

VISIT PROTOCOL

Background

The Superintendent has been given the responsibility to ensure positive internal and external communications are developed and maintained. Proper protocol is to be followed for visits that occur within the District.

Persons authorized to be on school premises include:

- District employees, Trustees and persons on District business;
- Students regularly enrolled at the school (i.e., students who are not currently under suspension or expulsion from the school or District);
- Students and staff from other schools who are participating in school sponsored or sanctioned activities;
- Students, parents, and members of the public who are observing or participating in school-sponsored or sanctioned activities or events that are open to the public (including after-hours community use of facilities and grounds);
- Law enforcement officers in exercise of their duties.

Procedures

1. Royal and Other Dignitary Visits

- 1.1 While rare, school boards or schools occasionally may be included in royal visits (including those of Canada's Governor-General and/or British Columbia's Lieutenant Governor); visits by the Prime Minister or Premier; senior cabinet ministers; ambassadors; or other prominent dignitaries. In such circumstances, the formal protocol of either the Government of Canada or Province of British Columbia takes precedent. Information on proper protocol in these special circumstances can be obtained from the Government of British Columbia. The Superintendent must be contacted in these instances.
- 1.2 In these circumstances, it is expected local event organizers will ensure Trustees are properly recognized and included in the event whenever possible.

2. Special Visits

- 2.1 The District, in recognizing its responsibilities to share educational experiences, welcomes visitors to the school system.
- 2.2 Visits to schools by persons from outside the school system shall be arranged by such officials as the Superintendent may appoint. Such visits will be arranged in consultation with the principals and teachers concerned.
- 2.3 The Superintendent will extend to visitors, at District expense, such courtesies as s/he may deem desirable.

3. General Visits

- 3.1 All persons with legitimate business at the school are to proceed directly to the school's main office and secure permission from the Principal to remain on the premises.
- 3.2 The Principal determines right of access to the school. Principals may have to restrict or refuse permission for an individual or group to visit the school.

Reference: Sections 20, 22, 65, 85, 177 School Act
Provincial Government Protocol
Federal Government Protocol

Approved: August 15, 2021
Revised:

TRESPASS ON SCHOOL PROPERTY

Background

The District encourages public use of school facilities subject to the needs of the District's education programs.

Agreements with municipalities within the District facilitate joint use of publicly funded facilities.

Procedures

In order to provide for the safe use and continued enjoyment of our facilities the following procedures shall apply:

1. No person shall drive, operate or ride any motorized vehicle on or over any land owned or administered by the District except on a roadway provided for that purpose.
2. When school is in session, no person shall remain on school property without the permission of the Principal. All visitors to schools must immediately register their presence with the school office.
3. No person shall perform any act or deed on school property, which proves to be a nuisance to either the school or its neighbouring properties. Loitering on school property between the hours of 10:00 PM and 8:00 AM is forbidden.
4. A failure to comply with these procedures or a failure to comply with a direction from a Principal is a contravention of the *School Act*, Section 177, and is an offence as described therein.
5. R.C.M.P. officers are authorized by the District to give direction (as outlined in the *School Act*, Section 177), between the hours of 10:00 PM and 8:00 AM on school days and at any time on school holidays.

Reference: Sections 20, 22, 65, 85, 177 School Act

Approved: August 15, 2021

Revised:

MAINTENANCE OF ORDER

Background

The District is responsible for ensuring the maintenance of order in schools, on school property, and at school district events. The safety of students, staff and others in the school community is paramount, and to that end, authorized individuals may make orders in accordance with the procedures set out below pursuant to section 177 of the *School Act* to prevent and address any disturbance, disruption or interruption of a school.

Section 177 of the *School Act* addresses the preservation of order on school premises, including ordering a person to leave and calling in police help if necessary. Section 177 of the *School Act* is intended to prevent the disruption of schools and school functions, and to ensure the protection of students and staff. It provides authority to principals and other administrators or designated individuals to ensure the orderly operation of schools and school programs and to ensure the protection of students, staff and property. This Section creates two offences: (1) it is an offence for a person to “disturb or interrupt the proceedings of a school or an official school function”; and (2) it creates an offence for failing to follow a direction of a Principal, other school administrator or person authorized by the Board to direct a person to leave school property, and from returning without prior approval of the Principal, administrator or other designated person. It also enables the Principal or administrator to call for assistance from law enforcement if necessary.

Orders under Section 177 may be used in a variety of circumstances, including preventing strangers who present a threat to the safe and efficient operation of a school from accessing school property, addressing circumstances involving disruptive, threatening or unruly parents, students, staff, community members or volunteers or taking steps to address harassment (of parents, students or staff) within a school or the school community. Section 177 orders may be made whether the conduct that is disturbing or interrupting the operation of the school occurs on or off school property. Section 177 orders should not be made except in unusual circumstances without first attempting to remedy the problem with other approaches.

Procedures

1. The following individuals may issue orders pursuant to section 177 of the School Act:
 - 1.1. Superintendent;
 - 1.2. Directors of Instruction;
 - 1.3. Principals and Vice-Principals; and
 - 1.4. Law enforcement officials designated by the Superintendent (such as School Liaison Officers).

2. Orders under section 177 of the *School Act* may be issued when the actions of an individual:
 - 2.1. pose a risk to the safety of students, staff or others in the school community;
 - 2.2. present significant and/or ongoing disruption to the operation of a school, a school function, or an educational program.
3. Where practicable, before issuing an order pursuant to section 177:
 - 3.1. the responsible school official is to first attempt to resolve the situation without issuing such an order; and
 - 3.2. is to communicate to the Superintendent the intention to issue an order pursuant to section 177.
4. For clarity, the responsible school official may issue a section 177 order without first completing the process outlined in clauses 3.1 and 3.2 if in the opinion of the responsible school official, it is not practicable to complete the process outlined in clauses 3.1 and 3.2 in the circumstances.
5. Where a person refuses to leave District property after being directed to do so pursuant to section 177, or where there is reason to believe an individual may pose a threat to themselves, others, or to property, the responsible school official shall call for assistance from a peace officer.
6. The responsible school official shall confirm any order issued pursuant to section 177 of the *School Act* in writing. The notice shall include the following:
 - 6.1. The name and address of the school or District property from which the person is to be excluded;
 - 6.2. The name of the person excluded from the school or District property, with contact information if known;
 - 6.3. A summary of the circumstances giving rise to the issuance of the order, including, as applicable, the date, time and location of any incident or incidents, witnesses to the incident, and a general statement as to the nature of the disruption to the school, school function or educational program.
 - 6.4. The name and title of the person issuing the order and preparing the written notification of it;
 - 6.5. The duration of the order (if applicable);
 - 6.6. The date by which the order will be reviewed; and
 - 6.7. A statement that the order pursuant to section 177 may be appealed and the process for such appeal.
7. Where an order is issued pursuant to section 177, the responsible school official shall inform the Superintendent without delay. The letter is to be copied to the RCMP. The Superintendent will retain copies of the section 177 orders that have been issued within the District.

8. An order issued pursuant to section 177:
 - 8.1. may be appealed within 30 days of its issuance, unless the responsible individual or panel considering the appeal considers a further period is appropriate.
 - 8.2. where the order issued pursuant to section 177 of the School Act may significantly affect the education, health or safety of a student, the student or the student's parent(s) may appeal the decision pursuant to section 11 of the School Act in accordance with [Board Policy 14 - Appeals Procedures Bylaw](#).
 - 8.3. where the order may not significantly affect the education, health or safety of a student, the order may be appealed to the next level of administration issuing the order (i.e., an order of a Principal may be appealed to a Director of Instruction; an order of a Director of Instruction may be appealed to the Superintendent; an order of the Superintendent may be appealed to the Board).
 - 8.4. an appeal will normally be heard within thirty (30) days of being filed, unless such time limit is extended on reasonable grounds;
 - 8.5. A decision on the appeal shall be rendered in writing, with reasons, within 14 days of the hearing of the appeal.
 - 8.6. a decision on the appeal is final and may not be appealed further, except those decisions appealed pursuant to section 11 may, if permitted by the *School Act* and Appeals Regulation be appealed to the Superintendent of Appeals.
9. Any information in relation to a section 177 order will only be collected, used or disclosed in accordance with the provisions of the *Freedom of Information and Protection of Privacy Act*. Such information may be collected to:
 - 9.1. maintain a safe, orderly and effective educational environment at schools and on District property.

Reference: Sections 17, 18, 20, 22, 23, 65, 85, 177 School Act
Freedom of Information and Protection of Privacy Act

Approved: June 12, 2017
Revised: August 15, 2021

FLYING OF FLAGS BY SCHOOLS

Background

All schools are required to fly the National Flag of Canada and the Provincial Flag of British Columbia from either exterior permanent poles or permanently attached horizontal or angled poles. Interior poles may be installed at the discretion of the Principal.

The District will follow the federal guidelines for displaying the National Flag as published by the Canadian Heritage Ministry of the Government of Canada.

The District will adopt the Provincial Guidelines of the Protocol and Events Branch of the Government of British Columbia for the lowering (half-masting) of flags.

Procedures

1. Flying the Flag

1.1. “The manner in which flags may be displayed in Canada is not governed by any legislation but by established practice. The rules applied by the federal government are in no way mandatory for individuals or organizations; they may serve as guidelines for all persons who wish to display the Canadian Flag and other flags in Canada.”
From Protocol and Events Branch (Provincial)

1.2. Technical description

1.2.1. The National Flag of Canada is a red flag of the proportions two by length and one by width containing in its centre a white square the width of the flag, with a single red maple leaf centred therein.

1.3. Dignity of the Flag

1.3.1. The National Flag of Canada is to be displayed only in a manner befitting this important national symbol; it is not to be subjected to indignity or displayed in a position inferior to any other flag or ensign. The National Flag always takes precedence over all other national flags when flown in Canada. The only flags to which precedence is given over the Canadian flag are the personal standards of members of the Royal Family and of Her Majesty's eleven representatives in Canada (i.e. The Governor General and 10 Lieutenant Governors).

1.3.2. The National Flag of Canada is always to be flown on its own mast - flag protocol dictating that it is improper to fly two or more flags on the same mast (e.g. one beneath the other).

1.3.3. When the National Flag of Canada is raised or lowered, or when it is carried past in a parade or review, all present are to face the flag, men are to remove their hats, and all are to remain silent. Those in uniform are to salute.

