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**POLICY DEVELOPMENT COMMITTEE**

**~~November 30, 2021~~**

**December 7, 2021**

**4:30 p.m.**

Via Zoom Video Conference

**AGENDA**

- |  |         |           |
|--|---------|-----------|
| 1. Call to Order/Acknowledgement .....   |         | Chair     |
| 2. Approval of Agenda .....  |         | Chair     |
| 3. Approval of Minutes – September 28, 2021 .....  | Page 1  | Chair     |
| 4. Draft Revised Policy #6400 – <i>Recruitment and Appointment of<br/>Administrative Personnel</i> ..... | Page 4  | B Moorthy |
| Policies from other districts .....  | Page 8  |           |
| 5. Draft Revised Policy #7027 - <i>International Students</i> .....                                      | Page 13 | K Mackie  |
| 6. Draft Revised Policy #7330 – <i>Pupils – Illness or Accident at School</i> .....                      | Page 15 | B Moorthy |
| Policies from other districts .....  | Page 17 |           |
| 7. Draft Revised Policy #7540 – <i>Assessment and Evaluation of Student Learning</i> .....               | Page 22 | B Moorthy |
| 8. Draft Reviewed Policy #4000 – <i>School Closures Emergency Situations</i> .....                       | Page 25 | B Moorthy |
| Policies from other districts .....  | Page 30 |           |
| 9. Questions/Comments  |         |           |

Next Meeting: January 25, 2022  
Video Conference

ADJOURNMENT

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**BOARD OF EDUCATION  
SCHOOL DISTRICT NO. 78 (FRASER-CASCADE)**

**DRAFT MINUTES OF THE POLICY DEVELOPMENT COMMITTEE MEETING  
September 28, 2021**

**PRESENT:**

**Board Representatives:**

Linda Kerr	Trustee	Chair
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**Committee Representatives:**

Greg Lawley	Principal	FCPVPA
Sonja Williams	IEC	

**District Staff:**

Balan Moorthy	Superintendent
Renge Bailie	Assistant Superintendent
Jenny Veenbaas	Assistant Secretary - Treasurer
Laurie Bjorge	Recording Secretary

**Regrets:**

Ken Mackie	Secretary-Treasurer	
Wendy Colman-Lawley	Trustee	
Marilyn Warren	Trustee	
Lynne Marvell	Teacher	FCTA
Rosalee Floyd	Principal	FCPVPA
Misty Dowson	Teacher	FCTA
Gordon Kearns	Support staff	CMAW
Kim Stanway	Support staff	CMAW
Edith Karacsonyi	IEC	
Leanne Bowcott	IEC	
Vacant	DPAC	
Vacant	DPAC	
Hailey Baumfield	Student Rep	

**1. Call to Order**

The meeting was called to order by the Superintendent at 4:31 p.m. via Zoom conference call. The chair opened by acknowledging that the meeting was being held on the shared territory of the Cheam, Sts'ailes, Sq'ewlets, Seabird Island, Nlaka'pamux and Chawathil people.

**2. Nomination of Chair**

Trustee Linda Kerr was appointed as Chair by acclamation.

**3. Approval of Agenda – September 28, 2021**

The Agenda is to be amended by deleting #6 – Draft Revised Policy #6010-Vandalism, as this policy had just passed third reading by the board and was added to this agenda in error.

**LAWLEY/WILLIAMS**

THAT the agenda of the Policy Development Committee meeting held on September 28, 2021 be approved as amended.

**Carried**

**4. Approval of Previous Minutes – April 20, 2021****LAWLEY/KERR**

THAT the minutes of the Policy Development Committee meeting held on April 20, 2021 be approved as presented.

**Carried**

**5. Draft Reviewed Policy #6000 – Reimbursement for Expenses**

The Assistant Secretary-Treasurer noted change in the policy to refer to BCSTA guidelines rather than laying out costs in the policy that would need to be amended each year.

**LAWLEY/WILLIAMS**

THAT draft revised *Policy #6000 – Reimbursement for Expenses* be presented to the Board of Education for first reading, as amended.

**Carried**

**6. Draft Revised Policy #7010 – Student Records - Confidentiality**

The Superintendent noted that much work had gone into this policy previously, therefore, it has been reviewed with minor changes.

**LAWLEY/WILLIAMS**

THAT draft revised *Policy #7010-Student Records-Confidentiality* be presented to the Board of Education for first reading, as amended.

**Carried**

**7. Reviewed Policy #7012 – Student Records Procedures**

The Superintendent noted that the policy is strong and does not need to be changed before going to the Board for first reading.

**LAWLEY/WILLIAMS**

THAT draft revised *Policy #7012 – Student Records Procedures* be presented to the Board of Education for first reading, as presented.

**Carried**

**8. Draft Revised Policy #7320 – Communicable Diseases**

There were minor changes to wording to the policy, to make it consistent with other policies, but no changes to the intent of the policy.

**LAWLEY/WILLIAMS**

THAT draft revised *Policy #7320 – Communicable Diseases* be presented to the Board of Education for first reading, as amended.

**Carried**

**9. Draft Revised Policy #7330 – Pupils – Illness or Accident at School**

The committee reviewed the policy and agreed it needed to be sent back to administration for further review. The committee discussed concerns regarding liability, transportation of injured students, and First Aid levels in the schools.

**10. Questions/Comments**

N/A

**Next Meeting**

November 23, 2021

**Location:** Via Zoom Conference Call

**Adjournment**

The meeting adjourned at 5:10 pm

**/KERR**

THAT the meeting be adjourned.

**Carried**



Adopted: 1999-06-22	Reviewed:	Amended:2003-05-13 2006-01-24 2016-06-21
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## **POLICY**

SUBJECT: **RECRUITMENT AND APPOINTMENT OF ADMINISTRATIVE PERSONNEL**

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The Board of Education believes that in order to achieve and maintain an outstanding educational program, the recruitment, appointment and retention of highly qualified, well trained and committed administrative personnel is essential.

