opportunities.

3.13.4 Secondary schools will not allow digital devices in classes such as PE or shops (or others as determined by the school) unless a part of a student's learning plan.

3.13.5 Students are not permitted to leave the classroom with their phone/device during class time and are not permitted to have them in bathrooms.

The Board believes that any breach of Code of Conduct behaviours or expectations would be considered unacceptable. Students are encouraged to inform a responsible adult when becoming aware of any infraction of the Code of Conduct.

4. Consequences

4.1 Students will be disciplined in a timely and fair manner and such discipline shall be in accordance with AP 320 – Student Suspensions.

4.1.1 Students who fail to adhere to the school and classroom guidelines for digital devices as per 3.13 may:

- Have their device taken away
- Be prohibited from having a device on school property.
- Be suspended in accordance with AP 320—Student Suspensions

4.2 Students, while attending school, school-sponsored functions, and activities, shall be subject to the District Code of Conduct as well as the school's Code of Conduct. Students may be subject to discipline under the school and/or District Code of Conduct for any conduct which has the effect of negatively impacting the school environment, whether that conduct occurs on or off School District property, at a school-sponsored function or activity, or elsewhere.

4.3 Serious breaches of conduct that threaten the safety and welfare of others will be referred directly to an indefinite suspension including a review from a representative of the Superintendent.

TO: Policy Committee

FROM: Chris van der Mark/Brenda Hooker

DATE: April 9, 2024

RE: Transportation AP Revision

ISSUE

We continue to revise the AP to reflect current and better practices. Changes are minor but continue to provide the foundation more consistent, transparent, and efficient practice.

BACKGROUND

As we have been reviewing our transportation service through Transfinder and other practical examinations, we continue to update policy and supporting AP's accordingly.

Changes are not seen as substantive but may lead to more significant changes in practice down the road.

DISCUSSION

- As per report from Secretary Treasurer Hooker, clarification is added in 1.16:
 - The Transportation Department reserves the right to remove students who are holding a seat, but not utilizing the seat on a regular basis.
- 8.3 clarifies walk and stop limits:
 - Transportation assistance may be granted to parents or guardians who must convey students' distances which exceed 3.0 km to the nearest bus stop.
- Section 10 The Use of Mini Buses for extra Curricular Travel has been added to provide clarity on the purpose of these additional vehicles to support extra-curricular.
 - Currently, much of this is provided by parents in personal vehicles.
 - These units supplement ongoing existing transportation by volunteers and provide safer options, especially in winter.
 - These are still regulated and serviced by our transportation department

RECOMMENDATION

None. Information only.

“Learning, Growing, and Belonging Together”

RATIONALE:

The District operates a student transportation service in order to provide the best and safest access to and from schools. The District takes into consideration student educational needs, student safety, system efficiency, financial accountability, and provincial legislation.

PROCEDURE:

1. General Information:

- 1.1 Students living beyond 3.0 km from school may be eligible for transportation or transportation assistance to and from school.
- 1.2 Students with special needs shall not be subject to 1.1 above but will require the approval of the Manager of Operations - Transportation as per section 4 below.
- 1.3 The conveyance of students who are included in a Local Education Agreement may not be subject to procedure 1.1 above.
- 1.4 Bus stops will be set by the Manager of Operations - Transportation with safety and walk limits considered. School bus loading zones at schools must be adequately supervised.
- 1.5 Requests for bus route extensions must be made to the Manager of Operations - Transportation.
- 1.6 The Transportation Department reserves the right to remove students who are holding a seat, but not utilizing the seat on a regular basis.
- 1.7 School bus drivers are responsible for the safe operation of their vehicles and must follow the "Canadian School Bus Driver Training Manual - British Columbia Version" in the driver's handbook.
- 1.8 Students are responsible for their behavior and must abide by the student code of conduct established by the District.
- 1.9 Students who have been suspended from school may not ride District buses during the period of their suspension.
- 1.10 School Principals / Vice-Principals will notify the Dispatcher of students suspended from school, as well as any students not allowed to ride the school bus.