- 1.4. Disposal of Flags
 - 1.4.1. When a flag becomes tattered and is no longer in a suitable condition for use, it is to be destroyed in a dignified way by burning it privately.
- 1.5. Obtaining Flags
 - 1.5.1. National and Provincial Flags may be ordered through the Manager of Operations. The cost of the flag is paid from school funds.
- 1.6. Flagpoles
 - 1.6.1. Flagpoles are divided into three categories: exterior permanent poles (located on buildings or on the adjacent grounds); exterior portable poles; and interior poles. Exterior permanent poles are to be fitted with a hoisting device such as a halyard and pulley arrangement to allow for flags to be easily changed and half-masted as required.
- 1.7. Obtaining Flagpoles
 - 1.7.1. The Manager of Operations will manage the supply and installation of flagpoles. The cost of the flagpole is paid from District funds.
2. Notification of when to lower flags
 - 2.1. The Secretary Treasurer will notify schools when flags are to be lowered and when they are to be raised again.
 - 2.2. Principals and Managers will advise their Custodian when the flag is to be lowered and raised.
3. Procedure for flying flags at half-mast or during periods of mourning
 - 3.1. The Federal Government and the provinces have established policies for flying flags at half-mast. This practice is not mandatory for individuals or organizations, but is an adaptation of international usage and reflects long-standing custom in Canada.
 - 3.1.1. Flags are automatically half-masted upon the death of an immediate member of the Royal Family, and a current or former Governor General or Prime Minister.
 - 3.1.2. Flags are automatically half-masted in British Columbia upon the death of a current or former British Columbia Lieutenant Governor or British Columbia Premier.
 - 3.1.3. Flags are automatically half-masted on the following days:
 - 3.1.3.1. April 28, Workers' Mourning Day
 - 3.1.3.2. June 23, National Day of Remembrance for Victims of Terrorism
 - 3.1.3.3. Second Sunday in September, Fire Fighters' National Memorial Day
 - 3.1.3.4. Last Sunday in September, Police and Peace Officers' National Memorial Day
 - 3.1.3.5. November 11, Remembrance Day
 - 3.1.3.6. December 6, National Day of Remembrance and Action on Violence Against Women

- 3.1.4. Flags may also be half-masted at the request of the Prime Minister and/or Premier, for certain significant tragic events (at International, National or Regional levels),
- 3.1.5. Flags may also be half-masted (either District-wide or by Site) at the discretion of the Superintendent for significant local tragic events.

3.2. Half-masting for Mourning

- 3.2.1. Flags are flown at the half-mast position as a sign of mourning. The flag is brought to the half-mast position by first raising it to the top of the mast then immediately lowering it slowly to the half-mast position.
- 3.2.2. The position of the flag when flying at half-mast will depend on the size of the flag and the length of the flagstaff. It must be lowered at least to a position recognizably "half-mast" to avoid the appearance of a flag which has accidentally fallen away from the top of the mast owing to a loose flag rope. A satisfactory position for half-masting is to place the centre of the flag exactly halfway down the staff.
- 3.2.3. On occasions requiring that one flag be flown at half-mast, all flags flown together are to also be flown at half-mast. Flags will only be half-masted on those flagpoles fitted with halyards and pulleys. Flags hung on buildings by horizontal or angled poles, without halyards, do not have to be half-masted or removed.

4. Current 'Rules for Flying the Flag' can be found at: [Flag Protocol - Province of British Columbia \(gov.bc.ca\)](https://www2.gov.bc.ca/gov/content/socdev/commaffairs/flagprotocol)

Reference: Sections 20, 22, 65, 85 School Act
School Regulation 265/89
Provincial Protocol
Federal Protocol

Approved: August 15, 2021
Revised:

CORPORATE IDENTITY

Background

The District's corporate identity is one of the first points of contact that the public has with the District. The organization's corporate identity tells a lot about who we are as an organization and plays a key part in defining the District to our publics. The corporate identity also establishes the 'look and feel' of who we are and what we represent. The District's corporate logo is an integral part of our corporate identity and aligns closely with the vision, mission, motto and belief statements in telling our story to broad public audiences.

A key measure in defining the success of the District's corporate identity is the extent to which we are able to achieve consistency across all communications and marketing platforms. Consistent execution of the District's corporate identity (including logo) will be necessary in all forms of print and digital communications, social media, web-based communication, corporate advertising, and building/vehicle signage.

Procedures

1. All representations of the District's corporate identity in any internal or external communications resource must follow the District's approved Logo Guidelines (Appendix).
2. The Secretary Treasurer is responsible for ensuring the District's Logo Guidelines (Appendix) are followed by the District Office, District schools and external third-party stakeholders.
3. Various types of clothing or other items may be acquired by the District in order to promote its image. These items may be provided as gifts or may be available for resale.

Reference: Section 17, 20, 22, 23, 65, 85 School Act

Approved: August 15, 2021

Revised:

USE OF DISTRICT LOGO OR NAME

Background

The District, as a publicly governed body, shall not grant permission to use any form of its logo, name or the logos or names of any of its schools in association with the advertisement, promotion, or broadcast of any commercial venture or its products or services, except as set out in these procedures.

Procedures

1. Where a school has been rented for a private event, the name of the school involved may be used in advertisements for the purpose of indicating the location of the event.
2. At the discretion of the Superintendent or Secretary Treasurer, permission to use a logo or name associated with the District may be granted if:
 - 2.1. There is a sound educational purpose to the advertisement, promotion or broadcast;
 - 2.2. The advertisement, promotion or broadcast does not associate a product or service with the District in a manner that states or clearly implies any sort of endorsement by the District of the product or service;
 - 2.3. The advertisement, promotion or broadcast promotes an aspect of education generally.
3. The Superintendent or Secretary Treasurer may seek guidance from the Board in instances that they deem appropriate.

Reference: Section 17, 20, 22, 23, 65, 85 School Act

Approved: August 15, 2021

Revised:

LEGACY OF LEARNING

Background

The District supports the digital archival retention and presentation of educational artifacts and archival records that document the historical heritage of education in the area through an ongoing partnership with the Columbia Basin Institute of Regional History.

The District will support maintaining the educational heritage of the area by providing monetary and/or in-kind services.

Educational heritage is seen to include, but not limited to:

- the building heritage
- administrative history - minutes, policies, etc.
- collective working staff history
- ongoing educational programming
- teachers and students

The District will encourage the digital archiving of records and memorabilia related to the District's history and heritage.

The District believes that every school is to attempt to collect the stories of each school year. School staffs are encouraged to preserve historical information about their schools and school activities. On an annual basis, material will be made available to the Columbia Basin Institute of Regional History to digitally archive.

The Board will appoint a Trustee representative to liaise with the Columbia Basin Institute of Regional History as part of this ongoing partnership.

Procedures

1. Each Principal is encouraged to maintain files of documents that illustrate the history of the school. This could include a single copy of each issue of the school newsletter and programs for special events, such as school opening ceremonies.
2. Each Principal is also encouraged to preserve memorabilia that is unique to the school such as trophies, awards, and photographs of historic events. All material is to be clearly labeled.
3. Transfer of Records and Memorabilia upon Closure of a School
 - 3.1. In the circumstance where a school is being closed, the Principal shall contact the Superintendent to arrange to have the school's records and memorabilia transferred to another site in the District.

4. Historical Records of the School District

- 4.1. The District Office will maintain files of historical District documents, including minutes of Board meetings, annual reports, and other material that may be historically significant. Department managers shall contact the Superintendent before destroying any documents that they believe may be of historical value.

5. Transfer of Records and Memorabilia to Non-Profit Groups

- 5.1. The District supports the transfer of records and memorabilia to non-profit groups such as the Retired Teachers' Association or the Columbia Basin Institute of Regional History, provided the items transferred do not contain any information protected under the Freedom of Information and Protection of Privacy Act.
- 5.2. When records or memorabilia are transferred to a specific community group, staff will bring a recommendation to the Superintendent outlining the terms of the transfer and the general nature of the material to be transferred.
- 5.3. All material transferred to a community group will remain the property of the District, on loan to the community group.

6. Transfer of Historical Equipment to Community Groups

- 6.1. The Manager of Operations is authorized to consider donating equipment, which is no longer needed by schools and may have historical value, to community groups that have agreements with the District.

Reference: Section 20, 22, 65, 85 School Act

Approved: February 16, 2016

Revised: August 15, 2021

DISTRICT HEALTH AND SAFETY PROGRAM

Background

The District and its staff shall be committed to providing the means to achieve a safe and healthy environment for students and employees.

Procedures

1. A comprehensive occupational health and safety program shall be established, supported, maintained and integrated with operational activities undertaken to achieve organizational excellence. The [District Health and Safety Program Manual](#) will be present in all schools and on the District Health and Safety site for all employees. The Manual will be reviewed annually by the Safety Committee and changes will be posted to all employees.
2. The guidelines and policies of Work Safe BC will be used to develop a comprehensive and responsive health and safety program. Mercury or Mercury products shall not be purchased, housed or brought into any District facility (for demonstration purposes or other).
3. The administration and coordination of the Health and Safety Program shall be accomplished by the Secretary Treasurer as the District Health and Safety Officer and management staff supported by District Health and Safety Committees and Health and Safety Committee representatives at each work site.
4. The District Health and Safety Officer, management, executive officers, supervisors and employees of the District shall be committed to maintain a cooperative interest in health and safety for themselves, their fellow workers and students.
5. It shall be the responsibility of management to:
 - 5.1. Establish and maintain adequate standards of maintenance of facilities and equipment to ensure that physical and health hazards are guarded against, and to develop work procedures conducive to maximum safety.
 - 5.2. Develop appropriate written instructions, available for reference by all workers, to supplement this Administrative Procedure.
 - 5.3. Hold periodic management meetings for the purpose of reviewing health and safety activities and incident trends, and for the determination of necessary courses of action.
 - 5.4. Provide for prompt and effective investigation of incidents to determine the action necessary to prevent their recurrence.
 - 5.5. Maintain records and gather statistics, including reports of inspections and incident investigations, with provision for making this information available to the joint committee or worker health and safety representative, as applicable and, upon request, to an officer, the union representing the workers at the workplace or, if there is no union, the workers at the workplace.