## **TRANSFER**

The Board of Education supports the concept that a periodic change of assignments of principals and vice-principals from their present schools to another may be beneficial to the principals/vice-principals as well as to the school district as a whole, but that too frequent a change of the administration of a school may be detrimental to the school or the individual.

The Board further believes that each principal/vice-principal has some exceptional qualities and administrative/supervisory strengths. A transfer or reassignment of the principal/vice-principal enables many schools to benefit from these qualities and strengths.

The Board therefore directs that the Superintendent periodically review principal/vice-principal assignments and bring forward to the Board recommendations regarding possible transfers of school-based principal/vice-principals.



Adopted: 1999-06-22	Reviewed:	Amended:2003-05-13 2006-01-24 2016-06-21
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## **REGULATIONS**

SUBJECT: **RECRUITMENT AND APPOINTMENT OF ADMINISTRATIVE PERSONNEL**

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### 1. Recruitment, Selection and Appointment

- a) The recruitment, selection and appointment of the Superintendent of Schools, the Secretary-Treasurer and the Assistant Superintendent shall be at the sole discretion of the Board of Education. The Board Chairperson shall present formal job offers to the successful candidate for Superintendent of Schools. All other formal administrative job offers shall be presented by the Superintendent of Schools.
- b) The recruitment and selection of Directors of Instruction, Supervisors, Principals and Vice-Principals, Coordinators and Head Teachers is the responsibility of the Superintendent of Schools in consultation with the Board of Education.
- c) All appointments shall be pursuant to the School Act and its Regulations.

### 2. Administrative Procedures

- a) The interview committee shall consider the following criteria for all candidates short-listed for administrative positions:
  - i) academic preparation
  - ii) professional preparation
  - iii) perception of position
  - iv) working relationships
  - v) experience
  - vi) knowledge of system
  - vii) personal qualities
- b) For the positions of Superintendent of Schools or Secretary-Treasurer, the interviewing committee shall be comprised of:
  - i) all Trustees
  - ii) the Superintendent and/or the Secretary-Treasurer
  - iii) the Assistant Superintendent
  - iv) a representative from the Fraser-Cascade Administrators' Association

Selection input shall also be considered from representatives of the District Parent Advisory Council, ~~Aboriginal-Indigenous~~ Education Council, the Construction, Maintenance and Allied Workers Bargaining Council, Local Unit 2423 and the Fraser-Cascade Teachers' Association.

- c) For the positions of Assistant Superintendent of Schools, Personnel Relations Officer or Director of Instruction, the interviewing committee shall be comprised of:
- i) all Trustees
  - ii) the Superintendent
  - iii) the Secretary-Treasurer
  - iv) a representative from the Fraser-Cascade Administrators' Association

Selection input shall also be considered from representatives of the District Parent Advisory Council, ~~Aboriginal-Indigenous~~ Education Council, the Construction, Maintenance and Allied Workers Bargaining Council Local 2423 and the Fraser-Cascade Teachers' Association.

- d) For Principal and Vice-Principal positions, the Superintendent of Schools, in consultation with the Board, shall decide if a vacancy is to be filled through an open competition or through the reassignment of existing personnel.
- i) (a) For positions filled through open competition, selection input shall be considered from representatives of the school Parent Advisory Council, ~~Aboriginal-Indigenous~~ Education Council, and the school teaching and support staff. The hiring committee shall be comprised of:
- a. two or more Trustees
  - b. the Superintendent
  - c. Secretary-Treasurer
  - d. the Assistant Superintendent
  - e. a representative from the Fraser-Cascade Administrators' Association

(b) The hiring committee will:

- a. create a short list from administration's long list
- b. in the case of a secondary school, seek input from students in the senior grades to support the development of interview questions
- c. interview and recommend preferred candidate(s) to the Superintendent

(c) Final hiring decision will be made by the Superintendent of Schools

- ii) For positions to be filled through reassignment of existing personnel:
- (a) All current Principals/Vice-Principals will be informed about current vacancies or potential vacancies.

- (b) Principals/Vice-Principals will be invited to inform the Superintendent of their interest in transferring to the potential vacancies.
- (c) For Superintendent initiated transfers, the Superintendent will consult with the Principal/Vice-Principal affected prior to discussing the transfer decision with the Board.
- (d) The Superintendent, will make any transferring decisions and will discuss those decisions with the Board prior to enacting them. Transfers will be based upon principal preferences, employee leadership and management skills, and the school needs as determined by the Superintendent of Schools.
- (e) Where possible, transfers will be finalized by May 30 of the year in which the transfer is to take effect.
- (f) For all other Administrative positions, the Superintendent shall establish an interviewing committee, which shall consist of the individual who will make the hiring recommendation and other interested persons who may be able to provide useful input and perceptions into the hiring decision. Depending on the level of responsibility, scope, location and nature of the job, the process may include other interested persons including trustees, district staff, teachers, support staff, parents, union representatives and students.

3. Reimbursement of Expenses

- a) Out of district candidates short-listed for positions referred to in these regulations shall be reimbursed for necessary expenses in accordance with Policy 6000.
- b) Expense claims must be submitted to the Superintendent of Schools for approval.





## **Administrative Procedure 400**

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# **RECRUITMENT, SELECTION, ASSIGNMENT AND TRANSFER OF STAFF**

### **Background**

It is the intention of the District to provide the best possible educational opportunities for all students in the District. In order to maintain high quality education programs, the District shall continue to develop and implement personnel policies and practices which will result in effective recruitment, selection, deployment, development and evaluation of employees. The District also recognizes its responsibility to maintain a positive and safe working environment as an important component in maintaining quality educational programs.

Staffing processes for all employees are designed to provide the best possible educational services to students using the resources available. The following are the guiding principles:

- Recruitment is to be designed to develop the widest possible pool of applicants for all positions.
- Selection and assignment procedures will be fair, equitable and designed to ensure that the best qualified candidates are chosen for all positions.
- Transfer of employees is a positive action that reflects the District's desire to meet the changing needs of individuals, schools and programs.