2. Cold Weather Procedures

Parents must exercise discretion as to whether students should be sent to school when temperatures are low, and conditions are hazardous. Responsibility for such decisions cannot rest with the manager, the bus driver, or the district.

Cancellation of school buses will be determined by the Manager of Operations - Transportation (or designate).

The cancellation will be posted on the School District Website www.sd27.bc.ca as well, notifications will be sent by email of all cancellations or issues from the Superintendent of Schools, School Principals / Vice-Principals and District Senior Staff.

3. Road Conditions

If road conditions are such that, in the opinion of the school bus driver, and the school bus cannot operate safely, they must contact their immediate supervisor to report the road situation. The immediate supervisor shall notify the Manager of Operations - Transportation immediately.

4. Transportation of Students with Disabilities and Diverse Abilities

When a student with an identified Ministry of Education and Child Care special education designation is not mobile or does not exhibit a high level of self-control to be transported safely on the regular bus run, requests to ride the special education bus will be reviewed with the school administration and finalized by the Manager of Operations - Transportation provided that:

- 4.1 Confirmation of the special education designation is provided by the Director of Instruction, Inclusive Education.
- 4.2 Where it is necessary for the student to be secured with a harness, consultation has taken place with the school district Occupational Therapist to ensure the proper fit of equipment.
- 4.3 All safety planning and emergency training has been completed specific to the child's needs, including, but not limited to, where a student is secured with a harness or locking mechanism (as in the case of a wheelchair).
- 4.4 Clear communication procedures are in place with the school, parent and transportation staff regarding the needs and progress of the student.

5. Courtesy Riders

In accordance with the School of Choice application, the district is not obligated to transport students attending school outside their catchment area.

6. Students Attending Independent Schools

- 6.1 When students from an Independent School board or disembark from buses at District Schools, the independent school must notify the Transportation department of the names and ages of students who wish to board the bus. The district assumes no responsibility for the supervision of these students. The principal of the District School may require that a supervisor from the non-district school be present to supervise the bus loading zone.

6.2 Independent School riders will be charged a fee. An invoice will be submitted to the Independent Schools in October for the months of September through December. A second invoice will be submitted to the Independent Schools in February for the months of January through June inclusive. The monthly fee will be determined by the district by January for the following school year.

7. Homestay Bus Run

Students riding the Homestay Bus must have an updated pass every year stating what school they attend.

8. Transportation Assistance

Many students in this District may travel long distances to school or to the nearest bus stop. Financial assistance may be available to assist parents with transporting students on a case-by-case basis.

- 8.1 The level of financial assistance available to approved claimants will be set by the district and reviewed in April of each year. Application forms are to be available at each school and will show the current rate of assistance.
- 8.2 Transportation assistance may be granted to parents or caregivers who must convey students to their catchment school where no bus service is provided.
- 8.3 Transportation assistance may be granted to parents or caregivers who must convey students' distances which exceed 3.0 km to the nearest bus stop.
- 8.4 The parent or guardian shall be paid only for the actual number of round trips driven by the parent or guardian to the nearest bus stop or school. However, in no case shall the number of paid round trips to the school or bus stop exceed two round trips per day.
- 8.5 Application for transportation assistance must be submitted annually to the School District Office.
- 8.6 Approval for transportation assistance will be granted effective at the beginning of the month in which the claim is made.
- 8.7 Claim forms should be submitted monthly and within thirty (30) days of the end of the month being claimed. Claims submitted after thirty days may not be considered.
- 8.8 Payment of all claims will be made within thirty (30) days of their receipt.

9. Transportation of Students by Other Means

Where transportation of students is required, school buses will be used wherever feasible. However, the district recognizes that students must sometimes be transported

by means other than buses. Approval for such transportation should be given by the school principal/vice-principal and with the utmost concern for the safety of the students.

9.1 Approval for transportation of **students** by means other than a District school bus shall be given only where the approving principal is satisfied that the driver of any vehicle used in the transportation of students has adequate insurance, a valid driver's license, that the vehicle is in an adequate state of repair, vehicle registration is current, that the tires on the vehicle are appropriate for the time of the year and the weather and that the Driver Information form is completed. The Driver Information form will be kept at the school for two years.

The Driver Information form should not be taken as a guarantee of driver suitability. The principal or supervisor should use good judgment in determining the suitability of drivers and vehicles. The principal or supervisor should conduct a visual inspection of the volunteer's vehicle and be in a position to deny the use of a vehicle which has obvious safety deficiencies (bald tires, lack of seat belts, etc.) and to ensure that the number of persons being carried in a vehicle does not exceed the normal carrying capacity of that vehicle. Small children should not be transported in the front passenger seat equipped with an airbag.

- 9.2 Private vehicles used for student transportation must be rated appropriately and insured with minimum Third-Party Liability insurance of \$1,000,000. A minimum of at least \$10,000,000 is required for buses (i.e., a motor vehicle designed to carry more than ten (10) persons). The minimum limits for primary automobile liability are SPP requirements.
- 9.3 The school district will not accept responsibility for any damage to the volunteer's vehicle in the event of an accident, nor for deductible, loss of insurance discount or loss of use.
- 9.4 Vehicles used will only be driven by an approved driver who must be at least 21 years of age. The driver cannot be a secondary school student and must provide, to the principal or vice-principal, a copy of her/his current driver's license, current driver's abstract, and proof of vehicle registration and insurance. The vehicle must be properly equipped with sufficient seat belts for each occupant, seat belts must be worn when travelling.
- 9.5 The driver must not, at any time during their performance as an approved driver, imbibe any alcoholic beverage, or use any restricted substance or any medication that may impair their ability to operate a motor vehicle.
- 9.6 For safety and health reasons, approved drivers are not to allow smoking in their vehicles while transporting students. The driver must not operate the vehicle in an unsafe manner or in contravention of any statute or regulation governing the operation of motor vehicles.

10. The Use of Mini-Busses for Extra-Curricular Travel

- 10.1 Minibuses are provided to secondary schools to support extra-curricular student and school-based activities. The busses **supplement** the transportation provided by volunteers.
- 10.2 **Only people over the age of 25** who are approved by the Manager of Operations - Transportation may operate the busses. A (minimum) Class 4 BC Driver's License is required to operate the vehicles.
- 10.4 The use of the vehicles must be arranged through the school Principal.
- 10.5 The Principal shall communicate with the Manager of Operations - Transportation, on a periodic basis, to coordinate appropriate vehicle maintenance.
- 10.6 Students shall not operate the buses.
- 10.7 An initial/annual orientation shall be provided to all operators which, at a minimum, will include the following:
- i) Safety features of the vehicle
 - ii) Emergency procedures
 - iii) Out-of-district repair procedures
 - iv) Vehicle operating training, including: 1. maximum hours of driving per day
2. assessing road and weather conditions 3. safe handling of the vehicle
- 10.8 **The driver must complete a pre-trip and post-trip inspection, which are written, as well as keep a log if outside 160 km of the home terminal.**
- 10.9 No operator shall exceed 13 hours of driving time per day.
- 10.10 A driver must not drive after the driver has accumulated 14 hours of on-duty time in a day.
- 10.11 For all travel (within and without the district), a detailed itinerary and passenger manifest must be provided to the school principal.
- 10.12 For overnight travel, the Principal shall ensure that the operator has access to a functioning cellular telephone and a list of emergency contact names and telephone numbers.

Note: *If the vehicle has the capacity to carry more than ten passengers, including the driver, the driver must have a Class 4 driver's license and the vehicle must carry a **school bus permit**. If the vehicle has the capacity to carry over 25 passengers, including the driver, the driver must have a Class 1 or 2 driver's license and the vehicle must carry a **school bus permit**.*

Link to Form: [APF 770 Volunteer Driver Information Form](#)