- 5.6. Provide instruction and supervision of workers in the safe performance of their work.
6. It shall be the responsibility of every supervisory employee to ensure that their subordinates are trained in proper work procedures to allow duties to be carried out in an environment of maximum safety and to enforce the observation by employees of proper work methods and all pertinent regulations.
7. It shall be the duty of every employee to follow proper work procedures, to observe all regulations pertaining to their work and to cooperate in attaining the objective of maximum safety.

Reference: Sections 17, 20, 22, 65, 85 School Act
Health Act
Safety Standards Act
Workers' Compensation Act
Communicable Diseases Regulation
Occupational Health and Safety Regulation

Approved: August 2003
Revised: April 12, 2011; August 15, 2021

MANDATORY USE OF HELMETS

Background

The District and its staff shall be committed to providing the means to achieve a safe and healthy environment for students and employees.

Procedures

1. It is mandatory for all students and staff to wear an approved helmet (i.e., CSA, CE, ASTM or Snell RS-98) certification on school sponsored field trips involving the following activities:
 - 1.1. Alpine skiing;
 - 1.2. Snowboarding;
 - 1.3. Cycling;
 - 1.4. Mountain biking;
 - 1.5. Skateboarding;
 - 1.6. Skating.
2. Proper fit is essential.
3. For all other activities, staff are to follow the Youth Safe Outdoors' guidelines.

Reference: Sections 17, 20, 22, 65, 85 School Act
Health Act
Safety Standards Act
Workers' Compensation Act
Communicable Diseases Regulation
Occupational Health and Safety Regulation

Approved: September 9, 2008
Revised: August 15, 2021

COMMUNICABLE DISEASES

Background

The existence of numerous communicable diseases requires Districts to establish procedures with regard to the management of infected students and staff. Such procedures reflect both the preservation of the public interest as well as the protection of individual rights and freedoms.

The District is committed to the humane treatment of students and staff infected with communicable diseases within an environment that protects the health and safety of all students and staff.

Procedures

1. Normally, students with communicable diseases will be dealt with in accordance with the provisions of the Health Act.
2. Children with a communicable disease shall be allowed to attend school programs in an unrestricted setting unless, in the opinion of the local Medical Health Officer, special circumstances dictate otherwise.
3. The right of infected students to privacy will be respected by staff, including the confidentiality of records.
4. Information about communicable diseases will be provided to students as part of the regular instructional program.
5. Employees infected with communicable diseases shall be allowed to continue normal duties unless:
 - 5.1 In the opinion of the local Medical Health Officer, special circumstances dictate otherwise; or
 - 5.2 The job of the employee requires that the employee be free from any communicable diseases.
6. The right of infected employees to privacy will be respected and their identity will remain confidential.
7. Employees who are unable to continue their duties as a result of having a communicable disease shall have full access to sick leave, long term disability and other medical benefits provided for by the various collective agreements and benefit plans.

8. In the event that an employee indicates that they have been infected with a communicable disease, the supervisor shall immediately contact the Superintendent to review procedures to be followed.
9. If, in the opinion of the attending physician, an infected employee is no longer capable of working, the matter will be dealt with in the same way as other illnesses that impair an employee's capacity to work.
10. In all cases, the confidentiality of the persons affected by the disease shall be reserved for those who need to know on the basis of providing appropriate programs or services for the persons affected.

Reference: Sections 17, 20, 22, 65, 85, 89, 90, 91 School Act
Health Act
Safety Standards Act
Workers' Compensation Act
Communicable Diseases Regulation
Occupational Health and Safety Regulation
A Quick Guide to Common Childhood Diseases

Approved: August 15, 2021
Revised:

STANDARD PRECAUTIONS

Background

Standard Precautions are practices which are intended to protect persons from infection through contact with blood or body fluids and are based on the premise that all blood and body fluids are a potential source of infection.

Standard Precautions recommended by the Interior Health Authority (IHA) Medical Health Officer must be used by all persons in our District who come into contact with blood and body fluids.

- Standard Precautions are prudent practices that are used to prevent the transmission of an infectious disease.
- Standard Precautions are based on the premise that all persons are a potential source of infection.
- As it is not possible to tell if a person may be infected with a blood-borne disease, or any other communicable disease, it is important to treat blood and body fluids from everyone as potentially infectious. This includes all body fluids (except sweat).
- Persons with a blood-borne disease are not required to disclose this information to school personnel.

The District supports the concept of Standard Precautions as a method to provide simple and basic precautions against the transmission of disease. To assure a standard of practice within our District, the Superintendent directs all persons to follow the Standard Precautions as outlined in this Administrative Procedure.

Procedures

1. To provide a safe school environment for students and staff, it is compulsory that all staff use Standard Precautions.
2. The District will:
 - 2.1. Maintain current procedures and practices with regard to Standard Precautions.
 - 2.2. Provide training to all staff who are required to handle blood and body fluids with regard to Standard Precautions through the Health and Safety Supervisor.
 - 2.3. Provide supplies and equipment needed to practice Standard Precautions.
3. Supervisors and department heads will:
 - 3.1. Ensure that all staff who are required to handle blood and body fluids within their area of responsibility have received orientation in Standard Precaution methods.

4. District staff who are required to handle blood and body fluids are expected to:
 - 4.1. Attend and participate in orientation provided on Standard Precautions.
 - 4.2. Follow the practices which are outlined in this Administrative Procedure.
5. The spread of infection requires three key elements:
 - a source of infecting organism
 - a susceptible host, and
 - a means of transmission for the organism
 - 5.1. The blood-borne diseases most commonly transmitted in this matter are Hepatitis B and Hepatitis C and HIV. The viruses for these diseases can be transmitted through blood and through body fluids such as semen and vaginal secretions. Body fluids such as saliva, sweat, tears, urine, vomit or mucous, unless they are contaminated with blood, are not considered infectious. Viruses enter the body through breaks in the skin such as open sores or puncture wounds. They may also enter through the mucous membranes of the mouth, nose and eyes. Because persons who carry the Hepatitis B and Hepatitis C or HIV viruses may not display any symptoms of disease, they may not be aware they are infected.
6. Prevention and Control Methods
 - 6.1. Personal Protective Equipment
 - 6.1.1. When in contact with blood or body fluids, staff must treat all contact as potentially infectious. Staff who are required to handle blood and body fluids will be provided with appropriate personal protective equipment. Disposable gloves and barrier masks will be provided to all staff whose duties may involve contact with blood and body fluids. This may include first aid designates, playground supervisors, physical education teachers and educational assistants. Staff will also have access to tongs and “sharps” containers for handling such items as used syringes.
 - 6.1.2. Gloves

Disposable latex, vinyl or rubber gloves must be worn when handling blood or body fluids or in situations where contact may occur. The gloves must be disposed of immediately after use and followed by hand washing using liquid soap.
 - 6.1.3. Barrier masks

It is highly recommended that disposable barrier masks be worn when performing artificial respiration or cardio-pulmonary resuscitation (CPR).
 - 6.1.4. Disposal of needles, syringes and condoms
 - 6.1.4.1. Any sharp object which might be contaminated with blood or body fluids is not to be handled by hand. They are to be picked up with a pair of tongs and disposed of in a puncture-proof container.
 - 6.1.4.2. Disposing of needles is to involve the following steps:
 - 6.1.4.2.1. Put gloves on

- 6.1.4.2.2. Pick up needles and syringes with garbage collection tongs
- 6.1.4.2.3. Do not recap, bend or break off used needles
- 6.1.4.2.4. Place in a puncture resistant 'sharps' container
- 6.1.4.2.5. Keep 'sharps' container in a secure location in the school
- 6.1.4.2.6. Dispose of gloves
- 6.1.4.3. Disposal of condoms is to involve the following steps:
 - 6.1.4.3.1. Put gloves on
 - 6.1.4.3.2. Pick up condom and dispose of condoms in a sealed plastic bag
 - 6.1.4.3.3. Dispose of gloves
 - 6.1.4.3.4. Wash hands
- 6.1.5. Clean-up
 - The clean-up of any spill involving blood and body fluids is to involve the following steps:
 - 6.1.5.1. Wear disposable latex, vinyl or rubber gloves.
 - 6.1.5.2. Clean up spills promptly by using absorbent disposable material or paper towel first, then clean with a bleach solution (1 part bleach to 10 parts water) or approved disinfectant solution.
 - 6.1.5.3. Dispose of the absorbent material and/or paper towels in a sealed plastic bag.
 - 6.1.5.4. Wash non-disposable items (towels or clothing) in hot water and detergent, OR seal student's clothing in a plastic bag and send it home for cleaning.
 - 6.1.5.5. Clean brushes, brooms, mops and other instruments used to clean up body fluids with a bleach solution.
 - 6.1.5.6. Remove and dispose of gloves in a sealed bag and wash hands with liquid soap for 15 seconds and rinse under running water for 5 seconds.

7. Needle stick injuries or contact with blood/body fluids

If an individual has been stuck by a needle or has come in contact with blood/body fluids, the following steps are to be followed:

- 7.1. Wash wound immediately with soap and warm water
- 7.2. Do not squeeze cut/wound
- 7.3. Go to Emergency immediately
- 7.4. Report to Health and Safety Supervisor
- 7.5. Complete Incident Report ([Form 161-1](#)) according to District guidelines

8. Training

- 8.1. The District wants to prevent infectious disease transmission through education and by ensuring the staff has access to the appropriate personal protective equipment and cleaning supplies.
- 8.2. Newly appointed staff shall receive orientation upon commencement of work. All District staff and any volunteers who are required to handle blood and body fluids working on District sites will receive orientation in Standard Precautions. Site training will be provided by the Health and Safety Supervisor.

9. Handwashing

- 9.1. Handwashing with soap and water is always to be done under the following circumstances:
 - 9.1.1. Before preparing food
 - 9.1.2. Before meals
 - 9.1.3. After toileting and diapering
 - 9.1.4. Before and after providing first aid
 - 9.1.5. After handling blood or body fluids

10. The description of these prudent practices applies to the prevention of infectious disease transmission and care must be taken to follow the outlined application of these procedures to ensure the health, safety and security of all persons in the District.