### **Procedures**

1. The recruitment, selection, assignment, and transfer of employees shall be in accordance with applicable collective agreements for unionized personnel and contractual requirements for non-unionized employees.
2. There shall be no discrimination on the grounds of race, religion, age, marital status, sex, ancestry, place of origin, political belief, family status, physical or mental disability, or sexual orientation during the process of recruitment, selection, or transfer.
3. Retention of employees reflects the District's commitment to developing and fostering the professional growth of its employees in furtherance of achieving excellence in student performance.

Reference: Sections 22, 65, 85 School Act

Adopted: November 2, 1981

Revised: June 18, 1984; June 17, 1991; March 12, 2002; December 15, 2020



## **Administrative Procedure 419**

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### **EXEMPT / ADMINISTRATIVE STAFF**

#### **Background**

The District is committed to recruiting and retaining the best qualified exempt staff to provide a critical role in providing leadership and specialized administrative functions to the District with the delivery of sound educational programs and organizational services. Exempt staff in the District play an important role in delivering and supporting District initiatives to meet these objectives.

Exempt staff are comprised of positions that are not affiliated with a union and covered by a collective agreement. The District groups these employees into three categories: District Management/Senior Management, Principals and Vice-Principals, and Professional and Administrative Staff.

#### **Procedures**

1. District Management/Senior Management
  - 1.1. The District has the responsibility to establish procedures with respect to delivering educational programs and services to our students. The Superintendent is accountable for the delivery and implementation of those procedures. To this end, District Management/Senior Management provide a leadership function in the District and are responsible for the efficient operation of the District.
  - 1.2. The Superintendent is responsible for the selection of District Management/Senior Management. The Superintendent is responsible for the general supervision of District Management/Senior Management through direct and delegated authority. The Assistant Superintendent of Human Resources is responsible for administrative contract matters related to conditions of employment, compensation and benefits in compliance with legislated mandates.
2. Principals and Vice-Principals
  - 2.1. Principals and Vice-Principals provide leadership and management to our schools in aligning school goals with District directions and fostering an environment of instructional excellence.
  - 2.2. The Superintendent, through the Assistant Superintendent of Human Resources, is responsible for the selection of Principals and Vice-Principals. The Superintendent is also responsible for assessing needs in the District, specific skills, and potential

professional growth when considering the transfer and assignments of Principal and Vice-Principals.

- 2.3. The Assistant Superintendent of Human Resources is responsible for the general supervision and direction of Principals and Vice Principals employed in the District. The Assistant Superintendent of Human Resources is also responsible for administrative contract matters related to conditions of employment, compensation and benefits in compliance with legislated mandates.

### 3. Professional and Administrative Staff

- 3.1. Professional and Administrative Staff provide organizational administration, overall day-to-day operation, and support to the District. These positions are specific in nature and generally include financial management, human resources management, facilities management, maintenance management, information technology management or provide administrative support in dealing with highly sensitive or confidential matters.
- 3.2. District Management/Senior Management and the Assistant Superintendent of Human Resources are responsible for the selection of Professional and Administrative Staff. The Assistant Superintendent of Human Resources is responsible for administrative contract matters related to conditions of employment, compensation and benefits in compliance with legislated mandates.

Reference: Sections 22, 65, 85 School Act  
Employment Standards Act  
Human Rights Act  
Public Sector Employers Act

Adopted: December 15, 2020

## Policy 13 – Recruitment and Selection of Personnel

The Board of Education believes that the recruitment and selection of school district personnel is a shared responsibility between the Board and the Superintendent.

The Board further believes strong leadership and administration at the District and school levels are essential for the effective and efficient operation of the school system.

### Specifically

A detailed job description and a position posting will be developed for all permanent vacancies and newly created positions. The responsibility for developing the job description and the position posting will rest with the senior manager responsible for the program or school in which the vacancy occurs. All job descriptions and position postings must be approved by the Superintendent and/or Secretary-Treasurer.

1. The Board, in the case of the Superintendent, or the Superintendent or designate, in all other instances, will assume sole responsibility for initiating the recruitment process and will make every reasonable effort to ensure that all current district employees are made aware of staff vacancies.
2. The Board has the sole authority to recruit and select an individual for the position of Superintendent.
3. The following process will be followed for the Secretary-Treasurer and Assistant Superintendents.
  - 3.1 The Board and Superintendent shall constitute the selection committee.
  - 3.2 The selection committee shall be responsible for screening applicants, the creation of a short list of candidates and a selection process for these positions.
  - 3.3 The selection committee will attempt to achieve consensus.
  - 3.4 In the event consensus is not possible, the successful candidate must be supported by a majority unrecorded vote of the trustees and Superintendent. The Superintendent must be one of the votes in the majority.
  - 3.5 These positions shall have a role description and the person occupying each of the positions shall have a written contract of employment.
  - 3.6 The compensation package, including placement on the salary grid currently in effect, will be determined by the Superintendent in accordance with the parameters established by the Board.
4. The following process will be followed for all other excluded management and school based administrative positions:

4.1 Selection committees for each position will be comprised as follows:

Director	Three Board representatives, Superintendent, Secretary-Treasurer or designate, one Assistant Superintendent (maximum 6)
Manager/Other Exempt Staff	Superintendent or designate, Secretary-Treasurer or designate, Director to whom the position reports
District Principal or Vice Principal	Two Board representatives, Superintendent or designate, one Assistant Superintendent, the Director to whom the position reports (maximum 5)
School Based Administrator	Two Board representatives, Superintendent or designate, two Assistant Superintendents
Communication Manager	Two Board representatives, Superintendent, Secretary-Treasurer
Executive Assistant – Superintendent/Secretary-Treasurer	Two Board representatives, Superintendent, Secretary-Treasurer

- 4.2 Once applications have been received, a long list of qualified applicants will be compiled by the senior manager responsible for the department in which the vacancy occurs.
- 4.3 The selection committee shall be responsible for the creation of a short list of candidates and a selection process for these positions.
- 4.4 The selection committee will attempt to achieve consensus.
- 4.5 In the event consensus is not possible, the successful candidate must be supported by a majority unrecorded vote of the Selection Committee.
- 4.6 Once the selection committee has reached a consensus, the Board shall be informed by the Superintendent, and the candidates may be informed of the outcome.
- 4.7 The compensation package, including placement on the salary grid currently in effect, will be determined by the Superintendent in accordance with the parameters established by the Board.
- 4.8 The Superintendent is delegated the authority to make all decisions regarding the term and/or continuing appointments of excluded management staff.
- 4.9 In the event of an unexpected or short-term vacancy, the Superintendent may appoint someone into an “acting” position without going through a formal selection process.
- 4.10 All offers of employment shall be conditional on the successful applicant providing a criminal records check that is acceptable to the Superintendent or designate.
- 4.11 A representative from the HR department will assist in managing the selection process.