Reference: Sections 17, 20, 22, 65, 85, 89, 90, 91 School Act
Health Act
Safety Standards Act
Workers' Compensation Act
Communicable Diseases Regulation
Occupational Health and Safety Regulation
A Quick Guide to Common Childhood Diseases

Approved: August ?, 2021
Revised:

Administrative Procedure 161 Appendix B

LIST OF COMMUNICABLE DISEASES

Acquired Immunodeficiency Syndrome (AIDS)	Q-Fever
Amebiasis	Rabies
Anthrax	Rye Syndrome
Arboviral Infections (including Dengue)	Rickettsial Infections
Botulism	Rocky Mountain Spotted Fever
Brucellosis	Rubella (including Congenital Rubella)
Campylobacter	Rubeola
Cerebrospinal Fluid Isolates	Salmonella Infections
Chickenpox	Shigella Infections
Cholera	*Stool Pathogens, all types
Congenital Infections (includes Cytomegalovirus, Hepatitis B, Herpes Simplex, Rubella, Toxoplasmosis, Varicella-Zoster)	Tetanus
Dengue	Toxic Shock Syndrome
Diphtheria	Tuberculosis
Encephalitis (specified or unspecified)	Tularemia
*Enteric Pathogens	Typhoid
*Foodborne Illness	Typhus
*Gastroenteritis, epidemic	Varicella
Giardiasis	Viral Hemorrhagic Fevers (including Marburg, Ebola, Lassa, Argentinean, African Hemorrhagic Fevers)
Hemophilus Influenza Infections (invasive)	*Waterborne Illness (all causes)
Hemolytic Uremic Syndrome	Yellow Fever
Hepatitis A, B, Non-A, Non-B	
Kawasaki Disease	
Lassa Fever	
Legionella Infections	
Leprosy	
Leptospirosis	
Malaria	
Measles	
Meningitis (all causes)	
Meningococcal Infections	
Mumps	
Neonatal Herpes	
Nosocomial Infections	
Ophthalmia Neonatorum (all causes)	
Paratyphoid	
Pertussis	
Plague	
Poliomyelitis	
Psittacosis	
Giardiasis	

Reference: Sections 17, 20, 22, 65, 85, 89, 90, 91 School Act
Health Act
Safety Standards Act
Workers' Compensation Act
Communicable Diseases Regulation
Occupational Health and Safety Regulation
A Quick Guide to Common Childhood Diseases

Approved: August 15, 2021
Revised:

TOBACCO/CANNABIS/VAPING FREE DISTRICT

Background

The District recognizes that the use of tobacco/cannabis/vaping products is a health and safety hazard for students, employees, visitors and school facilities.

The District believes that the use of tobacco/cannabis/vaping products on school grounds, in school buildings and facilities on school property or at school related or school sponsored events is detrimental to the health and safety of students, staff and visitors.

The District acknowledges that adult employees and visitors serve as role models for students.

The District recognizes that it has an obligation to promote positive role models in schools and promote a healthy learning and working environment, free from unwanted smoke and tobacco/cannabis/vaping use by students, employees and visitors on school property.

Finally, the District recognizes that it has legal obligations pursuant to federal and provincial legislation.

It is unlawful, and subject to fines for contraventions under the Tobacco and Vapour Products Control Act and the BC Cannabis Control and Licencing Act to:

- use tobacco/cannabis/vaping products on school property; Section 2.2 (2)
- permit tobacco/cannabis/vaping product use on school property; Section 2.2 (4)
- sell tobacco/cannabis/vaping products to a person under 19 years of age; Section 2 (2)
- fail to display prohibition order sign; Section 10.1(a)
- permit tobacco/cannabis/vaping product use in the workplace. Section 2.3 (4)

Definitions

Tobacco/Cannabis/Vaping Product is defined to include cigarettes, e-cigarettes or electronic nicotine delivery systems (ENDS), cigars, bidis, pipes, little cigars, chewing tobacco, snuff, edibles, and any other items containing or reasonably resembling tobacco/cannabis/vaping or tobacco/cannabis/vaping products.

Tobacco/Cannabis/Vaping Use includes smoking, chewing, dipping, ingesting, or any other use of tobacco/cannabis/vaping.

Procedures

1. No student, staff or school visitor is permitted to use any tobacco/cannabis/vaping products at any time, including non-school hours. The holding of a lighted tobacco/cannabis/vaping product and/or activated e-cigarette is also prohibited:
 - 1.1. In any building, facility or vehicle owned, leased, rented or chartered by the District.
 - 1.2. On any school grounds and property – including athletic fields and parking lots – owned, leased, rented, or chartered by the District.
 - 1.3. At any school sponsored or school related event, on or off school property.
 - 1.4. On any public property neighbouring the school, which is within six (6) meters of doorways, open windows and/or air intakes to the school.
2. In addition, District employees, school volunteers, contractors or other persons performing services on behalf of the District are prohibited from using tobacco/cannabis/vaping products at any time while on duty and in the presence of students, either on or off school grounds.
3. Tobacco/cannabis/vaping products may be included in instructional or research activities in public school buildings if the activity is conducted or supervised by the staff member overseeing the instruction or research and the activity does not include smoking, chewing or otherwise ingestion of tobacco/cannabis/vaping products or directly exposing either student or staff to the health hazards of tobacco/cannabis/vaping.
4. Signage
 - 4.1. Signs will be posted in a manner and location that adequately notifies students, staff and visitors about the 100 percent Tobacco/Cannabis/Vaping Free District Administrative Procedure.
5. Enforcement for Students
 - 5.1. Consequences for students engaging in the prohibited behaviour will be provided in accordance with the school's code of conduct. In addition, students, employees or visitors to the school site may face fines under the Tobacco Control Act/Regulation and/or the BC Cannabis Control and Licencing Act.
 - 5.2. Districts will implement on campus prevention and cessation programs. These programs will assist schools in providing students with up to date information on the many consequences of tobacco/cannabis/vaping use (e.g. BC Tobacco Facts Curricular), offer techniques that students can use to stop their tobacco/cannabis/vaping use including cessation programs (e.g. Kick the Nic, QuitNow).

5.4. Parents will be notified of all violations and actions taken by the school. It is recommended that suspension be used only as a last resort.

Reference: Sections 6, 17, 20, 22, 26, 65, 85 School Act
Cannabis Control and Licensing Act
Tobacco and Vapour Products Control Act
Tobacco Damages and Health Care Costs Act
School Regulation 265/89
Controlled Drugs and Substances Act

Approved: October 9, 2001
Revised: October 11, 2016; October 8, 2019; August 15, 2021

SMUDGING/PIPE CEREMONIES

Background

The District recognizes the cultural/spiritual needs of the Indigenous community. The District recognizes that smudging and the use of herbs and tobacco are a part of the Indigenous traditional way of life and are, therefore, permitted in District schools, subject to proper safety measures.

Definition

Smudging is an Indigenous tradition which involves the burning of medicinal herbs, sage, sweetgrass and/or cedar. Smudge produces a distinct odour, but the smoke associated with it is minimal and lasts a very short time. A smudge is burned to cleanse the body, mind, spirit or space of any bad feelings, negative thoughts, or negative energy - cleansing both physically and spiritually.

Procedures

1. If smudging is to take place in a District building, Principals/supervisors must ensure staff understand the associated protocols and importance of smudging and pipe ceremonies.
2. Staff who are responsible for or supervising the ceremony must work with the Principal to ensure all necessary safety precautions are in place.
3. When smudging ceremonies are completed the materials must be fully extinguished and disposed of in an appropriate manner.
4. Tobacco is to be used in ceremonies and only by a person authorized to do so.

Reference: Sections 6, 17, 20, 22, 26, 65, 85 School Act
Tobacco and Vapour Products Control Act
Tobacco Damages and Health Care Costs Recovery Act
Controlled Drugs and Substances Act
School Regulation 265/89
Tobacco and Vapour Products Control Regulation
Truth and Reconciliation Commission Report Calls to Action

Approved: August 15, 2021
Revised:

**ALCOHOL – BUILDINGS, GROUNDS
AND FUNCTIONS**

Background

The District supports the philosophy that schools are primarily for the use of children and that this use is incompatible with the consumption of alcohol on District property.

Procedures

1. There will be no consumption of alcoholic beverages upon properties owned or operated by the District.
2. District leased/rented properties are exempt from this Administrative Procedure except when hosting educational activities.

Reference: Sections 6, 17, 20, 22, 26, 65, 76, 85 School Act
Liquor Control and Licensing Act
School Regulation 265/89

Approved: February 3, 2004
Revised: October 8, 2013; August 15, 2021

NUTRITION IN SCHOOLS

Background

District schools are to educate students on the benefits of eating nutritious foods, as outlined in Canada's Food Guide and Canada's Dietary Guidelines

When food and beverage products are offered for sale at school or at school-sanctioned events, schools must offer healthy food and beverage choices for students and staff, as outlined in [Guidelines for Food and Beverage Sales in BC Schools \(2013\)](#).

This administrative procedure will pertain to all food and beverage products sold or provided in District schools. Each Principal will implement practices that follow these guidelines and the procedures outlined next.

Procedures

1. All schools are expected to provide suitable nutrition education programs, as outlined in the Ministry of Education curriculum. Principals will ensure that all food and beverages sold or distributed in schools appropriately complement and reflect the nutrition needs of all students.
2. Each school Principal will work with teachers, students, parents, guardians, Parents' Advisory Councils, and community partners to ensure compliance with the ["Guidelines for Food and Beverage Sales in B.C. Schools"](#).
3. Consistent with Guidelines for [Food and Beverage Sales in BC Schools \(2013\)](#):
 - 3.1. Prepackaged foods and beverages will meet nutrient criteria stated in the "Sell Most" and "Sell Sometimes" lists in the Guidelines.
 - 3.2. Choices that score "Sell Most" will be offered as at least fifty percent (50%) of the total choices available, with the remainder coming from that score "Sell Sometimes."
 - 3.3. Freshly made foods and beverages being sold to students must meet criteria as "Sell" in the Guidelines.
 - 3.4. Pricing is set to encourage the selection of healthy food and beverage choices.
4. Each Principal will work with teachers, students, parents, Parents Advisory Councils, and the community to address the nutritional needs of vulnerable children and youth.

Reference: Sections 17, 20, 22, 65, 85 School Act
Health Act
School Regulation 265/89
[Canada Food Guide for Healthy Choices Guidelines](#)
[Guidelines for Food and Beverage Sales in B.C. Schools](#)
[Daily Physical Activity Kindergarten to Grade 12](#)

Approved: June 6, 2006
Revised: February 12, 2008; August 15, 2021

EMERGENCY PREPAREDNESS

Background

Emergencies effecting school facilities, school buses and/or District transport that may prohibit the intended use for an unspecified period of time, may include;

- Earthquake,
- Fire,
- Hazardous material accident/spills,
- Threats to schools (e.g. bomb threat)
- Violent physical incident or threat,
- School bus accident,
- Weather.

The District recognizes the importance of being prepared for various types of emergencies, both natural and human caused, that could occur while school is in session, necessitating the need to develop appropriate plans and procedures to deal with such emergencies at school facilities or involving school buses/District transport. To this end it is important that students, employees and parents be knowledgeable about the various emergency plans and procedures and to be prepared if such an emergency occurs.

In developing and carrying out emergency plans, concern for human life and safety must prevail over concern for property. The emphasis must always lie on prevention and forethought; not merely on procedures for coping with emergencies that do occur.

Definition

An emergency is a sudden, unexpected occurrence requiring immediate action to stabilize a situation.

Procedures

1. The Superintendent directs that emergency plans and procedures be developed, implemented and maintained for all school facilities, the District office complex and school buses, and that:
 - 1.1 All employees shall be informed about the emergency plans and procedures to be followed at their work site, to ensure their safety and the safety of others;
 - 1.2 Students and employees shall practice the emergency procedures implemented at their school or work site;
 - 1.3 Parents shall be advised of the emergency procedures developed at the school(s) where their child(ren) are attending;

- 1.4 If materials and supplies beyond those normally provided by the District are to be kept on hand to augment the school emergency procedures, then it shall be the responsibility of each Principal to obtain and maintain such supplies in good order;
- 1.5 This Administrative Procedure shall be reviewed annually.

2. Emergency

- 2.1 In the event of an emergency, employees are expected to remain at their worksite to ensure the safety and security of students under their care and/or the school's care until otherwise directed by the Principal (*or person in charge*); those employees who have a child(ren) in other schools are to have arrangements in place for the care of their child(ren) by others until they can be released from their duties.
- 2.2 All emergencies impacting on the normal operation of a school facility or a school bus transporting students are to be immediately reported to the Superintendent, indicating the nature and location of the emergency and people involved, including type and severity of possible injuries and if assistance of District staff is required.
- 2.3 The Superintendent will:
 - 2.3.1 Provide appropriate direction regarding the specific emergency, from a command centre located at the District Office complex, as required;
 - 2.3.2 Liaise with local government agencies according to the type of emergency, including the police, local fire departments, hospital officials, social services and if the severity of the emergency warrants, the City or Township Emergency Program Coordinator;
 - 2.3.3 Appoint the Executive Assistant as the media liaison (radio, TV and print), to ensure prompt and accurate information is released when appropriate, rather than District employees making isolated comments or opinions that might cause unnecessary anxiety concerning the particular incident.

3. Planning

- 3.1 The Principal shall be responsible for the administration and maintenance of the Emergency Preparedness Plan at their school. The District [Emergency Procedures Handbook](#) and the [District Crisis Response Plan](#) outline valuable processes.
- 3.2 The Secretary Treasurer shall be responsible for the administration and maintenance of a school bus emergency preparedness plan.
- 3.3 An emergency preparedness plan is to be developed and maintained for each facility and as part of the plan, the following must be considered for each type of occurrence:
 - 3.3.1 Method of evacuation, primary and secondary routes of egress;
 - 3.3.2 Number of physically challenged people requiring assistance to evacuate the facility/school bus including wheelchair bound students, employee(s) and visitors;
 - 3.3.3 First aid treatment, including qualified first aid attendants and supplies;
 - 3.3.4 Personal care, including appropriate supervision, psychological counselling as required, arrangements to provide nourishment, alternate washroom facilities;
 - 3.3.5 Time of day;

- 3.3.6 Potential for inclement weather conditions;
- 3.3.7 Potential facility site, interior and exterior hazards, including:
 - 3.3.7.1 Natural gas and propane service lines and shut off valves,
 - 3.3.7.2 Storage of chemicals and flammable materials,
 - 3.3.7.3 Power lines, to building facilities,
 - 3.3.7.4 Water mains, septic systems to building,
 - 3.3.7.5 Location and height of interior storage, including size and materials stored,
 - 3.3.7.6 Location of combustible artwork displays and teaching materials that are attached to classroom and school hall walls; (must not exceed 20% of the area of the wall)
- 3.3.8 Method of accounting for whereabouts of students, staff and visitors;
- 3.3.9 Inventory of neighborhood hazards, resources and temporary shelter sites; (available for District schools from the Secretary Treasurer)
- 3.3.10 Release of employees from their work responsibilities after an emergency occurs to attend to personal affairs;
- 3.3.11 Emergency communication in the event of a power failure, including the use of a "power fail" telephone connection in the school office;
- 3.3.12 Procedures for getting school emergency supply kit(s) to evacuation area, if required.
- 3.4 Practice emergency drills are to be conducted on a regular basis for students and employees to implement their evacuation from the facility/bus without difficulty.
- 3.5 Principals/Supervisors are to ensure each employee under their direction, i.e. teachers, educational assistants, clerical staff, custodians, maintenance employees, transportation employees, are aware of the emergency preparedness plans for each identified emergency that could affect their work and work site.
- 3.6 Emergency preparedness plans are to be filed with the Director of Student Learning and Aboriginal Education and reviewed annually to ensure the readiness of plans.
- 3.7 At the commencement of each school year, principals of each school shall communicate with parents, outlining the school's emergency preparedness plan and procedures for parents to take in the event of an emergency at their child's school, including the need to identify other adults authorized to have temporary custody of their child(ren) in the event contact cannot be made with the child(ren)'s parents.
- 3.8 Parents of new students enrolling in a school during the school year shall be provided with the school's emergency preparedness plan as part of the enrolment material.
- 3.9 Parents are to be encouraged to respond to emergencies, assisting and providing resources to reduce the impact of the emergency.
- 3.10 An emergency evacuation drawing shall be posted at the entrance/exit of each District building and room, displaying the primary evacuation route to the outside assembly area.

3.11 The school emergency preparedness plan is to be easily identifiable and located in the school office for access by all school employees, as well as any other location(s) deemed necessary, identifying and outlining each school staff's particular responsibility(ies) in an emergency.

Reference: Sections 17, 20, 22, 65, 85 School Act
Emergency Program Act
School Regulation 265/89
School Earthquake Safety Guidebook
Emergency Management Planning Guide for Schools, Districts and Authorities

Approved: August 15, 2021
Revised:

VIOLENCE THREAT RISK ASSESSMENT

Background

The District is committed to creating and maintaining an environment in schools where students, staff, parents, and others feel safe. The District has established a protocol for responding to student threats/high risk behaviours.

The District will respond to student behaviours that may pose a potential risk for violence to children/youth, staff and members of the community. The goal of early intervention by the Board, Community Partners, child/youth and families will be to reduce and manage school or community violence and harm to self or others.

The District is a signed partner of and will follow the most current [East/West Kootenay Boundary Regional Community Violence Threat Risk Assessment Protocol](#).

Definitions

Immediate Threat: Immediate Threat Situations are those situations that present immediate danger and require immediate police intervention, such as when a student is making a threat and is in possession of a weapon.

Procedures

1. Each school leadership team shall be familiar with the [East/West Kootenay Boundary Regional Community Violence Threat Risk Assessment Protocol](#).
 - 1.1 All School based Principals and Counsellors shall be trained in Violence/Threat Risk Assessments
 - 1.2 The Safe Schools Coordinator will assist schools with V/TRA procedures if either the Principal or Counsellor is currently untrained in V/TRA procedures.
 - 1.3 All School level V/TRA's must include a school leader and counsellor.
2. Reporting
 - 2.1. Any person in a school having knowledge of high risk, worrisome or threatening student behaviour or having reasonable grounds to believe there is a potential for high risk, worrisome or threatening behaviour shall immediately report the information to the Principal.
 - 2.2. The Principal will inform the Safe School Coordinator and activate the [Violence Threat Risk Assessment Protocol](#).
 - 2.3. No action shall be taken against a person who makes a report unless it is made maliciously or without reasonable grounds.
 - 2.4. In cases where a report is made maliciously, the person shall be dealt with according to District administrative procedures and the law, where applicable.

3. Fair Notice

- 3.1. Prior to any [Violence Threat Risk Assessment Protocol](#) being implemented, all students, staff, and parents shall be provided with information about the protocol and procedures so that "fair notice" is given that threat behaviour will not be tolerated.
- 3.2. The Principal shall take the lead to ensure that students, staff, and parents are aware of the [Violence Threat Risk Assessment Protocol](#) and that a consistent message is given regarding the use of the protocol.

4. Duty to Respond

- 4.1. Principals shall respond to all high risk/threat related behaviours. All high-risk behaviours shall be taken seriously and assessed accordingly.

5. Immediate Risk Procedures

- 5.1. These are matters for immediate police intervention.
- 5.2. The Principal shall call 911 and take steps to ensure the safety of all those in the school by activating established procedures such as school evacuation or school security (lock down).
- 5.3. The Principal shall notify either the Superintendent or Safe School Coordinator following initial police contact.

6. Duty to Victims and Others

- 6.1. The Principal shall ensure that appropriate support is provided to those against whom threats have been made.
- 6.2. The Principal shall notify all school staff, and parents, if necessary, within a reasonable time period, when the protocol has been activated as a result of high-risk behaviour.

7. Threat Assessment Incident Report

- 7.1. Following the implementation of the [Violence Threat Risk Assessment Protocol](#), data, assessment and intervention planning documents are to be sent to the Safe School Coordinator.
- 7.2. If the level of risk is low to medium, school interventions are enacted, and the Stage One Report Form ([Form 165-1](#)) is sent to the Safe School Coordinator and The Intervention and Support Plan is placed on file with the Safe School Coordinator.
- 7.3. If the level of risk is medium to high, the Principal will contact the Safe School Coordinator to activate the Stage Two V/TRA Team.
- 7.4. The final Stage Two Violence Threat Risk Assessment Report is written by the Safe School Coordinator.

Reference: Sections 17, 20, 22, 65, 85 School Act
School Regulation 265/89

Approved: August 15, 2021
Revised:

FIRE SAFETY

Background

Fire safety is an essential component of all school safety programs. Drills specifically for Fire do not technically exist, as procedures for Evacuation cover all emergent reasons for mass exiting of the school.