Adopted: 2002-06-25	Reviewed: n/a	Amended: 2006-08-29 2012-06-19
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**POLICY**

**SUBJECT:      INTERNATIONAL STUDENTS**

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The Board of Education for School District No. 78 (Fraser-Cascade) supports the attendance of international students in its school system for social, cultural and educational reasons. Where applicable, student tuition fees shall be set by Board regulation.

The Board will provide, free of charge, an educational program to students enrolled in School District No. 78 (Fraser-Cascade) schools who are:

- Citizens of Canada; or,
- Landed immigrants holding a student visa or special status granted by the Government of Canada; or,
- Legal wards of Canadian citizens, landed immigrants, or of the Ministry of Children and Family Development~~the Superintendent of Child Welfare~~; or,
- Exchange students officially authorized by the Board of Education.

Students not included in the foregoing policy statement shall be classified as international students and may attend district schools pursuant to the Regulations.



Adopted: 2002-06-25	Reviewed: n/a	Amended: 2006-08-29 2012-06-19
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**REGULATIONS**

SUBJECT: **INTERNATIONAL STUDENTS**

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**INTERNATIONAL STUDENT APPLICATION PROCESS**

1. Applications from International Students will be accepted for enrollment in School District No. 78 (Fraser-Cascade). Normally, International Students are accepted for enrollment in September of each year.
2. Students shall apply in writing to the Superintendent of Schools or designate. Applications must include a transcript of marks, (from current school), translated into English.
3. International students must demonstrate proficiency in English sufficient to allow for academic success; if additional support in English-as-a-second language (ESL) is required, these services will be provided within the available resources.
4. Students accepted for enrollment in School District No. 78 (Fraser-Cascade) may be required to write an ESL competency test at the beginning of the school year. The results of the test will assist school personnel in determining the grade placement and the support services required for the student.
5. International Students are preferably over the age of twelve (12) and enrolled in long-term programming; however, short term programs will be considered according to availability of space and potential of the program to contribute to the educational experience of all students.
6. Proof of guardianship for students eighteen (18) years of age and under shall be required.
7. The fee and refund structure for International Students will be set by the Board and reviewed periodically.
8. The Board is not responsible for travel arrangements, accommodations or any medical expenses of International Students but may make homestay arrangements in consultation with the international agent.
9. All students must have Medical Insurance. For the first 3 months, International Students will pay a fee to access the Board's medical insurance coverage. Following the first three months students will be enrolled in and pay for the Medical Services Plan (MSP) of British Columbia (B.C.). International Students are responsible for any and all medical services accessed beyond MSP.
10. All homestay applicants must provide a criminal record check for all adults resident in the home.



**PUPILS-STUDENTS – ILLNESS OR ACCIDENT AT  
SCHOOL**

Adopted: 1999-03-23	Reviewed:	Amended: 2016-04-26
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**POLICY**

SUBJECT: **PUPILS-STUDENTS – ILLNESS OR ACCIDENT AT SCHOOL**

The Board of Education believes that student health and safety is a matter of vital concern, and it is essential that action be taken promptly and carefully in cases of accident or illness requiring professional medical attention.

It is the policy of the Board of Education that in the case of illness or an accident to pupilsstudents, where home or professional medical care is required, the parents or guardians will be notified at the earliest possible moment. Notwithstanding the above statements, it is the Board's expectation that if, in the opinion of the PrincipalFirst Aid Attendant, in consultation with the Principal, immediate medical care is required, there will be no unnecessary delay.





**PUPILS-STUDENTS – ILLNESS OR ACCIDENT AT  
SCHOOL**

Adopted: 1999-03-23	Reviewed:	Amended: 2016-04-26
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**REGULATIONS**

SUBJECT: **PUPILS-STUDENTS – ILLNESS OR ACCIDENT AT SCHOOL**

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**General**

1. Parents~~/or~~ guardians are to be notified at the earliest possible moment of any illness or accident of a pupil that requires home or professional medical care.
2. Parents/guardian(s) when necessary, will direct further needs with ~~\_, when necessary,~~ the assistance of the teacher or principal.
3. When transportation of an ill or injured pupil-student is required, the mode of transportation is to be decided by the parent or guardian. If the principal is unable to contact the parent or guardian, then the mode of transportation is left to the discretion of the principal.
4. No pupil-student is to be sent home without the school first contacting the parent, guardian or emergency contact person.
5. An appropriate accident report form will be completed as soon as possible and submitted online to the School Protection Program, or forwarded to the ~~Superintendent of Schools~~Secretary-Treasurer or designate.

**ALERT:** School Operations for Nov. 22 - Nov. 26 – [More info](#) →

Last update: November 21st, 2021 at 1:03pm



## AP 326

# Student Illness or Injury at School

## Background

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The safety and well-being of students is of primary importance. This section provides guidelines for response if a student is injured or becomes ill while in the care and custody of the school, and for using an ambulance to transport students, if necessary.

## Procedures

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1. In determining a course of action where student safety or wellbeing is concerned, the rule of thumb should always be to “err on the side of caution”. The parent/guardian or emergency contact person is to be notified immediately in order that he/she may participate in any decision respecting a course of action or treatment for the student.
2. It is the responsibility of every employee who works with students to safeguard the well-being of students, and when an injury or illness occurs, to take appropriate action. Each school shall post in the school office, an inventory of all employees with specialty first aid training who can be called upon where circumstances warrant, to render first aid assistance. This inventory should include, but is not limited to, the employee designated as First Aid Attendant under the Workers’ Compensation Act Regulations.
3. If a student becomes ill at school, follow these guidelines:
  - 3.1 Contact the parent/guardian
  - 3.2 Place the student in a suitable area (a medical room, if available) that is regularly supervised by the principal or designate.
  - 3.3 If the student is unable to resume normal activity within a reasonable time, contact the parent/guardian (or doctor, if a parent/guardian cannot be reached).
  - 3.4 Keep a record of actions taken.

3.5 If it is decided that the student should not remain in school, follow these guidelines:

- 3.5.1 Immediately contact the parent or guardian, or the designated emergency contact person.
- 3.5.2 If a parent or guardian or the designated emergency contact person cannot be reached, consider calling emergency for 'transport' instructions. The emergency first aid designate should determine if the student should:
  - remain at school until the parent is reached
  - be transported to the hospital by private vehicle
  - be transported to the hospital by ambulance
- 3.5.3 If an emergency situation develops, immediately summon an ambulance and inform the parent or guardian or the designated emergency contact person.
- 3.5.4 Keep a record of all actions taken.

3.6 Internal medication should not be given to any student, except as set out in AP 328 Administration of Medication to Students (<https://www.abbyschools.ca/administrative-procedures/AP328>).

3.7 A permanent record book should be used to enter actions taken when a student becomes ill. The record should be kept in the school office so that it is readily accessible to the teaching staff.

3.8 The student's Medical Planning Form, which must be kept up-to-date and retained in the school office, should be consulted. The form contains information relating to any pre-existing medical condition, such as allergies, diabetic condition, epilepsy, heart condition, etc.

3.9 An ill student or any student should not be sent home unaccompanied or without knowledge of reasonable supervision.

4. When a student is injured at school or while under school supervision, the following guidelines will apply:

4.1 The school employee or parent supervisor (if qualified) having the duty of care, should, if necessary, administer basic first aid treatment.

4.2 Significant student injury shall be referred for assessment to one of the first aid-certified individuals whose name appears on the posted list.

4.3 The parent/guardian shall immediately be contacted in order that he/she may participate in any decision respecting a course of action or treatment for the student.

4.4 the principal or designate, together with the parent/guardian (if available) should then make a decision based on an assessment of the seriousness of the injury either to:

- call an ambulance
- call a doctor

- take the student to a hospital
  - place a student in a suitable area that is regularly supervised by the principal or designate
  - return the student to normal activity
    - 4.4.1 The principal or designate must complete an **Incident Report form** ([https://www.incident-request.org/ivos/?forward\\_page=incidentreporting/irMain](https://www.incident-request.org/ivos/?forward_page=incidentreporting/irMain)) as soon as possible.
- 4.5 If the injury is serious, the principal or designate should immediately inform the Superintendent of Schools or the Secretary-Treasurer.
- 4.6 An injured student should not be sent home unaccompanied or without knowledge of reasonable supervision.
5. When the services of an ambulance are required, the principal or designate will follow these steps:
- 5.1 summon the ambulance and provide the ambulance attendant with the “Ambulance Information” form
  - 5.2 contact the parent or guardian or designated emergency contact person
  - 5.3 complete the Incident Report form and submit it immediately to the Secretary-Treasurer.

## Appendix

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AP 326-1 Ambulance Information Form (<https://www.abbyschools.ca/sites/default/files/AP%20326-1.pdf>).

## References

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- **AP 327 – Medical Alert Conditions** (<https://www.abbyschools.ca/administrative-procedures/AP327>).
- **AP 328 – Administration of Medication to Students** (<https://www.abbyschools.ca/administrative-procedures/AP328>).
- **AP 330 – Allergic Shock (Anaphylaxis)** (<https://www.abbyschools.ca/administrative-procedures/AP330>).
- Child Abuse Protocol – **Emergency Standard Operating Procedures** (<https://abbyschools.sharepoint.com/sites/LSS/SitePages/Emergency-Operating-Procedures.aspx>).
- Child Protection Services - **Emergency Standard Operating Procedures** (<https://abbyschools.sharepoint.com/sites/LSS/SitePages/Emergency-Operating-Procedures.aspx>).

(Last Revised: June 2019)

PRINT (JAVASCRIPT:WINDOW.PRINT())

## **Administrative Procedure 315**

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### **STUDENT ILLNESS AND INJURY**

#### **Background**

The District endeavours to ensure the safety and well-being of the students of the District. Therefore, it is District practice to provide sick or injured students with appropriate medical attention. To implement this Administrative Procedure effectively, the following procedures will be followed:

- In the case of emergency treatment being required, the student shall be transported by ambulance to a hospital. The District will not cover the ambulance cost.
- In the case of non-emergency treatment being required, the student will be treated by a first aid attendant, school administrator or other designated staff person.
- In the event of sickness or accident, the student's parent shall be notified by an attending adult as soon as possible.

#### **Procedures**

1. Every school in the District is required to ensure that at least two staff members possess a minimum Level 1 current First Aid Training Certification. The District will cover the costs of training and in-service for staff.
  - 1.1. For elementary schools, Level 2
  - 1.2. For middle schools, Level 2
  - 1.3. For secondary schools, Level 2
2. All noon supervisors at all schools shall have a minimum Level 1 current First Aid Training certification. The District will cover the costs of training and in-service for staff.
3. For field trip first aid requirements, refer to Administrative Procedure 260 – Student Field Trips.
4. All principals are to ensure that the District Emergency quick reference flipchart (District Response Manual) is clearly visible and accessible in all designated medical rooms.
5. All principals are required to have a designated inside location where a District approved first aid kit will be placed. For all outdoor activities including recess and lunch, a portable kit is also to be available.

6. During the first week of each school year, the principal is to review with all staff the school's first aid procedures for caring for sick and/or injured students. Reference must be made to this Administrative Procedure. Staff are to be informed of the location of information regarding students who may require "special" medical assistance. Staff members that require and/or possess current first aid training are to be identified at this time.
7. All staff are to be made aware of the District's monitoring expectations regarding the timely notification of parents in cases of student accidents during the review referred to in section 6 above.
8. By the end of the first full week of October of each year, all schools must register with the District Health and Safety Officer the names and certificate copies of all Level 1 and Level 2 trained staff, along with the completed [District Assessment form](#). Each Principal is to keep a copy of this file in their office. Principals are to copy, and file copies (not originals) of certificates.
9. All staff are to be made aware that the [Schools Protection Incident Report](#) is to be completed online following an accident involving a student. Completion of such forms is the responsibility of the Principal.

Reference: Sections 7, 8, 17, 20, 22, 65, 84, 85, 95 School Act  
Good Samaritan Act  
School Regulation 265/89

Approved: March 3, 1975  
Revised: April 2, 1984; April 25, 2006; December 15, 2020



Adopted: 2005-11-22	Reviewed: n/a	Amended: 2011-11-01
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## **POLICY**

SUBJECT: **ASSESSMENT AND EVALUATION OF STUDENT LEARNING**

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The Board of Education believes that quality assessment and evaluation followed by clear and specific communication of student progress and achievement are essential components of effective teaching and learning.

The Board of Education expects that all schools will develop procedures and instructional practices based upon the *Principles for Fair Student Assessment Practices for Education in Canada* and the First Peoples Principles of Learning to ensure that each student is provided with an effective and fair assessment program that balances assessment for learning, as learning, and of learning, and that comprises the cornerstone of the evaluation of student learning that is reported to parents and students as per Ministry requirements.



Adopted: 2005-11-22	Reviewed: n/a	Amended: 2011-11-01
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## **REGULATIONS**

SUBJECT: **ASSESSMENT AND EVALUATION OF STUDENT LEARNING**

### **Definitions:**

#### **Assessment for Learning:**

Refers to a teacher's ongoing collection of data regarding his/her/their students' abilities to demonstrate the expected curricular and core competencies learning outcomes-standards of an activity, unit or subject at grade level. This data is used to chart a developmental path for students so that they have the best opportunity possible to master the expected learning outcomes.

#### **Assessment as Learning:**

This refers to the use of assessment rubrics and scoring-guides to assist students in their use such that students are capable of assessing their own performance relative to the expected curricular and core competencies learning outcomes-standards of the activity, concept, or unit under study. Students perform individual self-assessments, peer assessments or collaborative group assessments as they learn to use the scoring guides and assessment tools.

This type of assessment also refers to a student's need to have his/her/their performance on *assessment for learning* tools such as tests and assignments explained to him/her/them and reviewed relative to the expected curricular and core competencies learning outcomes-standards. Students will be provided with opportunities to develop self-assessment capabilities of their performance and the gap between their performance and performance at *fails to meet, minimally meets, fully meets, and exceeds expectations* not yet meeting, approaching, meeting and/or exceeding expectation or as per letter grades relative to the assessed learning outcomes-standards.

#### **Assessment of Learning:**

Is an after-the-fact evaluation of student demonstrations of their mastery of expected curricular and core competencies learning outcomes-standards. *Assessment of Learning* is used to communicate and report students' levels of mastery relative to the expected learning outcomes-standards.

#### **Evaluation of Learning:**

Is a professional judgment of student progress that is based on a balanced assessment program. The criteria for evaluating student learning as per curricular and core competencies learning outcomes standards specified in the *Integrated Resource Package (IRP) British Columbia Curriculum* will be communicated to parents and students through course outlines and unit plans as per the following regulations.

### **Guiding Principles**



1. The primary purpose of assessment is to guide instruction and to support student self-assessment of their learning as per Ministry performance standards and ~~IRP—learning outcomes~~curricular and core competencies learning standards;
2. The secondary purpose of assessment is to guide evaluation and to report out to parents, the Board, and the Ministry;
3. Communications about student learning occurs through assessment practices that are criteria-based, frequent, clear, and relevant to the curricular and core competencies learning outcomes standards studied; and,
4. Effective assessment practices are regularly reviewed and refined by individual teachers; departments or grade-level groups; schools; and the district as applicable.
5. Assessment and evaluation is aligned with the British Columbia Know-Do-Understand curriculum model.
6. To promote of a more holistic approach to assessment strategies that incorporates Indigenous knowledge and perspectives giving equal attention to cognitive, physical, emotional, spiritual, and cultural domains.
- 4-7. To create meaningful assessment and evaluation with the focus on the Circle of Courage: Generosity, Independence, Belonging and Mastery.

#### Guidelines for Standards of Fair Assessment Practices

1. Instruction is to be based upon yearly, unit, and daily plans that reflect the curricular and core competencies learning outcomes standards identified in the ~~IRPs—BC Curriculum~~ and Board/Authority Authorized Courses (BAA) under study. Yearly plans that include major learning ~~outcomes standards~~, proposed teaching strategies, timelines, resources, and assessment and evaluation criteria are to be made available to students and parents in writing.
2. Assessment and evaluation criteria and procedures are to align with the specified outcomes curricular and core competencies learning standards in the BC Curriculum and in IRPS and BAAs, First Peoples Principles of Learning, performance standards, and/or the student's Individual Education Plan (IEP).
3. All students are to be provided with appropriate, multiple, and varied opportunities to demonstrate the knowledge, skills, and attitudes being assessed. Grades 4-12 students are to be provided in advance with the criteria for assigning letter grades to assignments in order to promote student self-assessment of their performance and to provide clarity.
4. Assessment results are to be shared with students and used by them to further their learning.
5. Evaluation of student learning will be based upon sufficient assessment of student learning and reported to parents and students as per Ministry and Board Guidelines, and as per school and Board reporting templates.

**SCHOOL CLOSURES – EMERGENCY SITUATIONS**

Adopted: 1998-04-14	Reviewed: 2002-10-22	Amended: 2005-04-26 2009-04-28 2019-02-05
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SUBJECT: **SCHOOL CLOSURES - EMERGENCY SITUATIONS**

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The Board of Education states that the immediate safety of all pupils and employees is of prime consideration. In extraordinary circumstances, safety will take precedence over any, and all other considerations.

The decision to close schools shall be made only by the Superintendent of School or designate. Principals are expected to contact the Superintendent of Schools or designate before any decision to dismiss students due to extreme and unusual circumstances including but not limited to power or water outages.

## SCHOOL CLOSURES – EMERGENCY SITUATIONS

Adopted: 1998-04-14	Reviewed: 2002-10-22	Amended: 2005-04-26 2009-04-28 2019-02-05
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### REGULATIONS

SUBJECT: **SCHOOL CLOSURES - EMERGENCY SITUATIONS**

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#### 1. Inclement Weather Conditions

In the event of unusual weather conditions:

- (a) The Transportation Supervisor will contact the Department of Highways to determine what roads are open, and the likelihood of future road closures.
- (b) The Transportation Supervisor will contact the Superintendent or designate to advise what roads are open or closed and the possibility of future closures.
- (c) The Transportation Supervisor will review weather and facility conditions with the Director of Facilities and Transportation.
- (d) The Transportation Supervisor will consult with and advise bus carriers of any decisions involving their routes.
- (e) The Superintendent of Schools or designate will communicate the following information prior to 0600 h on local radio stations, district website, social media, AEC Chair and/or First Nation Band Representative depending on geographical locations impacted:
  - i) full closure of schools
  - ii) partial closure of schools
  - iii) late busing and/or late opening of schools.
- (f) When busses are not running, the schools in the geographic area (Hope, Boston Bar, Agassiz-Harrison) will be closed.
- (g) Staff who are within walking distance of the school will report to assist students who do arrive at school and will supervise the students until parents are contacted and can pick the students up or make alternate arrangements for them.
- (h) The Superintendent of Schools will advise the Board Chair of action taken.
- (i) The Assistant Superintendent of Schools will advise Principals of action taken.
- (j) School Principals will ensure the staff are informed of closures as early as possible. Staff will also be notified if they should report to work at an alternate location.
- (k) In the event of a partial closure, all staff members are expected to be on duty in their appropriate places or in the nearest school. In the event that a staff member is unable

to report to his/her school that is open, that staff member is to report to the nearest school or to the District Education Office. Staff members who must drive to the nearest school will make personal decisions regarding safety and driving to work.

- (l) When the schools are closed according to the above policies,
  - i) Staff will not be subject to loss of pay because of inclement conditions or school closures.

When there are road closures and when school busses will not be running the Transportation Supervisor will communicate this information to the Secretary–Treasurer. The Superintendent or designate will contact the media forthwith to broadcast any interruptions to the bussing schedule. All notices of bus cancellations or school closures will be communicated on local radio stations, district website, and social media, AEC Chair and/or First Nation Band Representative depending on geographical locations impacted.

The Superintendent or designate will inform Principals of the following circumstances:

- Bus run cancellation due to weather; schools will ensure that all students transported by bus have pre-arranged billets at the beginning of each school-year;
- For road closures passable with pilot car: arrangements for the pilot car will be made by the Transportation Supervisor immediately upon determining need;
- For road closures impassable but where there is an alternate route available; if drop-off times are altered, all parents of affected students will be contacted by schools;
- Road closure, no pilot and no alternate route; schools will ensure student billets are activated for all students affected by the road closure;
- The decision to keep a student at home for the day because of inclement weather conditions shall be made by the parents and guardians; and
- Students shall not be expected to wait for a school bus for more than fifteen minutes past the scheduled pick-up time. If the bus has not arrived by that time, students should return to their homes or to another prearranged place of shelter.

#### Unusable Facilities

1. The Principal shall immediately report to the Superintendent of Schools any event that renders facilities unusable, such as power outages and water problems.
2. If authorization to close the school is given, parents shall be notified of the closure using the local radio stations, school district website, social media and other forms of communication used by the school.
3. Principals/Vice-Principals, early in the school year, shall obtain from parents/guardians emergency contact information for the parents/guardians and alternate contacts in the case the school needs to evacuate or an unexpected school closure during the school day. Emergency evacuation locations will be communicated annually to parents.

## 2. **Violent Forces**

Violent forces include, but may not be limited to, natural, mechanical, chemical or human forces.

The Board of Education directs Principals, in co-operation with the appropriate authorities, to develop procedures to ensure the safety of pupils and staff in the event of unforeseeable violent forces or disasters.

### (a) **Advance Warning - Unspecified Forces**

- i) The Principal will immediately notify the Superintendent of Schools.
- ii) The Superintendent will make whatever decision and take whatever action is deemed appropriate.
- iii) The Superintendent will notify the Chair of the Board of Education of the decision made.

## 3. **Bomb Threats**

If a bomb threat is received during school hours or during school sponsored activities:

- (a) The Principal, or individual in charge, will immediately evacuate all pupils and staff to a safe distance from the school. Normal fire drill procedures will be used.
- (b) When the evacuation is in progress, the Principal or individual in charge, will contact the police and the Superintendent of Schools.
- (c) Pupils and staff are not permitted to re-enter the school until police officers have determined that it is safe to do so.

## 4. **Facilities Breakdown**

- (a) In the event that conditions in any school render the building to be unsafe or unhealthy for students to attend for reasons such as inadequate water supply, electrical outage, heating system breakdown, inoperative washrooms, the school may be designated as in a condition of plant failure.
- (b) The school-based Principal will contact the Superintendent of Schools, who will consult with the Director of Facilities and Transportation regarding the necessity of school closure relating to a facility malfunction or breakdown.
- (c) The Superintendent will take action as outlined in 2 (a).

## 5. **Emergencies**

- (a) In the event of an emergency that threatens the safety of pupils and/or staff, the

Principal will take whatever immediate action is deemed appropriate.

- (b) As soon as practicable, the Principal will advise the Superintendent of Schools.

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

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**708.3  
ADMINISTRATIVE REGULATION  
Emergency Closure**

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Should it become necessary to close a school or district facility because of inclement weather or other emergency, the Superintendent may order the closing of any or all schools or facilities so affected in accordance with the following procedures:

**Activities Outside of Regular Instructional or Facility Hours:**

Schools or facilities closed during normal hours of operation will also be closed for all activities outside of these hours on the day of closure.

**Closure of All School and Facilities for Students and Employees:**

In the event that inclement weather or other emergency requires the Superintendent to close all schools and district facilities for both students and employees, the Superintendent will provide an announcement to this effect for local radio stations and put into effect an appropriate employee communication plan. Certain employees designated by the Superintendent for emergency services will be expected to report to work.

**Closure of All or Some Schools for Students Only:**

In the event that inclement weather or other emergency requires the Superintendent to close all or some schools for students only, the Superintendent will provide an announcement to this effect for local radio stations, and put into effect an appropriate employee communication plan. Every reasonable attempt will be made by employees to attend their normal work locations. Employees unable to attend will contact their immediate supervisor for direction.

**Closure of Some Schools or Facilities for Student and Employees:**

In the event that inclement weather or other emergency requires the Superintendent to close some schools or facilities to students and employees, the Superintendent will provide an announcement to this effect for local radio stations, and put into effect an appropriate employee communication plan. Employees may not be expected to report to the closed facility but may be reassigned to other open facilities. Employees' supervisors will provide appropriate direction.

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Cross Refs: *School Act*, Board Policy, CTA Collective Agreement, CUPE Collective Agreement

Adopted: March 26, 1991

Reviewed:

Revised: October 6, 1997, December 15, 1997, January 9, 2001, November 27, 2007

**Closure of Roads:**

If appropriate authorities close a road or local conditions make travel unsafe or impossible between an employee's residence and normal work site, it is the employee's responsibility to contact their immediate supervisor, or, if the immediate supervisor is unavailable, the office of the Assistant Superintendent-Human Resources to indicate their absence.

**Schools Open For Students But No Bus Transportation Provided:**

An announcement to this effect will be provided to local radio stations by the Superintendent. Employees are expected to report to their normal work locations.

**Personnel Procedures:**

In the event appropriate authorities close roads and make it impossible for an employee to attend their normal work site or an alternate site designated by a supervisor, that employee will be paid as if they worked their regular day. In accordance with the collective agreements, and no road closure by appropriate authorities, all employees are expected to be in attendance. If an employee chooses not to attend, they will be considered to be on personal leave without pay. These employees are expected to report their absence to their immediate supervisor.

Regular employees not required by the Board to report to work on any day the Superintendent closes a facility for employees will be paid as if they had worked their regular day.

Regular employees required by the Board to work for emergency reasons when all other employees are not required to work (during closures) will be provided at the discretion of the Board, time in lieu of, or paid double time for the time worked at the discretion of the Board. **Emergency designated staff are expected to be at the school 30 minutes prior to normal assembly time and remain for a minimum of 30 minutes. Circumstances may vary for non-school sites.** Casual employees required by the Board to work will be paid their regular rate of pay for hours worked.

School principals or their designate and other management staff who have been identified by the superintendent as essential, to ensure student and employee safety and building security, are expected to report for work. No additional pay will be provided for these employees.

Vacation requests by employees on any day of closure which requires employees to be at work will only be honoured if the employee had previously arranged, with the approval of the employee's supervisor, such vacation time.





## **Administrative Procedure 132**

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# **EMERGENCY CLOSURE OF SCHOOLS**

## **Background**

The Superintendent may close schools by reason of weather emergencies, or as ordered by the school medical officer, or for other causes that might endanger the health or safety of the students that are in alignment with School Act, 90 - Inspection and Closure of School.

## **Procedures**

### **1. School Closures to Students**

Schools and/or other facilities in the District may be closed to students by the Superintendent for weather related emergencies or for other causes that might endanger the health or safety of students. The closure of schools will generally fall into the following categories:

#### **1.1. Some Schools Closed**

- 1.1.1. Closure due to localized power outage or failure.
- 1.1.2. Closure due to localized weather conditions.
- 1.1.3. Closure due to the structural integrity of the building and/or environmental conditions (i.e. localized community emergencies).

#### **1.2. All Schools Closed**

- 1.2.1. Closure due to power outage or failure.
- 1.2.2. Closure due to extreme weather conditions.
- 1.2.3. Closure due to severe emergency such as an earthquake.

### **2. Process for District Closure of Schools**

- 2.1. As early as possible parents will be notified of a potential District closure and after consulting with the Grounds/Transportation and Maintenance Managers, and the Superintendent.
- 2.2. District staff will notify parents through regular communication methods, update District website and advise local media outlets as needed of any school or District building closures for students and/or employees.
- 2.3. District staff will contact principals.

- 2.4. The Assistant Superintendent of Human Resources will contact CUPE and LTA Presidents.
- 2.5. Official statements and notification of closures may only be issued by the Superintendent.
- 2.6. Once announced, decisions will not be changed except by the Superintendent.
- 2.7. Principals are responsible for assisting students and staff in arranging for a safe destination.
- 2.8. Every effort will be made to communicate information on closures resulting from snowfall by 6:30am.

### 3. Process for Single Site Closures

- 3.1. As early as possible parents will be notified of a potential closure and after consulting with the Grounds/Transportation and Maintenance Managers, and the Superintendent.
- 3.2. District staff will notify parents through regular communication methods, update District website and advise local media outlets as needed of any school or District building closures for students and/or employees.
- 3.3. District staff will contact principals.
- 3.4. The Assistant Superintendent of Human Resources will contact CUPE and LTA Presidents.
- 3.5. Updates will be provided to parents/guardians at 6:30 am and 7:30 am regarding a school closure or potential late start.

### 4. Personnel Procedures/Expectations

- 4.1. Unless specified, it is the expectation of the District that employees will make every effort to attend their work site.
- 4.2. In some instances, principals, with permission of the Superintendent, may close schools to staff; staff would in such instances be paid in accordance with Collective Agreements.
- 4.3. The Superintendent may deploy employees of a closed facility to another location.

Reference: Section 20, 22, 65, 73, 85, 90 School Act  
School Regulation 265/89  
Collective Agreements

Adopted: January 1, 1983

Revised: March 14, 1994; January 25, 2002; January 6, 2005; May 1, 2006; December 15, 2020, April 20, 2021