Procedures

1. The Supervisor of Transportation/Safety Officer shall ensure that all buildings meet all requirements of the B.C. Fire Code and the B.C. Building Code.
2. The Principal/Vice Principal of each school shall organize evacuation drills which will encompass the following:
 - 2.1. Minimum of six scheduled evacuation drills per year: three (3) in the fall and three (3) in the spring, as prescribed by the B.C. Fire Code.
 - 2.2. Written records of each evacuation drill to be maintained.
 - 2.3. Written evacuation drill procedures must be included in the school's handbook and a copy posted in each room.
 - 2.4. Procedures must be reviewed periodically with all employees and students.

Reference: Sections 17, 20, 22, 65, 85 School Act
B.C. Fire Code
Fire Services Act
School Regulation 265/89

Approved: March 4, 1997
Revised: August 15, 2021

PANDEMIC RESPONSE

Background

The District, in cooperation with the provincial government and the Interior Health Authority, supports efforts to minimize a pandemic and its disruption to the operational activities of the District. Principals/Vice-Principals and staff are expected to ensure the most effective and efficient use of resources for the maximum benefit and protection of students, staff and facilities.

Procedures

1. In the event that the Interior Health Authority identifies evidence of a significant influenza outbreak in the region, the Superintendent has the authority to make final decisions regarding crisis response. When a state of emergency is declared by a Ministry of the Government, the particular Ministry will have such authority.
2. The Superintendent will communicate a standard set of response protocols, in a [Pandemic Response Plan](#), for dealing with a pandemic to ensure that members of administration and staff are familiar with roles and processes in the event of an outbreak.
3. In accordance with directives emanating from federal and provincial authorities and the consequent circumstances that may prevail, the Superintendent may temporarily suspend the District's current practices and operating guidelines.

Reference: Sections 17, 20, 22, 65, 85 School Act
School Regulation 265/89

Approved: August 15, 2021
Revised:

DEFIBRILLATORS

Background

The installation of automated external defibrillators (AED) within District facilities is supported. The importance of taking appropriate action whenever an emergency threatens the safety, health or welfare of a student or staff member at school or during school sponsored activities is recognized.

Procedures

1. The District has authorized the placement and use of automated external defibrillators (AED) at District facilities.
 - 1.1 All placements must be approved by the Manager of Operations.
2. In a medical emergency, the doctrine of “in loco parentis” applies.
3. The Manager of Operations will ensure the following:
 - 3.1 AED meets Health Canada’s Medical Device Regulations.
 - 3.2 AED is approved by Canadian Standards Association (CSA).
 - 3.3 Notification to the Interior Health Authority of type and location of AED.
 - 3.4 Establishment of procedures for the monitoring and maintenance of the AED.

Reference: Sections 20, 22, 65, 85 School Act

Approved: August 15, 2021

Revised:

NON-DISCRIMINATION

Background

The District recognizes and believes that the universal citizen is deserving of acceptance, respect, understanding and equal opportunity in an environment free from discrimination. Further, there will be no discrimination by any member of the District community on the basis of any prohibited grounds of discrimination as defined in the Human Rights Code of British Columbia.

Definition

Discrimination is behaviour or action that is discriminatory in nature and/or objectionable based on race, national or ethnic origin, colour, religion, age, sex, sexual orientation, marital or family status, mental or physical disability. Objectionable behaviour includes but is not limited to: verbal abuse or threats, offensive remarks, jokes, innuendoes or taunting, or the display of pornographic, racist or other derogatory material.

Procedures

1. The District:
 - 1.1. has the responsibility to support and promote positive experiences that recognize the diverse nature of our District community;
 - 1.2. must ensure that all students have equal access to learning to ensure full participation in society;
 - 1.3. has the responsibility to ensure all curriculum materials and resources used in schools are free of intentional biases;
 - 1.4. has the responsibility to ensure that everyone knows how to deal with incidents of alleged discrimination and how to report these incidents;
 - 1.5. will ensure that the Non-Discrimination Administrative Procedure is included in all schools' parent/student handbooks and the [District Health and Safety Program Manual](#).

2. Allegations of discrimination will be reported to the Principal in the case of students, and to the immediate supervisor in the case of employees.

Reference: Sections 8, 8.4, 8.5, 20, 22, 65, 85, 177 School Act
Human Rights Code
Multiculturalism Act
Canadian Charter of Rights and Freedoms
Canadian Human Rights Act
Criminal Code of Canada
Collective Agreements
Freedom of information and Protection of Privacy Act

Approved: May 4, 2004
Revised: August 15, 2021

Administrative Procedure 172

CREATING SAFE SCHOOLS

Background

District staff members and students have the right to work and learn in an environment that is protected from violence or the threat of violence.

Definition

Violence shall be defined as, “the attempted or actual exercise by a person, of any physical force so as to cause injury to any person and includes any threatening statement or behaviour which gives a person reasonable cause to believe that they are at risk of harm – to include, but not restricted to direct physical or direct emotional injury or indirect, collateral emotional injury.”

Procedures

1. Abusive behaviour including harassment and intimidation may cause harm to students or staff. Such behaviour will not be tolerated. All incidents of violence and/or threats of violence that involve staff members and students shall be reported and investigated ([Form 172-1](#))
2. It is mandatory that staff members respond without delay when incidents or situations involving violence or potential violence threaten the safety and security of staff, students, schools, workplaces and the larger school community. Mandatory response does not include placing yourself or others at risk. The emergency procedures outlined in the [Emergency Procedures Handbook](#) define the appropriate level of response.
3. Minor incidents that involve strictly students may be dealt with at the school level if the Principal/Vice-Principal determines that the incident presents no threat of escalation or repetition.

Reference: Sections 8, 8.4, 8.5, 20, 22, 65, 85, 177 School Act
Freedom of Information and Protection of Privacy Act
Human Rights Code
Multiculturalism Act
Canadian Charter of Rights and Freedoms
Canadian Human Rights Act
Criminal Code of Canada
Collective Agreements
[Safe, Caring and Orderly Schools: A Guide](#) (
WorkSafeBC Links (claims and investigations for staff member injury):
[Online 6A Reporting Form](#)
[Online 52E40 Reporting Form](#) (
Threat Violence Report Form

Approved: June 2, 2004
Revised: May 13, 2014; July 13, 2017; August 15, 2021

ACCESS TO INFORMATION AND PROTECTION OF PRIVACY

Background

The purpose of this Administrative Procedure is to express the commitment of the District to comply with the requirements of the School Act and the Freedom of Information and Protection of Privacy Act (FIPPA) as such legislation and any other laws pertain to student, employee, District, and other records and information under the care and control of the District and its employees.

The District will respect the CFTA Collective Agreement; Article E71, and the CUPE Collective Agreement; Article 2, Section 2d.

The District is committed to appropriately managing and respecting confidential records and information relating to students, employees, and others in the school community in accordance with the School Act and the FIPPA.

Procedures

1. The appropriate use of records and information is the responsibility of each employee and volunteer or other person who has care and control of District records and information. Each employee, volunteer and other person who is authorized to have access to information and records has an obligation to treat such information and records confidentially and consistent with the statutory obligations outlined in the School Act and FIPPA.
2. The Secretary Treasurer, as head of the District for the purposes of the FIPPA, is responsible for routine decisions relating to the management of records and information.
3. Each student, employee or other District file containing records with personal information shall be maintained in an organized and confidential manner and shall contain a record of those individuals who have had access to the file, other than those individuals that would usually have access to the file.
4. Any records that are no longer required for administrative, financial, operational, educational, legal or historical purposes, and whose retention is not regulated by any statute, policy, or law may be destroyed in a confidential manner (i.e., shredding), and subject to legal requirements.
5. All requests, under the FIPPA, for access to records containing a person's personal information in the care and control of the District must be in writing and provided to the Secretary Treasurer who will ensure the request is acted upon by the appropriate District employee/department.
6. Decisions regarding requests for access to records will be made by the Secretary Treasurer consistent with the requirements of the School Act and FIPPA.

7. Copies of any records containing personal information will only be provided to the person who the information concerns, or their agent with the specific written consent of the individual, subject to the appropriate statutory or other rules governing such access to information. A record of all such requests for access to information and disclosure of information must be kept in the file where the information resides.
8. Access by employees to records containing their personal information will occur during normal business hours, upon appointment to the appropriate District employee responsible for such records, in accordance with the School Act, FIPPA, any relevant collective agreement requirements, Board policy, District administrative procedures and any other relevant laws.
9. Access to student records is governed by the School Act and Administrative Procedure 320 – Student Records.
10. Security measures for the protection of information may be physical, procedural or electronic. To enhance security, the District will adhere to the following measures, where reasonably practicable:
 - 10.1. Ensure confidential files are stored in locked rooms or storage cabinets.
 - 10.2. Establish security measures for computers such as passwords and security codes for all digital devices and electronic devices.
 - 10.3. Locate computer terminals so that screens cannot be seen by passersby.
 - 10.4. Wherever possible, do not fax personal information. If information is faxed - recipient must be telephoned to confirm transmission.
 - 10.5. Establish check-out procedures for files - restrict access on a "need to know basis".
 - 10.6. Segregate records in files so that staff may view only those records required by their job duties.

Reference: Sections 22, 65, 85 School Act
Freedom of Information and Protection of Privacy Act
Freedom of Information and Protection of Privacy Regulation

Approved: June 14, 2011
Revised: August 15, 2021

VIDEO SURVEILLANCE

Background

For reasons of enhancing the safety of students and others on school premises, on school buses, and deterring destructive acts, the District authorizes the use of video surveillance equipment on District property, where circumstances have shown that it is necessary for these purposes and its benefit outweighs its impact on the privacy of those observed.

In dealing with surveillance of students, the District recognizes both its legal obligation to provide levels of supervision in the interest of student safety and the fact that students have privacy rights that are reduced but not eliminated while the students are under the supervision of the school. Thus, video surveillance, like other forms of student supervision, must be carried out in a way that respects student privacy rights.

A digitalized recording is recognized to be subject to the provisions of the Freedom of Information and Protection of Privacy Act.

Procedures

1. Use
 - 1.1. Each administrator (Principal, Manager of Operations, Transportation Foreman) is responsible for the proper implementation and control of the video surveillance system.
 - 1.2. Video surveillance camera locations must be authorized by the administrator or the officers (Superintendent or Secretary Treasurer) of the District in accordance with Section 74.01 of the School Act. Any change in video surveillance camera location must be authorized in the same manner.
 - 1.3. Before video surveillance is introduced at a new site, a report must be provided to the Superintendent describing the circumstances that indicate the necessity of having surveillance at that site, including a discussion of less invasive alternatives.
 - 1.4. The periods of surveillance of public areas are to be minimized.
 - 1.5. Public notification signs, clearly written and prominently displayed, must be in place in areas that are subject to video surveillance. Notice must include contact information of the administrator or designated staff person who is responsible for answering questions about the surveillance system. Any exception to this, such as for a time-limited specific investigation into criminal conduct, must be authorized by the Superintendent on the grounds that covert surveillance is essential to the success of the investigation and the need outweighs the privacy interest of the persons likely to be observed. Covert surveillance may not be authorized on an ongoing basis.
 - 1.6. Video surveillance is not to be ordinarily used in locations where appropriate confidential or private activities/functions are routinely carried out (e.g., bathrooms, private conference/meeting rooms). Any exception to this must be authorized by the Superintendent on the grounds that no other supervision option is feasible and that the need is pressing and outweighs the privacy interest of the student or other person

likely to be observed. Surveillance of such locations may not be authorized on an ongoing basis.

2. Security

- 2.1. Video surveillance cameras will be installed only by a designated employee or agent of the District. Only designated employees or agents and the administrator shall have access to the key that opens the camera boxes. Only these employees shall handle the camera or digital recording.
- 2.2. Digital recordings will not be accessed by the general public.
- 2.3. Digital recordings may never be sold, publicly viewed or distributed in any other fashion except as provided for by this Administrative Procedure and appropriate legislation.

3. Viewing of Digital Recordings

- 3.1. Video monitors used to view digital recordings are not to be located in a position that enables public viewing. Digital recordings may only be viewed by the administrator or individual authorizing camera installation, by parents and students (as outlined in clause 3.2), or by District staff with a direct involvement with the recorded contents of the specific digital recording, or employees or agents responsible for the technical operations of the system (for technical purposes only). If an employee or student is facing any disciplinary action, he may authorize his union representative or other advocate also to view the digital recording.
- 3.2. Parents requesting to view a segment of digital recording that includes their child/children may do so. Students may view segments of digital recording relating to them if they are capable of exercising their own access to information rights under the Freedom of Information and Protection of Privacy Act. Student/parent viewing must be done in the presence of an administrator. A student or parent has the right to request an advocate to be present. Viewing may be refused or limited where viewing would be an unreasonable invasion of a third party's personal privacy, would give rise to a concern for a third party's safety, or on any other ground recognized in the Freedom of Information and Protection of Privacy Act.

4. Retention of Digital Recordings

- 4.1. Where an incident raises a prospect of a legal claim against the District, the digital recording, or a copy of it, shall be sent to the District's insurers.
- 4.2. Digital recordings shall be erased within one month unless they are being retained at the request of the administrator, District Office, employee, parent or student for documentation related to a specific incident or are being transferred to the District's insurers.

4.3. Digital recordings retained under clause 4.2 shall be erased as soon as the incident in question has been resolved, except that if the digital recording has been used in the making of a decision about an individual, the digital recording must be kept for a minimum of one year as required by the Freedom of Information and Protection of Privacy Act unless earlier erasure is authorized by or on behalf of the individual.

Reference: Sections 22, 65, 85 School Act
Freedom of Information and Protection of Privacy Act
Freedom of Information and Protection of Privacy Regulation

Approved: May 14, 2013
Revised: August 15, 2021

**GLOBAL POSITIONING SYSTEM (GPS) EQUIPMENT
IN DISTRICT OWNED VEHICLES**

The District authorizes the use of GPS equipment in District owned vehicles for reasons of enhancing the safety of District employees and for operational efficiencies.

Procedures

1. Use
 - 1.1. GPS units may be installed in all District owned vehicles.
 - 1.2. GPS units will be used to record vehicle functions and locations.
2. Security
 - 2.1. Only a designated employee or agent of the District will install GPS units.
3. Viewing of GPS Information
 - 3.1. GPS information will only be viewed by District staff with a direct involvement with the recorded GPS information, or employees or agents responsible for the technical operations of the system (for technical purposes only).
4. Retention of GPS Information
 - 4.1. Where an incident raises a prospect of a legal claim against the District, the GPS information specific to that claim shall be sent to the District's insurers.
 - 4.2. GPS information is stored at the vendor's location for a period of one (1) year. Following the one-year period, all information will be transferred to the District in CD format or other storage media, and will be retained for five (5) years.
5. Tampering
 - 5.1. Tampering with any GPS unit in an attempt to render the unit non-functional and/or inaccurate is strictly prohibited.

Reference: Sections 20, 22, 65, 74.01, 85 School Act
Freedom of Information and Protection of Privacy Act
School Regulation 265/89

Approved: August 15, 2021
Revised:

RECORDS RETENTION

Background

Federal and Provincial Acts and Regulations require that certain documents be retained for specified periods of time for audit and other purposes.

The District adheres to federal and provincial requirements for the retention of financial and other records.

Procedures

1. Where an Act or Regulation specifies a period longer than that indicated in this Administrative Procedure, the Act takes precedence. If there is doubt regarding retention, the appropriate authority shall be contacted.
2. Documents may be stored in alternative technological format when written permission is received from the governing authority.
3. It shall be the responsibility of the Secretary Treasurer to obtain any approvals for destruction of records related to Provincial and Federal Acts (Taxation, EI, GST, Customs Tax, etc.).
4. Documents not listed and not required to be retained for a specified period are to be considered for retention/disposal on the basis of their future value for legal, historical or statistical purposes and the availability of similar data elsewhere.
5. Periods of retention for various types of documents will be maintained in the Records Classification and Retention Manual (Appendix).
6. Electronic records must conform in the same manner as hard copy records

Reference: Sections 22, 23, 65, 85 School Act
Document Disposal Act
Freedom of Information and Protection of Privacy Act

Approved: August 15, 2021
Revised:

Administrative Procedure 185 - Appendix

SCHEDULE OF RETENTION PERIODS

Electronic data will be considered hard copy for the purposes of this procedure. For records to be maintained for an indefinite period, hard copy will be the only medium available.

1. Board Records

<u>Subject</u>	<u>Minimum Retention Period</u>
Annual Report	Indefinite
Board policy	Indefinite
Committee reports	Indefinite
Minutes	Indefinite
Notice of meeting and agenda	5 years
Oaths and declarations of Trustees	For term of office

2. Financial Records

<u>Accounting: (District Office)</u>	<u>Minimum Retention Period</u>
Accounts payable and receivable	6 years
Annual budget and supporting documents	Indefinite
Auditor's reports	Indefinite
Cancelled cheques	6 years
Cheque duplicates	2 years
Debenture and bylaw register	Indefinite
Debenture and coupons redeemed resolution (required prior to destruction)	3 years after audit
Financial and statistical statements	Indefinite
Ledgers, synoptics, subsidiary ledgers, journals	Indefinite
Purchase orders and invoices	7 years
Quotations and relative correspondence	1 year
Receipts issued	6 years

3. Banking

<u>District Office and School</u>	<u>Minimum Retention Period</u>
Bank statements	6 years
Deposit books	6 years
Loans – authorization of cancelled notes	1 year or term of loan 6 years
Stop orders	1 year

4. Personnel/Payroll: (District Office)

Subject

All records and data relating to any employee (application, appointment, TD1, etc. – any records)

Applications and job competitions
Complaints or investigations of personnel

Payroll sheets
Records of payroll remittances (garnishees, superann., UIC, Inc. Tax)

Salary agreements
Timecards
TD-4 and Summary
W.C.B. Claims

Minimum Retention Period

Indefinite

1 year after position ~~ed~~
Indefinite or as per personnel collective agreement

Indefinite
3 years

Indefinite
3 years
3 years
Indefinite

5. Buildings and Property: (District Office)

Subject

Appraisal and inventory records
Authorization for expenditure of capital funds
building plans and specifications (with related changes, guarantees, bonds, liens and valuable correspondence)

Land titles, deeds and plans
Records of payroll remittances (garnishees, superann., UIC, Inc. Tax)

Mortgages and leases
Capital expenditure plans, OICs

Minimum Retention Period

Indefinite
Indefinite
Indefinite

Indefinite
3 years

1 year after expiration of term
10 years

6. General Administration: (District Office)

Subject

Administrative circulars
Complaints or allegations with possible future repercussions

FIPPA requests
FIPPA requests to review decisions

General correspondence (not departmental)
Insurance – accident reports
Insurance – claims
Insurance – policies
Manual of the school law and regulations
Transportation data

Minimum Retention Period

While in effect
5 years

3 years
5 years after review or adjudication complete

2 years
1 year or until finalized
Indefinite
While in effect
While in effect
While applicable

7. School Records

Subject

Permanent student records

Other student records

Minimum Retention Period

55 years from the date the student withdraws or graduates from school
Refer to Administrative Procedure 320 – Student Records

Reference: Sections 22, 23, 65, 85 School Act
Document Disposal Act
Freedom of Information and Protection of Privacy Act

Approved: August 15, 2021
Revised:

USE OF COPYRIGHTED MATERIALS

Background

The fair dealing provision in the Copyright Act permits use of a copyright-protected work without permission from the copyright owner or the payment of copyright royalties. The following guidelines apply fair dealing in K–12 schools and provide reasonable safeguards for the owners of copyright-protected works in accordance with the Copyright Act and the Supreme Court decisions.

Procedures

1. To qualify for fair dealing, two (2) tests must be passed.
 - 1.1 First Test: the “dealing” must be for a purpose stated in the Copyright Act; research, private study, criticism, review, news reporting, education, satire, and parody. Educational use of a copyright-protected work passes the first test.
 - 1.2 Second Test: is that the dealing must be “fair.” In landmark decisions in 2004 and in 2012, the Supreme Court of Canada provided guidance as to what this test means in schools.
2. Fair Dealing Guidelines
 - 2.1 Teachers and staff members may communicate and reproduce, in paper or electronic form, short excerpts from a copyright-protected work for the purposes of research, private study, criticism, review, news reporting, education, satire, and parody.
 - 2.2 Copying or communicating short excerpts from a copyright-protected work under these Fair Dealing Guidelines for the purpose of news reporting, criticism, or review are to mention the source and, if given in the source, the name of the author or creator of the work.
 - 2.3 A single copy of a short excerpt from a copyright-protected work may be provided or communicated to each student enrolled in a class or course:
 - 2.3.1 As a class handout;
 - 2.3.2 As a posting to a learning- or course-management system that is password protected or otherwise restricted to students;
 - 2.3.3 As part of a course pack.
 - 2.4 A short excerpt means:
 - 2.4.1 Up to ten percent (10%) of a copyright-protected work (including a literary work, musical score, sound recording, and an audiovisual work);
 - 2.4.2 One (1) chapter from a book;
 - 2.4.3 A single article from a periodical;

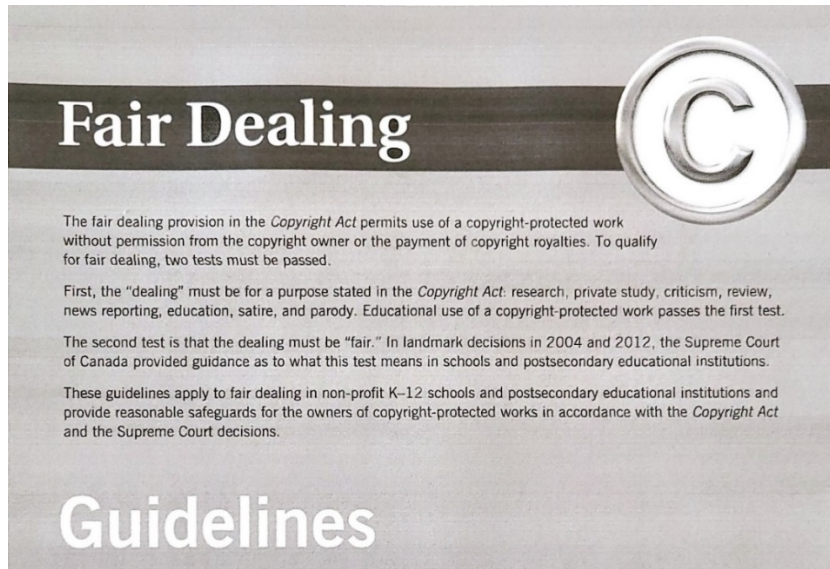
- 2.4.4 An entire artistic work (including a painting, print, photograph, diagram, drawing, map, chart, and plan) from a copyright-protected work containing other artistic works;
 - 2.4.5 An entire newspaper article or page;
 - 2.4.6 An entire single poem or musical score from a copyright-protected work containing other poems or musical scores;
 - 2.4.7 An entire entry from an encyclopedia, annotated bibliography, dictionary, or similar reference work.
- 2.5 Copying or communicating multiple short excerpts from the same copyright-protected work with the intention of copying or communicating substantially the entire work is prohibited.
- 2.6 Copying or communicating that exceeds the limits in these Fair Dealing Guidelines will be referred to a supervisor or other person designated by the Superintendent for evaluation. An evaluation of whether the proposed copying or communication is permitted under fair dealing will be made based on all relevant circumstances.
- 2.7 Any fee charged by the District for communicating or copying a short excerpt from a copyright-protected work must be intended to cover only the costs of the District, including overhead costs.
3. Posters outlining Fair Dealing Guidelines (Appendix) shall be provided by the Secretary Treasurer and are to be posted above each multi-function or photocopying device.
4. Use of copyrighted materials that do not fall under the Fair Dealing Guidelines is not permitted without the approval of the Superintendent. Where school staff or students wish to use copyrighted materials, they must:
- 4.1 Obtain permission to copy from the copyright holder, and
 - 4.2 Where requested, a royalty must be paid to the copyright holder.
5. All staff and students that are expected to use copyrighted materials must be aware of the procedures and the guidelines for fair dealing. Teachers are to have knowledge of and be familiar with the Copyright Decision Tool and “Copyright Matters!” available at www.cmec.ca.

Reference: Section 17, 20, 22, 65, 85 School Act
Copyright Act
Copyright Modernization Act
Council of Ministers of Education (CMEC) Copyright Consortium Guidelines
Copyright Decision Tool

Approved: August 15, 2021
Revised:

Administrative Procedure 190 Appendix

FAIR DEALING



Fair Dealing

The fair dealing provision in the *Copyright Act* permits use of a copyright-protected work without permission from the copyright owner or the payment of copyright royalties. To qualify for fair dealing, two tests must be passed.

First, the “dealing” must be for a purpose stated in the *Copyright Act*: research, private study, criticism, review, news reporting, education, satire, and parody. Educational use of a copyright-protected work passes the first test.

The second test is that the dealing must be “fair.” In landmark decisions in 2004 and 2012, the Supreme Court of Canada provided guidance as to what this test means in schools and postsecondary educational institutions.

These guidelines apply to fair dealing in non-profit K–12 schools and postsecondary educational institutions and provide reasonable safeguards for the owners of copyright-protected works in accordance with the *Copyright Act* and the Supreme Court decisions.

Guidelines

1. Teachers, instructors, professors, and staff members in non-profit educational institutions may communicate and reproduce, in paper or electronic form, short excerpts from a copyright-protected work for the purposes of research, private study, criticism, review, news reporting, education, satire, and parody.
2. Copying or communicating short excerpts from a copyright-protected work under these *Fair Dealing Guidelines* for the purpose of news reporting, criticism, or review should mention the source and, if given in the source, the name of the author or creator of the work.
3. A single copy of a short excerpt from a copyright-protected work may be provided or communicated to each student enrolled in a class or course
 - a) as a class handout;
 - b) as a posting to a learning or course-management system that is password protected or otherwise restricted to students of a school or postsecondary educational institution;
 - c) as part of a course pack.
4. A short excerpt means:
 - a) up to 10 per cent of a copyright-protected work (including a literary work, musical score, sound recording, and an audiovisual work);
 - b) one chapter from a book;
 - c) a single article from a periodical;
 - d) an entire artistic work (including a painting, print, photograph, diagram, drawing, map, chart, and plan) from a copyright-protected work containing other artistic works;
 - e) an entire newspaper article or page;
 - f) an entire single poem or musical score from a copyright-protected work containing other poems or musical scores;
 - g) an entire entry from an encyclopedia, annotated bibliography, dictionary, or similar reference work.
5. Copying or communicating multiple short excerpts from the same copyright-protected work with the intention of copying or communicating substantially the entire work is prohibited.
6. Copying or communicating that exceeds the limits in these *Fair Dealing Guidelines* may be referred to a supervisor or other person designated by the educational institution for evaluation. An evaluation of whether the proposed copying or communication is permitted under fair dealing will be made based on all relevant circumstances.
7. Any fee charged by the educational institution for communicating or copying a short excerpt from a copyright-protected work must be intended to cover only the costs of the institution, including overhead costs.

Reference: Section 17, 20, 22, 65, 85 School Act
Copyright Act
Copyright Modernization Act
Council of Ministers of Education (CMEC) Copyright Consortium Guidelines
Copyright Decision Tool

Approved: August 15, 2021
Revised:

SOFTWARE LICENSING

Background

The District adheres to vendor software licensing agreements for the use of software in schools and District departments and acknowledges the licensing of software as copyright intellectual property.

Procedures

1. The District expects that all software will be purchased in the most economical manner while still respecting all relevant public school licensing protocols. There are special agreements in place for the legal purchase and licensing of software that are also intended to provide the best purchase and licensing conditions for the District and schools.
2. It is understood that the following will be respected:
3. Any and all software utilized in the District is to have prior approval of the Information and Communication Technology (ICT) Department as the department is responsible for maintaining a record of all software licenses.
4. Legally purchased and licensed software will be installed on District devices (includes, but not limited to computers, tablets, iPads, servers, etc.), in accordance with the licensing agreement, by authorized personnel.
5. All students and employees will be expected to respect all ownership and licensing protocols relevant to the software being used by the individual student or employee.
6. The District Principal of Transformative Learning and Technology is responsible for the removal of outdated District purchased software from all devices.
7. When a District device is no longer owned or supported by the District, all software including the operating system must be removed by the District Principal of Transformative Learning and Technology.

Reference: Sections 17, 20, 22, 65, 85 School Act
Copyright Act
Copyright Modernization Act

Approved: February 13, 2007
Revised: June 14, 2016; August 15, 2021

PATENTS, COPYRIGHTS AND ROYALTIES

Background

The District encourages employees, volunteers and students to develop materials, processes and inventions for use within and outside of the District. Protecting the legal and financial interests of the District and avoiding the potential of conflict ensures accountability and fiscal responsibility within the District.

Procedures

1. The Secretary Treasurer has the responsibility for protecting the legal and financial interests of the District for materials, processes or inventions developed for use within and outside of the District.
2. Only the Secretary Treasurer is authorized to sign patents, copyright and royalty agreements on behalf of the District.
3. To encourage the development of materials and programs by employees, volunteers or students, for use within and outside of the District, royalty agreements may be initiated between the creators of the materials and the District.
4. The ownership of materials (including computer software programs), processes, or inventions produced solely for the District and at District expense shall be vested in the District and shall be copyrighted or patented, if at all, in its name unless otherwise authorized in writing by the Secretary Treasurer.
5. The ownership of materials (including computer software programs), processes, or inventions produced solely through the effort, personal time, and expense of an employee, student or volunteer may be vested in the creator and be copyrighted or patented, if at all, in the creator's name unless otherwise agreed by the parties.
6. The ownership of materials (including computer software programs), processes, or inventions produced by an employee, student or volunteer with District support, by way of use of significant time, facilities, or other District resources, may be vested in the creator if authorized by written agreement between the parties and if entered into prior to the production. Agreements entered into after production will be at the discretion of the Secretary Treasurer. In the event there is no such agreement entered into, the ownership shall be vested in the District.

Reference: Section 17, 20, 22, 65, 85 School Act
Copyright Act
Copyright Modernization Act
Council of Ministers of Education (CMEC) Copyright Consortium Guidelines
Copyright Matters!
Fact Sheet: What the Copyright Modernization Act means for Teachers and Students

Approved: August 15, 2021
Revised: