

**BOARD OF EDUCATION
SD NO. 40 (NEW WESTMINSTER)
REGULAR OPEN MEETING
OF THE BOARD**

Tuesday, May 29, 2018

7:30pm – School Board Office

**811 Ontario Street, New Westminster
(corner of 8th Street and Royal Avenue)**

AGENDA

The New Westminster School District recognizes and acknowledges the Qayqayt First Nations, as well as all Coast Salish peoples on whose traditional and unceded territories we live, we learn, we play and we do our work.

1. ADOPTION OF THE AGENDA

2. APPROVAL OF THE MINUTES

- a. Approval of Minutes from the April 24, 2018 Regular Meeting
- b. Business Arising from the Minutes

Encl. Pg. 1

3. COMMENT & QUESTION PERIOD FROM VISITORS

- a. École Glenbrook Middle School – CPF Concours Winners – Hannah Brine and Monika Arcadi.

4. CORRESPONDENCE

- a. Thank You re Volunteer Appreciation Night from Frances Blake, Volunteer at Lord Kelvin Elementary School – April 19, 2018
- b. Thank You re Volunteer Appreciation Night from Joyce Jackson, Volunteer at Lord Kelvin Elementary School – April 19, 2018
- c. 838 Ewen Avenue – May 2, 2018
- d. Queen's Park Heritage Conservation Area – Incentives Program - May 2, 2018

Encl. Pg. 5

Encl. Pg. 6

Encl. Pg. 7

Encl. Pg. 9

5. BOARD COMMITTEE REPORTS

a. Education Policy & Planning Committee, May 1, 2018

- i. Comments from the Committee Chair, Trustee Ewen
- ii. Approval of the May 1, 2018 Education Policy and Planning Committee Minutes

Encl. Pg. 11

Recommendation: THAT the Board of Education of School District No. 40 (New Westminster) approve the minutes from the May 1, 2018 Education Policy & Planning Committee meeting.

b. Operations Policy and Planning Committee, May 8, 2018*Encl. Pg. 12*

- i. Comments from the Committee Chair, Trustee Janzen
- ii. Approval of the May 8, 2018 Operations Policy and Planning Committee Minutes

Recommendation: THAT the Board of Education of School District No. 40 (New Westminster) approve the minutes from the May 8, 2018 Operations Policy & Planning Committee meeting.

6. REPORTS FROM SENIOR MANAGEMENT**a. Administrative Procedures & Forms Update
(Directors, Learning Services)***Encl. Pg. 13*

THAT the Board of Education for School District No. 40 (New Westminster) RESCIND in its entirety the School District No. 40 (New Westminster) Administrative Procedures Manual and respective forms; AND THAT the Board adopt the School District No. 40 (New Westminster) REVISED School District No. 40 (New Westminster) Administrative Procedures Manual and respective forms.

b. Signing Authority (T. Stoneman)

THAT the Board of Education of School District No. 40 (New Westminster) approve the signing authority of Karim Hachlaf, Superintendent of Schools, and Teri Stoneman, Interim Secretary-Treasurer; AND THAT the signing authority of Bev Rundell, former Interim Superintendent of Schools, and Kevin Lorenz, former Secretary-Treasurer be repealed, effective immediately.

THAT the Board of Education of School District No. 40 (New Westminster) approve the signing authority of Karim Hachlaf, Superintendent of Schools, and Kim Morris, Secretary-Treasurer; AND THAT the signing authority of Teri Stoneman, former Interim Secretary-Treasurer be repealed, effective July 2, 2018.

c. Bank Account – Bank of Montreal (BMO) (T. Stoneman)

THAT the Board of Education of School District No. 40 (New Westminster) approve the Bank of Montreal Banking Resolution/Bylaw to establish two District bank accounts to accommodate Visa/MasterCard credit card transactions for School Cash Online Account & Program.

**d. Revised Board Policy 7 & Appendix A Trustee Elections Bylaw
(T. Stoneman)***Encl. Pg. 81*

THAT the Board of Education of School District No. 40 (New Westminster) replace the existing version of Board Policy 7 'Board Operations' and Policy 7 Appendix A 'Trustee Elections Bylaw' and replace it with the amended version; AND that the Board Policy Manual be updated accordingly.

e. Trustee Elections Bylaw (T. Stoneman)*Encl. Pg. 95*

Recommendation #1: THAT the Board of Education of School District No. 40 (New Westminster) accept three readings, reconsideration and final approval of the Trustee Elections Bylaw 2018-TE-SD40-02.

Recommendation #2: THAT the Board of Education of School District No. 40 (New Westminster) approve first and second reading of the Trustee Elections Bylaw 2018-TE-SD40-02.

Recommendation #3: THAT the Board of Education of School District No. 40 (New Westminster) approve the third reading, reconsideration and final adoption of the Trustee Elections Bylaw 2018-TE-SD40-02 as presented.

**f. Board Policy 1 District Foundational Statements – New in 2018
(K. Hachlaf)**

Encl. Pg. 100

Formally adopted by the Board at the January 30, 2018 meeting, the District Foundational Statements have now been included in the Board Policy Manual as Policy 1.

THAT the Board of Education of School District No. 40 (New Westminster) accept the new Board Policy 1 'District Foundational Statements'; AND that the Board Policy Manual be updated accordingly.

7. TRUSTEE REPORTS

8. QUESTION PERIOD (15 minutes)

Questions to the Chair on matters that arose during the meeting.

9. NOTICE OF MEETINGS

June 5, 2018: Education Policy & Planning Committee, 7:30pm –
New Westminster Secondary School

June 12, 2018: Operations Policy & Planning Committee, 7:30pm – School Board Office

June 26, 2018: School Board Meeting, 7:30pm – School Board Office

10. REPORTING OUT FROM IN-CAMERA MEETING

11. ADJOURNMENT

**MINUTES OF THE REGULAR OPEN MEETING
OF THE NEW WESTMINSTER BOARD OF EDUCATION
HELD TUESDAY, APRIL 24, 2018 AT 7:30 PM
SCHOOL BOARD OFFICE
811 ONTARIO STREET, NEW WESTMINSTER**

PRESENT	Jonina Campbell, Trustee	Bev Rundell, Interim Superintendent
	Casey Cook, Trustee	Karim Hachlaf, Associate Superintendent
	Michael Ewen, Trustee	Kevin Lorenz, Secretary-Treasurer
	Mark Gifford, Chair	Marcel Marsolais, Delegate, NWDLC
	James Janzen, Trustee	Maryam Naser, Director of Instruction, Learning & Innovations
	Kelly Slade-Kerr, Vice Chair	Zaida Manji, District Counsellor
	Mary Lalji, Trustee	Caroline Manders, Recording Secretary

The New Westminister School District recognizes and acknowledges the Qayqayt First Nations, as well as all Coast Salish peoples, on whose traditional and unceded territories we live, we learn, we play and we do our work.

1. ADOPTION OF THE AGENDA

Moved and Seconded

2018-046

THAT the Board of Education of School District No. 40 (New Westminister) adopt the agenda for the April 24, 2018 Regular School Board meeting.

Carried Unanimously

2. APPROVAL OF THE MINUTES

a. Approval of Minutes from the March 13, 2018 Regular Meeting

Moved and Seconded

2018-047

THAT the Board of Education of School District No. 40 (New Westminister) approve the minutes from the March 13, 2018 Regular School Board meeting.

Carried Unanimously

b. Business Arising from the Minutes

None.

3. NATIONAL DAY OF MOURNING – ONE MINUTE OF SILENCE

The District will recognize the Day of Mourning on Friday, April 27.

One minute of silence in honour of “Day of Mourning” for workers killed and injured on the job.

4. COMMENT & QUESTION PERIOD FROM VISITORS

a. Marcel Marsolais, a delegate with the New Westminister & District Labour Council (NWDLC) and President of CUPE Local 409, showed a National Day of Mourning presentation.

Trustee Lalji joined the meeting at 7:45 pm.

Members of the audience were invited to address the Board.

5. PROMOTING SOCIAL EMOTIONAL WELL-BEING

Maryam Naser, Director of Instruction, Learning & Innovations, and Zaida Manji, District Counsellor, provided an overview of the social emotional well-being initiative within the District.

6. CORRESPONDENCE

Correspondence was reviewed.

7. BOARD COMMITTEE REPORTS

a. Education Policy & Planning Committee, April 10, 2018

- i. Comments from the Committee Chair, Trustee Ewen.
Education Policy & Planning Committee Chair Ewen provided a brief overview of the April 10, 2018 meeting.
- ii. Approval of the April 10, 2018 Education and Operations Policy and Planning Committee Minutes.

Moved and Seconded

2018-048

THAT the Board of Education of School District No. 40 (New Westminster) approve the minutes as amended from the April 10, 2018 Education Policy & Planning Committee meeting.

Carried Unanimously

b. May Day Consultation Process

Moved and Seconded

2018-049

THAT the Board of Education for School District No. 40 (New Westminster) ask District staff to provide a report at the June 12, 2018 Operations Policy & Planning Committee meeting, on the 2018 May Day process and its associated costs.

Carried Unanimously

c. Operations Policy and Planning Committee, April 17, 2018

- i. Comments from the Committee Chair, Trustee Janzen.
Operations Policy & Planning Committee Chair, Trustee Janzen provided a brief overview of the April 17, 2018 meeting.
- ii. Approval of the April 17, 2018 Operations Policy and Planning Committee Minutes

Moved and Seconded

2018-050

THAT the Board of Education of School District No. 40 (New Westminster) approve the minutes from the April 17, 2018 Operations Policy & Planning Committee meeting.

Carried Unanimously

d. Operating Budget 2018-2019 (K. Lorenz)

Moved and Seconded

2018-051

THAT the Board of Education of School District No. 40 (New Westminster) accept three readings, reconsideration and final approval of the 2018/19 Operating Budget at the April 24, 2018 Regular Board Meeting.

Carried Unanimously

Moved and Seconded

2018-052

THAT the Board of Education of School District No. 40 (New Westminster) approve first and second reading of the 2018/19 Operating Budget as presented.

Carried Unanimously

Moved and Seconded

2018-053

THAT the Board of Education of School District No. 40 (New Westminster) approve the third reading, reconsideration and final adoption of the 2018/19 Operating Budget as presented.

Carried Unanimously

e. Audit Committee (M. Ewen)

Moved and Seconded

2018-054

THAT the Board of Education for School District No. 40 (New Westminster) establish an Audit Committee based on the BCSTA document “Audit Committee Sample Terms of Reference”.

Carried Unanimously

f. Public Engagement in the School District

Moved and Seconded

2018-055

THAT the Board of Education for School District No. 40 (New Westminster) directs staff to develop a strategy to identify opportunities and make recommendations as to how to improve our engagement with the public and our stakeholders.

Carried Unanimously

8. REPORTS FROM SENIOR MANAGEMENT

a. 2018-2019 School Fees (K. Hachlaf)

Superintendent, Karim Hachlaf presented the revised Facility Use Fees & Charges document.

b. 2018-2019 Five-Year Capital Plan Bylaw (K. Lorenz)

Moved and Seconded

2018-056

THAT the Board of Education of School District No.40 (New Westminster) accept three readings of Capital Plan Bylaw No. 18/19-CP-SD40-01 at the April 24, 2018 Regular Board Meeting.

Carried Unanimously

Moved and Seconded

2018-057

THAT the Board of Education of School District No.40 (New Westminster) approve Capital Plan Bylaw No. 18/19-CP-SD40-01 the Bylaw as read a first and second time.

Carried Unanimously

Moved and Seconded

2018-058

THAT the Board of Education of School District No.40 (New Westminster) approve Capital Plan Bylaw No. 18/19-CP-SD40-01 as read a third time, reconsidered, and finally adopted.

Carried Unanimously

9. TRUSTEE REPORTS

a. Business Company (J. Janzen)

Trustee Janzen, Director of SD40 Business Company, presented the final annual report of the Business Company.

- b.** Trustees shared their reports of the various meetings and events they attended over the past month

10. QUESTION PERIOD (15 minutes)

The public were given the opportunity to ask questions on matters that arose during the meeting.

11. NOTICE OF MEETINGS

May 1, 2018: Education Policy & Planning Committee, 7:30pm – F.W. Howay Elementary

May 8, 2018: Operations Policy & Planning Committee, 7:30pm – School Board Office

May 29, 2018: School Board Meeting, 7:30pm – School Board Office

12. REPORTING OUT FROM IN-CAMERA MEETING

None to report.

13. ADJOURNMENT

The meeting adjourned 9:14 pm.

Chair

Secretary-Treasurer

From: [Beverley Rundell](#)
To: [Board of Education](#)
Subject: FW: Thank You
Date: Friday, April 20, 2018 2:36:46 PM

From: frances blake
Sent: Thursday, April 19, 2018 11:41 AM
To: Victoria Cuipka
Subject: Thank You

Thank you for a most enjoyable evening .

It's good to connect with other volunteers and hear what they are doing or planning and to share ideas.

I enjoyed listening to the band and the slide presentation was excellent. So much is happening at all the schools.

Thanks again.

Frances Blake
Volunteer at Lord Kelvin Elementary School

From: [Beverley Rundell](#)
To: [Board of Education](#)
Subject: FW: Thanks
Date: Friday, April 20, 2018 2:37:13 PM

From: Joyce Margaret
Sent: Thursday, April 19, 2018 10:34 PM
To: Victoria Cuipka
Subject: Thanks

Hello Victoria,

I wanted to thank you and all those concerned who worked to make the Appreciation Evening a success. It obviously involved a lot of organization to co-ordinate the Grade 8 Band, the refreshments, the student work on the walls, the flowers and the video presentation.

I know that I, and the other volunteers from Kelvin, much appreciate all the effort and thought that went into the evening. Please convey our thanks to all concerned.

Best wishes and thanks
Joyce Jackson

rec'd May 4, 2018



May 2, 2018

File: OCP00024 & REZ00157

The Board of Education of School District 40 (New Westminster)
811 Ontario Street,
New Westminster, BC V3M 0J7

To the Board:

Re: 838 Ewen Avenue, New Westminster, BC

An application has been received for the property at 838 Ewen Avenue to:

1. Amend the Official Community Plan Land Use Designation of the site from *Parks/Community Facilities* to *Residential – Medium Density (RM)* and to change the Development Permit Area for the site from *Queensborough Main Street DPA #2* to *Ewen Avenue Multi-family DPA #1*.
2. Rezone the property from *Local Commercial Districts (C-1)* to *Comprehensive Dwelling Districts (838 Ewen Avenue) (CD –83)*.

The property owner and applicant is the City of New Westminster. The property would be leased by the City to BC Housing. The City is proposing to develop a 44 unit modular housing development with support services for women who have experienced homelessness or who are at risk of homelessness.

It is the policy of the Advisory Planning Commission to notify relevant stakeholders of a site proposed for Planning regulation change. Your opinion on this matter would be appreciated.

How to submit your views:

In Person: At the Advisory Planning Commission meeting on Tuesday, May 15, 2018 at 6:30 p.m., in City Hall Council Chambers.

In Writing: To ensure your correspondence can be included, all written submissions should be received the Friday prior to the meeting. Correspondence should be addressed to the Advisory Planning Commission and can be submitted to:

Email: plnpost@newwestcity.ca

Or

Mail: Advisory Planning Commission
c/o Development Services – Planning Division
511 Royal Avenue, New Westminster, BC V3L 1H9

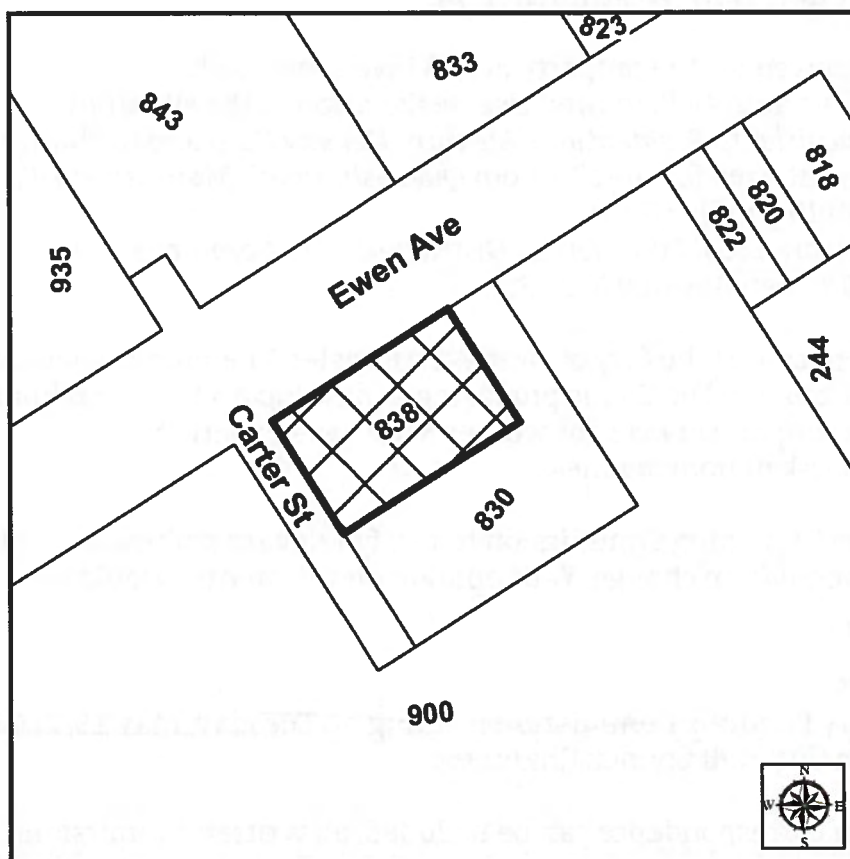
Questions:

May 2, 2018

File: OCP00024 & REZ00157

If you would like further information on this proposal, please consider attending the upcoming meeting or contacting the Planning Division (plnpost@newwestcity.ca or 604-527-4532).

To learn more about the Advisory Planning Commission, please visit <https://www.newwestcity.ca/committees/articles/4905.php>.



May 2, 2018

The Board of Education of School District 40 (New Westminster)
811 Ontario Street,
New Westminster, BC V3M 0J7

To the Board:

Re: Queen's Park Heritage Conservation Area – Incentives Program

Council has directed staff to explore incentives which would be available to protected properties within the Queen's Park Heritage Conservation Area. Incentives being considered include:

- Increased Floor Space Ratio
- Basement Floor Space Exclusion
- Attic Floor Space Exclusion
- Policy to Support Buildings that do not Conform with the Zoning Bylaw
- Relaxations for Laneway and Carriage House Regulations and Guidelines
- Multiple Conversation Dwellings (Rental)
- Larger Laneway or Carriage Houses
- Relaxation of Sewer Separation Requirements
- Stratified Laneway or Carriage Houses
- Stratified Principal Dwelling
- Building Code Relaxations
- Small Lot Subdivision
- Grant Program
- Interpretive Sign Program
- Expedited Approval Processes

From this list, those endorsed by Council at the Regular Meeting on May 7, 2018 will be presented to the Advisory Planning Commission for review and feedback.

It is the policy of the Advisory Planning Commission to notify relevant stakeholders of a site proposed for Planning regulation change. Your opinion on this matter would be appreciated.

How to submit your views:

In Person: At the Advisory Planning Commission meeting on Tuesday, May 15, 2018 at 6:30 p.m., in City Hall Council Chambers.

In Writing: To ensure your correspondence can be included, all written submissions should be received the Friday prior to the meeting. Correspondence should be addressed to the Advisory Planning Commission and can be submitted to:

May 2, 2018

Email: plnpost@newwestcity.ca

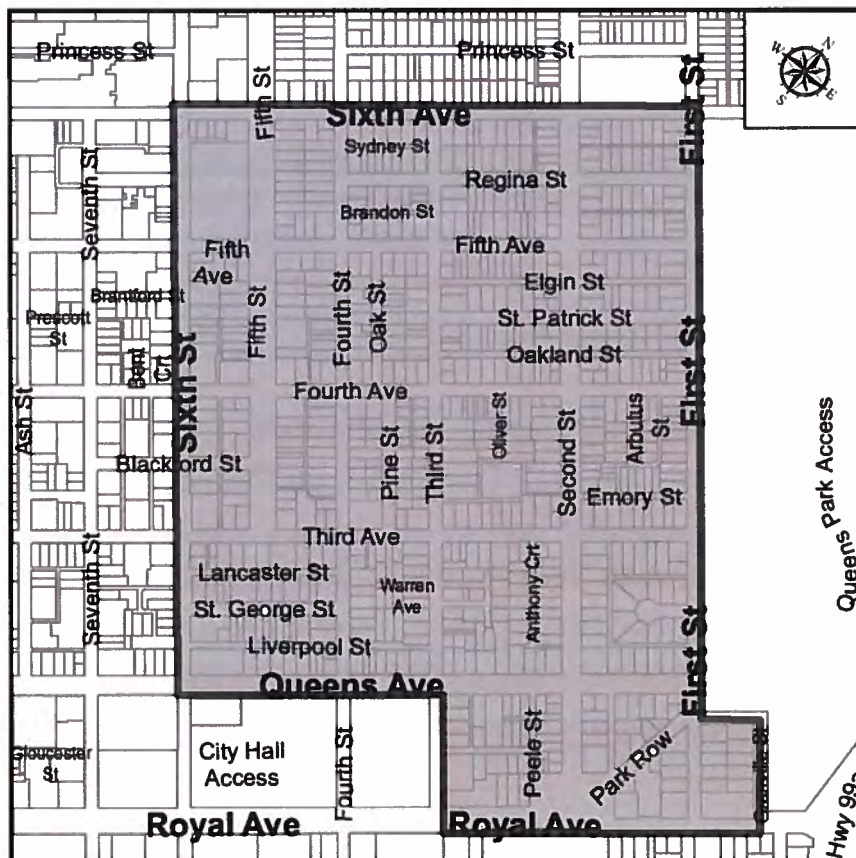
Or

Mail: Advisory Planning Commission
c/o Development Services – Planning Division
511 Royal Avenue, New Westminster BC, V3L 1H9

Questions:

If you would like further information on this proposal, please consider attending the upcoming meeting or contacting the Planning Division (plnpost@newwestcity.ca or 604-527-4532).

To learn more about the Advisory Planning Commission, please visit <https://www.newwestcity.ca/committees/articles/4905.php>.



**MINUTES OF THE NEW WESTMINSTER BOARD OF EDUCATION
EDUCATION POLICY & PLANNING COMMITTEE
HELD TUESDAY, MAY 1, 2018 AT 7:30 PM
F.W. HOWAY ELEMENTARY,
91 COURTNEY CRESCENT, NEW WESTMINSTER**

PRESENT	Jonina Campbell, Trustee	Karim Hachlaf, Superintendent
	Casey Cook, Trustee	Bev Rundell, Interim Superintendent
	Michael Ewen, Trustee	Kevin Lorenz, Secretary-Treasurer
	Mark Gifford, Chair	Jamie Sadler, Principal, F.W. Howay Elementary
	James Janzen, Trustee	Caroline Manders, Recording Secretary
	Mary Lalji, Trustee	
	Kelly Slade-Kerr, Vice Chair	

Chair Ewen recognized and acknowledged the Qayqayt First Nations, as well as all Coast Salish peoples, on whose traditional and unceded territories we live, we learn, we play and we do our work.

1. ADOPTION OF THE AGENDA

Moved and Seconded

THAT the agenda for the May 1, 2018 Open Education Policy and Planning Committee meeting be adopted as presented.

Carried Unanimously

2. PRESENTATION

a. Student Presentation – F.W. Howay Elementary

Principal Jamie Sadler welcomed the Board, students and parents. The Howay Performers' sang a variety of songs, played piano and performed dance routines.

3. VISITORS

Members of the audience were invited to address the Board.

4. REPORTS FROM SENIOR MANAGEMENT

a. Student Engagement Update

Superintendent Karim Hachlaf provided an update.

b. K-12 Public Education Funding – Review of Draft Response to Ministry of Education

The draft response letter was reviewed.

5. GENERAL ANNOUNCEMENTS

Superintendent Karim Hachlaf has been visiting District schools to initiate conversations as to how to approach improving numeracy and literacy results. Feedback has been very positive.

6. NEW BUSINESS

None.

7. ADJOURNMENT

The meeting adjourned at 8:31pm.

**MINUTES OF THE NEW WESTMINSTER BOARD OF EDUCATION
OPERATIONS POLICY & PLANNING COMMITTEE
HELD TUESDAY, MAY 8, 2018 AT 7:30 PM
SCHOOL BOARD OFFICE
811 ONTARIO STREET, NEW WESTMINSTER**

PRESENT

Jonina Campbell, Trustee
Casey Cook, Trustee
Michael Ewen, Trustee
Mark Gifford, Chair
James Janzen, Trustee
Mary Lalji, Trustee
Kelly Slade-Kerr, Vice Chair

Bev Rundell, Interim Superintendent
Kevin Lorenz, Secretary-Treasurer
Teri Stoneman, Interim Secretary-Treasurer
Caroline Manders, Recording Secretary

REGRETS

Karim Hachlaf, Superintendent

Chair Janzen recognized and acknowledged the Qayqayt First Nations, as well as all Coast Salish peoples, on whose traditional and unceded territories we live, we learn, we play and we do our work.

1. ADOPTION OF THE AGENDA

Moved and Seconded

THAT the agenda for the May 8, 2018 Open Operations Policy and Planning Committee meeting be adopted as distributed.

Carried Unanimously

2. VISITORS

Members of the audience were invited to address the Committee.

3. CORRESPONDENCE

Correspondence was reviewed.

4. REPORTS FROM SENIOR MANAGEMENT

a. Financial Update

Secretary-Treasurer, Kevin Lorenz presented the financial update as at March 31, 2018.

b. Operations Update

Secretary-Treasurer, Kevin Lorenz presented the Operations Update.

c. 118 Royal Avenue – March 7, 2018 & Timeline for Response to City

The timeline for response to the City of New Westminster with regard to site development correspondence was reviewed.

5. OTHER BUSINESS

None.

6. GENERAL ANNOUNCEMENTS

The Ministry of Education announced that Qayqayt Elementary School will receive additional funding for universally accessible playground equipment.

7. ADJOURNMENT

The meeting adjourned at 8:30pm.

Supplement to: **REGULAR SCHOOL BOARD MEETING**

Date: May 29, 2018

Submitted by: Directors, Learning Services

Item: **Requiring Action** **Yes** ☒ **No** ☐ **For Information** ☐

Subject: Administrative Procedures & Forms Update

Background

As part of the annual review of administrative procedures, the following administrative procedures and accompanying permission forms were reviewed and updated. The revised forms provide better clarity and for parents and teachers.

Administrative Procedure AP 219: Board Authority / Authorized Courses

New in 2018 – this administrative procedure outlines the process pertaining to Board Authority / Authorized Courses.

Administrative Procedure AP 220: Programs of Choice

Administrative Procedure AP 220: Programs of Choice priority process was updated and minor edits were made.

Administrative Procedure AP 255 & New Appendix A: Animals on District Property

This administrative procedure was reviewed and amended to reflect the possible presence of service and/or therapy animals on District property.

Administrative Procedure 260: Field Trips

Administrative Procedure 260: Field Trips was updated to reflect the names and numbering of the revised forms.

1. All forms have been renumbered and named:
 - a. Form 260-1: One-Day Field Trip Consent
 - i. Form has been completely revised
 - ii. This form is completed by teachers to be sent home to parents
 - b. Form 260-2: One-Day Field Trip Approval
 - i. Form has been completely revised
 - ii. This form is completed by teachers and approved by the principal
 - c. Form 260-3: Walking Field Trip Info & Consent Form
 - i. Form has been updated with information on risk reduction
 - ii. Sent home yearly in September
 - d. Form 260-4: High Risk Activities Consent & Waiver Form
 - i. Renumbered



- e. Form 260-5: Middle School Extra-Curricular Athletics Approval Form
 - i. New form to reflect school needs
- f. Form 260-6: Middle School Extra-Curricular Athletics Consent Form
- g. Form 260-7: Booster Seat Consent and Waiver Form
 - i. Formatted to be consistent with all forms
 - ii. No changes to content made

Administrative Procedure 261: Field Trips Out-of-Province

Forms have been updated as follows:

- a. Form 261-1 Field Trip Multi-Day and or Out-of-Province Proposal
 - ii. Form has been completely revised
 - iii. This form is completed by teachers to be sent home to the Associate Superintendent for review
 - b. Form 261-2 Field Trip Multi-Day and or Out-of-Province Approval
 - i. Form has been completely revised
 - ii. Form is completed by teachers and approved by the principal
 - c. Form 261-3 Field Trip Multi-Day and or Out-of-Province Consent
 - i. Form has been completely revised
 - ii. Form is completed by teachers to be sent home to parents
2. The “Volunteer Registration Form” (Form 490-1) including the section for volunteer drivers must be completed and approved by the Principal for field trips where volunteer drivers use a private vehicle to transport children.

Administrative Procedure AP 300 Appendix A – Detailed Age Requirement

Acceptable documents establishing proof of age has been amended to requiring a birth certificate only if born in Canada.

Administrative Procedure AP 300 Appendix C – Detailed Residency Requirements

Three new accepted documents were added to item 3. Supporting residency documents.

Administrative Procedure 325: Reporting Suspected Cases of Child Abuse

This administrative procedure was reviewed and amended to ensure the process is consistent.

Administrative Procedure 325 Appendix A: Responding to Suspected Cases of Child Abuse

New in 2018 – this appendix outlines in detail how to respond to suspected cases of child abuse.

- a. Form 325-1 – Documentation of Report of Suspected Child Abuse and/or Neglect has been developed to assist with this process as outlined in AP 325 and Appendix A.

Administrative Procedure AP 400 Appendix A – Criminal Record Search

Item 4.1 Reference to Declaration of Trust has been replaced with Volunteer Registration Form 490-1.

Administrative Procedure AP 490: Parent / Guardian Volunteers

The administrative procedure was updated to reflect the change in name of the form. The Volunteer and Declaration of Trust Form was removed. A revised Volunteer Registration form was created.

Form 490-1: Volunteer Registration Form

- a. Includes a list of typical volunteer activities, general information, departure and dismissal and criminal record check information.
- b. Volunteers complete the second part of the form to return to the principal for approval.
- c. The form is to be completed annually.
- d. Volunteer drivers section must be completed and approved by the Principal for field trips where volunteer drivers use a private vehicle to transport children.

Administrative Procedure AP 563: Student Transportation by Volunteer Drivers

Revised to reflect that volunteer drivers must be 25 years of age and the change in numbering for Form 490-1: Volunteer Registration Form.

Recommendation:

THAT the Board of Education for School District No. 40 (New Westminister) RESCIND in its entirety the School District No. 40 (New Westminister) Administrative Procedures Manual and respective forms; AND THAT the Board adopt the School District No. 40 (New Westminister) REVISED School District No. 40 (New Westminister) Administrative Procedures Manual and respective forms.

Attachments: All forms mentioned above and the revised Administrative Procedures.

BOARD AUTHORITY / AUTHORIZED COURSES

Background

The District is committed to serving the diverse educational needs of students and recognizes the importance of the opportunities afforded by Board Authority / Authorized (BAA) Courses to provide unique programs, which are appropriate to the needs of students. Board Authority / Authorized Courses are locally developed Grade 10, 11, and 12 courses that meet the graduation requirements set by the Ministry of Education. To ensure that the quality of educational programs is maintained, all Board Authority / Authorized courses must be approved by Boards of Education.

Procedures

1. Requests for approval of a BAA must be submitted by the Principal on the [Ministry of Education BAA Framework template](#) to the Associate Superintendent by March 30th the year prior to the proposed implementation.
2. Requests will be adjudicated to determine whether the course will be submitted to the Board for approval or whether revisions will be required prior to submission for approval.
3. BAA Courses shall:
 - Be consistent with provincial and/or District objectives;
 - Appropriately serve the intended students, curricular area and learning outcomes;
 - Align with the Ministry curriculum to reflect the Know-Do-Understand curriculum design;
 - Not closely resemble any current course being offered within the District;
 - Have the necessary staff and resources available.
4. All proposals for BAA courses will undergo a review process on course content, design and appropriateness to the school setting. The authors of the BAA course may be requested to discuss their submission and they may be asked to make revisions before it is accepted for presentation to the Board.
5. The Superintendent shall present the accepted BAA course to the Board for its consideration for approval.
6. The Associate Superintendent or designate, will assign the course code and send an electronic copy of the BAA Course Form to Student Certification at the Ministry of Education.
7. BAA courses shall be reviewed annually and courses not meeting requirements shall be retired.

SD No. 40 (New Westminster)

Adopted: May 29, 2018

Modification to this document is not permitted without prior written consent from SD No. 40 (New Westminster)

PROGRAMS OF CHOICE

Background

The District believes in making program choices available to students whenever possible. Some optional programs may only be viable when offered in one location in the School District but open to students throughout the District. From time to time the District will designate such optional programs as Programs of Choice.

All interested and qualified students are to have an equal opportunity to be selected for registration in Programs of Choice with limited enrollments.

Procedures

1. Types of Programs

1.1 Programs of Choice in the District may include (but are not limited to):

- 1.1.1 Early French Immersion
- 1.1.2 Late French Immersion
- 1.1.3 Montessori
- 1.1.4 International Baccalaureate Program (IB)

2. Programs of Choice considered will:

- 2.1 Have a clearly articulated program rationale.
- 2.2 Acknowledge parental desire for programs with a particular educational emphasis.
- 2.3 Fulfill a recognized need separate from existing programs and services.
- 2.4 Be free from any religious or ethnic affiliation.
- 2.5 Be consistent with Board policies and administrative procedures.
- 2.6 Be funded at the same levels with respect to resources and staff as those established for elementary, middle and secondary schools/grades/programs. Any additional costs for establishing or maintaining the program will be the responsibility of the school.
- 2.7 Conform with collective agreements.
- 2.8 Identify the potential impact on other schools in the District.
- 2.9 Not affect operational needs of the District.
- 2.10 Be available to all students in the District, within school space.

- 2.11 Be housed in facilities where space permits and which are suitable to the Program.
- 2.12 Be maintained without transportation assistance from the District.
- 2.13 Be subject to normal planning and staffing schedules established by the District.
- 2.14 Be subject to evaluation on an ongoing basis by the District.
- 3. Process for Submitting Proposals for Programs of Choice
 - 3.1 Prior to submission of a proposal to the Board, consultation with the Superintendent or designate must occur.
 - 3.2 A written proposal including clear rationale for the program will be submitted to the Board. The proposal will contain:
 - 3.2.1 An overview of the program accompanied by the goals and objectives and implementation timeline for the program.
 - 3.2.2 A statement which outlines the educational value of the program for the District; including how the proposal is Distinct from existing educational programs or fills a particular educational need not currently offered in the District.
 - 3.2.3 A clear indication of the intended school population to be served including age, grade levels, learner characteristics, and the number of students to be served.
 - 3.2.4 A clear description of the qualifications and nature of teaching support staff required to offer the program.
 - 3.2.5 A clear description of the facilities required to offer the program both in the immediate and long-term.
 - 3.2.6 Evidence of parental and community support for the program.
 - 3.2.7 Student registration guidelines, including how students will be selected.
 - 3.2.8 Sources and sustainability of additional funds (where necessary).
 - 3.3 Upon receipt of a proposal, the Board may direct the Superintendent to conduct a feasibility study, which will set out costs and other issues that may include:
 - 3.3.1 Staffing/human resource requirements.
 - 3.3.2 Facilities, both interim and long-term requirements.
 - 3.3.3 A proposed implementation timeline.
 - 3.3.4 Effects on other schools.

4. French Immersion and Montessori Programs

- 4.1 Information about Programs of Choice will be disseminated through the District website and such other means as may be determined from time to time.
- 4.2 Application procedures and registration information and deadlines, if any, will be stated on the District website and provided to parents upon request.
- 4.3 Information meetings will be held annually for parents and interested students (as appropriate) and advertised for/to all eligible students.

5. Application Process

- 5.1 Parents register at the child's regular catchment school for Kindergarten for three weeks starting the second Monday of January.
- 5.2 Parents complete a District Application for Programs of Choice ~~form (Form 220-1)~~ available on-line ~~for 3 weeks~~ starting the third Monday of January (9 am). It is the parents' responsibility to keep contact information current and to indicate that the younger child has a sibling already in the program.

6. Submit the on-line Application for Programs of Choice ~~form (Form 220-1)~~ by the second Friday in February. An e-mail will be sent to all applicants confirming their application has been received by the third Friday of February. Parents are to email programsofchoice@sd40.bc.ca if they have not received notification by the last Friday of February. Applications received will be grouped by priority order as outlined below:

- 6.1 Students who reside within New Westminster School District and who have a sibling already in the program in the same school when the younger child enters the program;
- 6.2 Students who are in-catchment of the Program of Choice school;
- 6.3 Students who reside within New Westminster School District and are out-of-catchment of the Program of Choice school;
- 6.4 Students who reside within New Westminster School District and applied after the Programs of Choice application date;
- 6.5 Students whose residence falls outside the District.

~~Applications received within the District's established registration timelines will be grouped by priority category as outlined below;~~

6-7. A randomized, supervised draw process will be used to determine student placements conducted the first Monday after the last Friday of February. All other applicants would be placed on a waitlist.

7-8. Students who submitted an application before June 30, 2015 and/or have a child born in the year 2015 will be accepted according to their application date. ~~Applications for children born in 2015 will no longer be accepted in person after March 1, 2016. Parents will need to apply using the above randomized draw application process after~~

~~this date;~~

~~8. Programs of Choice Priority Process:~~

- ~~7.1 Sibling preference is given to those families with a child already in the program in that particular school at the time the younger child enters the program;~~
- ~~7.2 Students who reside within the Program of Choice Catchment Boundaries;~~
- ~~7.3 Students whose residence falls within the District; Students who applied after the Programs of Choice application date.~~
- ~~7.4 Students whose residence falls outside the District;~~

9. Notification of Placement

- 8.1 An e-mail communication to all applicants - whether or not the result of the lottery is successful for their child – will be sent out ~~the by the end of the~~ first week of March. Parents are responsible for keeping their contact information up to date.
- 8.2 Parents are to email programsofchoice@sd40.bc.ca if they have not received notification by the second Wednesday of March. Parents are asked not to call – results will not be given over the phone.

10. Confirmation of Acceptance

- 9.1 Parents are required to respond by email with their acceptance or refusal of Program of Choice placement or waitlist by the second Friday in March (4pm)
- 9.2 After this date, unclaimed spaces will be offered to those on the waitlist.

11. Twins

- 10.1 One ballot will be entered into a draw for a family with twins. If drawn, both children will be offered places in the program at the same school. In the event there is insufficient space for both children, the parents will be contacted.

12. Wait Lists

- 11.1 Wait lists for Early French Immersion, Late French Immersion and Montessori will be dissolved on the last Friday of September at 4:00pm.
- 11.2 Seats in Programs of Choice are conditional upon the student attending on the first day of their school program. Students not in attendance on the first day of school lose their seat in the program, and this seat is offered to the next child on the waitlist. ~~Similarly, students who leave the program for more than a month during the school year are deemed to have vacated their seat, and it is then offered to the~~

~~next child on the waitlist, where it is appropriate for the child to move schools in mid-year.~~

11.3 Parents requesting a spot in a Program of Choice other than Kindergarten and the beginning of grade 1 for Early French Immersion and Grade 6 for Late French Immersion must ~~go to their Program or Choice catchment school and complete~~ [contact programsofchoice@sd40.bc.ca](mailto:contact.programsofchoice@sd40.bc.ca) for an application form. Students registering for French Immersion programs are only eligible to enter the program if they are transferring from another Immersion school or have sufficient French fluency through other means, such as living in a French-speaking province or country. Applications will be accepted by the Principal of each school site depending on availability of spaces in the program.

11.4 If no space is available, applications will be time and date stamp and parents will be contacted by ~~the site administrator~~ [Programs of Choice](#) if a space becomes available. Parents will have to reapply each school year as wait lists will be dissolved on the last Friday of September at 4:00 pm.

13. Application Process for Challenge Programs

12.1 In challenge programs, selection criteria and deadlines will be determined and clearly indicated to students in the application process. In the interests of ensuring student success in the program, multiple sources of information are considered and candidates are rank ordered. If the number of candidates exceeds the number of available seats, candidates are selected according to their ranking until the program is full.

14. International Baccalaureate Programme (IB) at New Westminster Secondary School

13.1 Given the rigour of the IB Programme, a strong academic background and a high degree of intrinsic motivation are essential. To this end, an admission process involving the review of report cards, counsellor and teacher recommendations, and entry test results is employed. The cumulative scores of candidates are rank ordered, and the available seats are awarded accordingly.

Reference: Sections 2, 3, 4, 7, 8, 8.4, 8.5, 20, 22, 23, 65, 74.1, 75, 75.1, 85 School Act
Collective Agreements

SD No. 40 (New Westminster)

Adopted: ~~May 30, 2017~~ [May 29, 2018](#)

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ADMIN PROCEDURES MANUAL
Administrative Procedure 255

ANIMALS ON DISTRICT PROPERTY

Background

The District strives to ensure the health and safety of students, staff, and others on District property. Further, the District recognizes that there are valid instructional and/or therapeutic reasons for animals to be on District property. By “instructional purposes” is meant that the presence of animals directly supports the learning strategies or the achievement of the objective of an approved educational program. An acceptance to this practice shall be animals such as service or guide dogs. Under no circumstances shall animals that pose actual or potential safety and/or health risks to students and employees be allowed in schools or classrooms.~~This Administrative Procedure speaks to balance these interests.~~

Administrative Procedures

- ~~1. The Principal must provide approval to have the animals brought into schools for instructional purposes.~~~~To support the health and safety of students, staff, parents and others on District property, animals are not permitted on District property without the prior, written permission of the Principal. This general prohibition includes, but is not limited to, dogs, cats, birds and potentially dangerous exotic animals.~~
2. Prior to allowing animals in schools or classrooms, steps are to be taken to ensure that students and employees are not allergic to or fearful of the presence of these animals, that the animals will present no physical danger to students or employees, and that the animals are free from diseases or parasites. The above notwithstanding, animals are permitted to be on District property to support prescribed learning outcomes and/or for therapeutic purposes, again, with the prior written approval of the Superintendent, or designate. Animals which may be permitted on District property include but may not be limited to the following:
 - 2.1 Trained service or guide dogs brought by a person with a disability, As defined in the B.C. Guide Dog and Service Dog Act, “Service Dogs” are those trained to assist individuals who utilize a wheelchair. “Guide Dogs” are those trained as a guide for a person who is blind or visually impaired.
Police dogs under the control of a police officer,
 - 2.2 Well-mannered pets brought for short visits during a day for instructional purposes such as “show and tell” or for a demonstration at a school assembly, and
 - 2.3 Small animals kept in the classroom or school under the supervision and care of a teacher. The teacher shall have a definite instructional purpose for maintaining these animals in the classroom.

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3. Small animals such as hamsters or gerbils maintained in the classrooms or school ~~shall~~ shall be kept confined in a cage, or an aquarium, in the case of fish, and ~~shall not include larger animals such as dogs or cats.~~ Dogs or cats shall not be confined in a cage.
4. Prior to bringing any animal onto District property, the Principal or designate teacher shall ensure that no children or youth with allergies or who are fearful of the animal will be adversely affected. Parents should be informed when animals are in the classroom or school and should give consent for their child to be in and environment with the animal. (See sample letter in Appendix A).
5. Animals brought into the school for instructional or therapeutic purposes shall be healthy, under the teacher's care and control, or that of a responsible adult, and highly unlikely to scratch or bite.
6. While at the school, the animals shall be safely cared for and treated humanely.
7. A plan shall be in place to care for the animal when school is not in session and when the unit of study is completed.
8. The Principal may withdraw permission for the animal to be at school or on school grounds at any time if animal hygiene, animal welfare, student safety, or staff safety becomes an issue.

Reference: Sections 8, 17, 20, 22, 65, 85, 177 School Act

SD No. 40 (New Westminster)

Adopted: ~~May 30, 2017~~ May 29, 2018

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**ANIMALS ON DISTRICT PROPERTY
SAMPLE PERMISSION LETTER**

Dear Parent/Guardian

There are occasions in which animals are on School District property. These could include classroom pets such as gerbils, hamsters or fish but could also include therapy or service dogs

Typically, small classroom pets such as gerbils and hamsters are kept in appropriate cages and students who may have fears or allergies do not need to be exposed to them. However, when dogs are used in service or therapy, they are more accessible to all students in their vicinity. Therefore, this letter is written to let you know that a service or therapy dog may be in your child's environment.

Before we proceed with including a service or therapy dog in your child's environment, we need your informed consent.

It would be appreciated, if you would complete the information below and return it to:

_____ by _____
(Name of Staff) (Date)

Student Name: _____

School Name: _____

My child is allergic to dogs Yes ☐ No ☐

My child is afraid of dogs Yes ☐ No ☐

☐ I give my permission for a therapy or service dog to be in proximity of my child.

☐ I **DO NOT** give my permission for a therapy or service dog to be in proximity of my child.

Signature of Parent/Guardian: _____

Date: _____

SD No. 40 (New Westminster)

Adopted: May 29, 2018

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ADMIN PROCEDURES MANUAL
Administrative Procedure 260

FIELD TRIPS

Background

There is educational value in well-planned and properly supervised field trips, athletic trips and cultural trips. In planning and approving such trips, the safety of students and the educational benefits to be derived shall be the primary considerations.

For the purpose of this Administrative Procedure, a field trip, athletic trip, or cultural trip is any supervised teacher- or school_-sponsored activity where students leave the school premises for part of a day, a day, or multiple days. Trips are to be selected, planned, organized and conducted in the context of clear educational benefits.

Procedures

1. Planning

- 1.1 It is the Principal's responsibility to ensure the appropriateness of field trips and the safety of students.
- 1.2 The Principal shall designate a District "educator in charge" of each field trip. An educator designated as being "in charge" must have appropriate experience to supervise the safety and well-being of students.
- 1.3 ~~The overall plan for each trip prepared by the educator in charge must include a supervision plan indicating the ratio of adult supervisors to participants and must be approved by the Principal of the school. The educator in charge must outline the itinerary, the trip supervisors, transportation details, and budget in the "One-Day Field Trip Approval Form" (Form 260-2). The Principal of the school must approve the "One-Day Field Trip Approval Form" (Form 260-2). This form must be retained at the school office prior to the day(s) trip.~~
 - 1.4 ~~An itinerary must be available at the school office for all trips, including contact information in case of an emergency.~~
 - 1.51.4 ~~A cell phone number must be provided for emergency contactn-emergency phone plan must be in place_ for all field trips.~~
 - 1.61.5 A copy of each student's medical form must be available in case of medical emergencies or incidental delays.
 - 1.71.6 The teacher must carry or have access to a first aid kit during the field trip or must have access to an on-site first aid provider.
 - 1.81.7 Arrangements must be made to provide an instructional program for students not participating in the trip and for the instruction of classes normally taught by teachers who will accompany students on the trip. The District must not be held responsible for any losses which may arise from

cancellation or alteration of a field trip itinerary.

1.91.8 The Principal must be notified of any changes to the departure or arrival times, to the location(s) of the activities, etc.

1.9 A ~~“Parent/Guardian Field Trip Information and Consent Form”~~One-Day Field Trip Consent Form (Form 260-1) shall be prepared for each trip and sent home with each student who may participate in the field trip.

1.10 A ~~“High Risk Activities Consent and Waiver Form”~~ (Form 260-4) must be prepared and sent home with each student who may participate in a field trip considered high risk. Examples of high-risk activities are canoeing/kayaking/rafting, mountain biking/hiking, gymnastics, rock/wall climbing, skiing/snowboarding, swimming in open water, ice skating, and cheerleading.

1.11 A ~~“Middle School Extra-Curricular Athletics Approval Form”~~ (Form 260-5) must be prepared and submitted to the principal for approval.

1.12 A ~~“Middle School Extra-Curricular Athletics Consent Form”~~ (Form 260-6) must be prepared and sent home with each student who may participate in all middle school extra-curricular athletic programs.

1.101.13 A ~~“Booster Seat Consent and Waiver Form”~~ (Form 260-7) must be prepared and sent home with each elementary aged student who participates in a field trip where volunteer drivers use a private vehicle to transport children.

1.11 A ~~“Parent/Guardian Field Trip Information and Consent Form”~~ (Form 260-1) shall be provided by each student participating in the activity.

1.121.14 The ~~“Teacher Field Trip Checklist Form”~~One-Day Field Trip Approval Form (Form 260-2) must be completed to document the details of the field trip and transportation arrangements and is to ~~be retained at the school office prior to the day(s) trip.~~

1.131.15 The Principal will ensure that roles and responsibilities of all students and attending adults are clearly defined prior to the school field trip. The District's Code of Conduct and the School's Code of Conduct must be reviewed by all participants prior to the field trip.

1.141.16 Schools may charge fees for optional field trips that enhance a student's learning experience but are not essential to the learning outcomes.

1.151.17 Extra-Curricular Field Trips are not considered part of the educational program therefore fees may be charged.

1.161.18 No student will be prevented from taking part for financial hardship.

2. Communication with Parents/Guardians

2.1 Advance communication to parents/guardians is required for all field trips. Parents/guardians must be provided notice in writing which addresses the following areas:

- 2.1.1 Nature of the field trip;
- 2.1.2 ~~Rationale-Purpose of the~~ field trip;
- 2.1.3 All transportation and accommodation arrangements, if applicable;
- 2.1.4 Level of supervision; and,
- 2.1.5 Scope of risks and potential for injury inherent in the activity.

2.2 A ~~written consent form~~One-Day Field Trip Consent Form (Form 260-1) for the field trip must be obtained with a parent/guardian signature.

2.3 A "High Risk Activities Consent and Waiver Form" (Form 260-4) must be obtained with a parent/guardian signature for high-risk activity field trips.

2.2.2.4 A "Booster Seat Consent and Waiver Form" (Form 260-7) must be obtained with a parent/guardian signature for field trips where volunteer drivers use a private vehicle to transport elementary aged children.

3. Supervision

- 3.1 Vigilant supervision of students is mandatory during all District trips.
- 3.2 Volunteer supervisors must be screened for suitability and advised of the expectations of their role. Volunteers must complete a "Volunteer Registration Form" (Form 490-1).
- 3.3 Student conduct is governed by District and School Codes of Conduct.
- 3.4 On a field trip of any kind, the teacher sponsor(s)/adult supervisor(s) will act in a manner consistent with what would be expected of a "judicious parent/guardian". It is expected that the teacher sponsor(s)/adult supervisor(s) will ensure proper and safe student conduct by providing proactive participation and visible presence.
- 3.5 The use of alcohol, tobacco, or illegal substances by student participants, volunteers, supervisors, or staff is strictly prohibited during any field trips, regardless of the circumstances, the age of the participants, or local laws, customs, or culture.
- 3.6 Parent/guardian participation in field trips to augment supervision is encouraged and, in many cases, necessary. Circumstances determined by the Principal may warrant a review of the levels of supervision according to the age, maturity, knowledge and skill of the students, the nature of the field trip and/or the experience of the supervisor(s), as well as the duration of the trip. For day field trips, supervision must be provided at the following minimum levels (greater supervision may be necessary depending on the nature of the activity being undertaken):
 - 3.6.1 Grades K-3 – 1:8 ratio of adults to students;
 - 3.6.2 Grades 4-5 – 1:10 ratio of adults to students;
 - 3.6.3 Grades 6-8 – 1:15 ratio of adults to students; and,

3.6.4 Grades 9-12 – 1:15 ratio of adults to students.

- 3.7 Planning and consideration must be provided for any special needs student involved in an activity. Education Assistants ~~SEAs~~ normally assigned to an individual special needs student are not to be included in the above ratios.
- 3.8 For minimal risk overnight trips, supervision must be provided at the above minimal levels. Greater supervision may be necessary depending on the nature of the activity being undertaken and the composition of the class.
- 3.9 Trips that involve both male and female students, which extend overnight, shall have at least one male and one female adult accompanying students.
- 3.10 Any CUPE employee who attends and is outside of their classification is considered to be a volunteer therefore they will not receive pay for the activity.

4. Transportation

- 4.1 The “One-Day Field Trip Permission Form (Form 260-1) and “One-Day Field Trip Approval Form” (Form 260-2), which includes type of transportation, departure and arrival times, cost, and levels of supervision, must be completed and signed by the Principal (Form 260-1) and by the parent (Form 260-2). The “Student Vehicle Assignment Form”, (Form 260-3) which includes contact telephone numbers for all passengers in the vehicle, must be left at the school and another copy carried with the Supervisor.
- 4.2 The “Volunteer Registration Form” (Form 490-1) including the section for volunteer drivers must be completed and approved by the Principal for field trips where volunteer drivers use a private vehicle to transport children.

5. Special Circumstances

- ~~5.1 Students who are participating in work experience, career or special programs are exempt from this Administrative Procedure.~~
- ~~5.2 Single day extra-curricular activities are exempt from this Administrative Procedure but the supervising teacher/coach must fill out the appropriate forms should the use of a vehicle be needed to transport students participating in extra-curricular activities.~~
- 5.35.1 Short supervised walking trips within the vicinity of the school are exempt from this Administrative Procedure. These trips may be taken with the principal's permission and the completion of the Walking Field Trip Consent Form (Form 260-4).

Reference: Sections 17, 20, 22, 65, 75, 85 School Act
Motor Vehicles Act
Collective Agreements

SD No. 40 (New Westminster)

Adopted: ~~May 30, 2017~~ May 29, 2018

Teacher Organizer: _____ School: _____ Phone # _____

Destination: _____ Date of Trip: _____

Departure Time: _____ Return Time: _____

Parent/Guardian:

To enhance learning opportunities, teachers may plan field trips to supplement educational programs. The purpose of the field trip consent form is to provide students and parents/guardians with information that is related directly to the field trip. The school field trip is optional and alternate arrangements will be made for students who do not participate.

Purpose

The planned summary of our field trip is as follows:

Trip Supervisors

The classroom teacher will directly supervise field trips. Depending on the grade level and the nature of the activity, additional supervision may be provided by teachers, educational assistants or parents to meet the supervision requirements outlined in our Administrative Procedure 260: Field Trips. At all times, teachers will endeavour to ensure a safe environment or situation during the field trip.

Supervisor(s): Name: _____ Role: _____

Name: _____ Role: _____

Name: _____ Role: _____

Transportation

Field trip supervisors will arrange trip transportation that best meets the needs for the respective trip. Transportation of students by private vehicles will be accordance with Administrative Procedure 563: Student Transportation by Volunteer Drivers. Following is the mode of transportation for the planned trip your child is attending:

Type of transportation: bus ☐ public transit ☐ private vehicle ☐ other ☐

Drivers are responsible for ensuring all students transported have booster seats until they are: at least 18kg (40 lbs) and 9 years of age or have reached a height of at least 145 cm (4.9”).

Budget

If a field trip budget requires payment of the monies either in advance of the field trip or during the field trip and the field trip is cancelled or altered, the school district will not be responsible for any refund. No student will be prevented from taking part for financial hardship.

Field Trip Expenses	
Teachers-on-Call	
Transportation	
Activity fee(s)	
Total Expenses	

Field Trip Funding	
School Support	
Fundraising	
PAC Support	
Per Student Cost	

Risk and Consequences

Accidents can be the result of the nature of the activity and can occur with or without any fault on either the part of the student, or the school board, or its employees or agents, or the facility where the activity is taking place. By allowing your child to participate in this activity you are accepting the risk of an accident occurring and agree that this activity, as described, above is suitable for your child.

Behavioural Expectations

On all field trips, students are expected to follow both the District Code of Conduct and the School Code of Conduct. It is expected that students will conduct themselves in a respectful and considerate manner as they will be representatives of their school and the New Westminster School District. Any student who fails to abide by the codes of conduct will be subject to disciplinary action on the trip as determined by the supervisors and, upon return, as determined by the administration.

Emergency Planning

The supervisor will carry or have access to a first aid kit during the field trip. A list of specific medical needs of students will be available to supervising staff. At least one supervising adult will have access to a cell phone. In the event of a student injury parent/guardians will be notified.

Medical/Accident Insurance

If your child does not have the necessary medical and accident insurance, it is up to the parent/guardian to ensure their child has the necessary coverage.

Return this signed consent form to the school

School: _____

Destination: _____

Date of Trip: _____

Name of Student: _____

Teacher / Grade: _____

Parent/Guardian Permission:

Student must have parent/guardian's written and signed permission in order to participate in any field trip.
Without signed consent, students will not participate in this field trip.

Parent/Guardian Consent

I, _____ have read the full consent form and hereby consent to
(print parent/guardian name)

_____ participation in the field trip to _____.
(print child's name)

I am aware of the behavioural expectations of my child while attending this field trip. I will be responsible for any costs caused by my child's failure to abide by the Codes of Conduct, including any costs to send my child home. I am aware of the inherent risks and potential consequences that may occur on this field trip. My signature below indicates that my child has my consent to attend the field trip.

Signed: _____ Date (mm/dd/yyyy): _____

ONE-DAY FIELD TRIP APPROVAL FORM



School District No. 40

Teacher Organizer:	_____	Submission Date:	_____
Destination:	_____	Date of Trip:	_____
Departure Time:	_____	Return Time:	_____
Number of Students:	_____	Grade Level(s)	_____
		Class/Course/Group:	_____
Supervisor(s):	Name: _____	Role:	_____
	Name: _____	Role:	_____
	Name: _____	Role:	_____

School Communication

- ☐ Arrangements have been made, if needed, for coverage of class(es) and supervision of non-participating students.
- ☐ If applicable, teacher field trip notification has been distributed to students with instructions to notify teachers of their absence.

Parent and Student Communication

- ☐ Parent/Guardian Field Trip Consent Form (260-1) has been prepared for distribution (copy attached)
- ☐ Parent/Guardian Field Trip Consent Form (260-1) will be signed by each parent/guardian and will be collected for each student.

Trip Supervision Requirements

- ☐ Type of transportation: bus public transit private vehicle other
- ☐ Appropriate adult supervision is in place in accordance with Administrative Procedure 260: Field Trips.
- ☐ Volunteer supervisors have completed a Volunteer Registration Form (490-1) as per Administrative Procedure 490: Parent/Guardian Volunteers.
- ☐ Volunteer drivers have completed a Volunteer Registration Form (490-1) as per Administrative Procedure 490: Parent/Guardian Volunteers.
- ☐ Criminal records checks, if required, have been completed. All criminal record checks have been obtained in accordance with Administrative Procedure 400 Appendix A: Criminal Record Search.
- ☐ Appropriate support has been ensured for students with diverse learning needs, (e.g., Educational Assistant supports and alternate transportation have been arranged if required).
- ☐ If applicable, a separate waiver form has been completed for High Risk Activities (Form 260-4)
- ☐ If applicable, a separate waiver form has been completed for Booster Seat Consent Waiver (Form 260-7)

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ONE-DAY FIELD TRIP APPROVAL FORM



School District No. 40

Emergency Planning

- ☐ A list of the specific medical needs is available to supervising staff.
- ☐ The teacher will carry or have access to a first-aid kit.
- ☐ Cell phone number has been provided for emergency contact _____.

Budget

- ☐ All relevant trip expenses are included in the table below.
- ☐ Any fundraising activity undertaken to assist with the field trip costs will be approved in advance by the school principal and will follow Administrative Procedure 520: Fundraising Activities & Sponsorship in District Facilities.

Field Trip Expenses	
Teachers-on-Call	
Transportation	
Activity fee(s)	
Total Expenses	

Field Trip Funding	
Fundraising	
PAC Support	
Per Student Cost	

Teacher/Organizer signature _____ Date _____

PRINCIPAL'S FINAL APPROVAL OF TRIP

All of the above items have been addressed by and discussed with the Teacher/Organizer and approval is given for this field trip.

Principal's Approval Signature: _____ Date: _____

Typically, teachers plan field trips and your consent is required on an individual basis for each activity. To enhance learning opportunities, teachers may plan activities in the community close to the school. These “walking field trips” are often spontaneous, taking advantage of the weather or the need to collect or see something in the neighbourhood. Such field trips may include, but are not limited to:

- Environmental clean-up
- Collecting fall leaves for science or art
- Sketching classes
- Adopting a tree, or square meter of forest
- Releasing salmon fry into a nearby stream
- Use of local community playing field, park or tennis court
- Science walks using senses to observe seasonal changes
- Environmental enhancement e.g. gardening

Supervision – The classroom teacher will directly supervise walking field trips. Depending on the grade level and the nature of the activity, additional supervision may be provided by teachers, educational assistants or parents to meet the supervision requirements outlined in our Administrative Procedure 260: Field Trips. At all times, teachers will endeavour to ensure a safe environment or situation during the walking field trip.

Risk Reduction – Walking field trip activities are considered low risk for accidents or personal injury to students. However, classroom teachers will discuss behavioral expectation with students and take the appropriate safety precautions before embarking on the walking field trip to minimize risk and to enhance the safety of each students. Cellular phones are taken or easily accessed on walking field trips in case of an emergency.

Because of the impromptu nature of the walking field trips, the school is seeking, in advance, permission for your child to participate in walking field trips within our school community by completing the form below. If there is a specific walking field trip that you do not wish your child to participate in please indicate below.

Please retain the top portion of this notice for your records and return the bottom portion to the school.

FOR THE 2018-2019 SCHOOL YEAR**SCHOOL NAME:** _____

Name of Student: _____ Teacher/ Grade: _____

Please initial:

I give consent for my child to accompany the class on outings in the neighbourhood of the school.

I **DO NOT** give consent for my child to accompany the class on outings in the neighbourhood of the school.

Name of Parent/Guardian: _____ Date (mm/dd/yyyy): _____

Signature of Parent/Guardian: _____

RISK MINIMIZATION

A paramount consideration on selecting, planning, organizing and conducting student field trips is to minimize risk to everyone, as all field trips entail some added element of risk. Risk cannot be eliminated but it can be managed. Student field trips involve different degrees of risk and accordingly call for different levels of care, conduct, communication and consent.

It is the expectation that parents giving their consent for their child to participate in an out-of-school field trip have familiarized themselves with the potential risks of the planned activity and have contacted the school if they have any questions on associated safety plans, risk management, supplies, equipment or other concerns.

Examples of High-Risk Activities

- Canoeing/kayaking/rafting
- Mountain biking/hiking
- Gymnastics
- Rock climbing
- Skiing/snowboarding
- Swimming in open water
- Wall climbing
- Ice skating
- Cheerleading

Principals having concern as to whether a particular activity is considered high-risk should direct their questions to the Superintendent of Schools.

Examples of Safety Equipment Used with High-Risk Activities

- Safety helmets must be worn by all participants, including supervisors/chaperones involved in cycling, skating, skiing, snowboarding, rock climbing, skateboarding, rollerblading and whitewater activities.
- For boating activities, students must be wearing Ministry of Transportation and Infrastructure (M.O.T.I.) approved lifejackets or Type 1 approved personal flotation devices/life jackets or be following the specific rules for competition.

CONSENT AND WAIVER FORM

COMMENTARY: It is the School District's intent that this Waiver and Consent Form provide parents with sufficient information about the field trip to facilitate parents in making an informed decision about the participation of their child in this activity. This Consent and Waiver Form is not asking parents to give up the right to sue if there has been gross negligence on the District's part; nor can a parent give up the right of the child to sue.

In consideration of The Board of Education for School District No. 40 (New Westminster) (the "School District") offering my child, _____, an opportunity to participate in the field trip detailed on the attached information and consent form, I waive any and all claims I may have against, and release from all liability and agree not to sue, the School District or its trustees, officers, employees or volunteers for any personal injury, death, property damage or loss sustained as a result of, or occurring during, my child's participation in the field trip, providing the School District has not engaged in gross negligence or willful misconduct.

Initial

I am aware of the risk and dangers inherent in participation in all of the activities associated with this field trip and of the possibility of personal injury, death, property damage, or loss resulting from the activities. The dangers and risks may include, but are not limited to: program locations, rugged terrain, rock fall and avalanches, weather, equipment breakages, conduct of the guide, chaperone or other group members, human error, risks particular to the specialized outdoor environment of the activity, risks associated with participation in a water activity or sport or the possibility that my child may not heed safety instructions or restrictions given to the group.

Initial

In signing this Consent and Waiver, I am not relying on any oral or written representation of statements made by the Board of Education and its servants, employees, authorized volunteers or the Ministry of Education, to induce me to permit my child to take this trip, other than those set out in this Consent & Waiver.

Initial

I have read and understand the terms of this Consent and Waiver.

Initial

FOR COMPLETION BY PARENT/GUARDIAN

Date: _____

Printed name of parent/guardian

Signature of parent/guardian

Address

Street

City

Postal Code



MIDDLE SCHOOL EXTRA-CURRICULAR ATHLETICS APPROVAL FORM

School District No. 40

Teacher/Organizer: _____ Submission Date: _____

Date from: _____ Through to: _____

Number of Students: _____ Grade Level(s) _____ Class/Course/Group: _____

Coaches, Sponsors & Volunteers:

Name: _____ Role: _____

Name: _____ Role: _____

Name: _____ Role: _____

School Communication

- ☐ Arrangements have been made, if needed, for coverage of class(es) and supervision of non-participating students.
- ☐ If applicable, teacher field trip notification has been distributed to students with instructions to notify teachers of their absence.

Parent and Student Communication

- ☐ Middle School Extra-Curricular Athletics Consent Form (260-6) has been prepared for distribution (copy attached)
- ☐ Middle School Extra-Curricular Athletics Consent Form (260-6) will be signed by each parent/guardian and will be collected for each student.

Trip Supervision Requirements

- ☐ Type of transportation: bus public transit private vehicle other
- ☐ Appropriate adult supervision is in place in accordance with Administrative Procedure 260: Field Trips.
- ☐ Volunteer supervisors have completed a Volunteer Registration Form (490-1) as per Administrative Procedure 490: Parent/Guardian Volunteers.
- ☐ Volunteer drivers have completed a Volunteer Registration Form (490-1) as per Administrative Procedure 490: Parent/Guardian Volunteers.
- ☐ Criminal records checks, if required, have been completed. All criminal record checks have been obtained in accordance with Administrative Procedure 400 Appendix A: Criminal Record Search.
- ☐ Appropriate support has been ensured for students with diverse learning needs, (e.g., Educational Assistant supports and alternate transportation have been arranged if required).
- ☐ If applicable, a separate consent & waiver form has been completed for High Risk Activities (Form 260-4)

Emergency Planning

- ☐ A list of the specific medical needs is available to supervising staff.
- ☐ The teacher will carry or have access to a first-aid kit.
- ☐ Cell phone number has been provided for emergency contact _____.

Budget

- ☐ Extra-curricular athletic fee of \$ _____ required.

Teacher/Organizer Signature: _____ Date: _____

PRINCIPAL'S FINAL APPROVAL OF TRIP

All of the above items have been addressed by and discussed with the Teacher/Organizer and approval is given for this field trip.

Principal's Approval Signature: _____ Date: _____

Teacher/Organizer: _____ School Name: _____

Phone #: _____ Date from: _____ through to: _____

For (List Name of Athletic Activity): _____

Parent/Guardian: This consent form is required for participation in all middle school extra-curricular athletic programs. The intent here is to provide for the safety of participants and to inform students and parents/guardians of the inherent risks of the program. The schedule of events is attached/will be published when finalized.

Extra-Curricular Athletics Purpose(s):

The purpose of this activity is to provide an opportunity to develop skills in a sport to a higher degree than may be possible in the curricular physical education program, to increase school spirit, to encourage team play and to foster good sportsmanship.

Athletic Season - Select the appropriate program below:

The **Volleyball** season extends from _____ through _____ Practice times are: _____
Games are held in New Westminster and Burnaby. Game schedules will be published when finalized.

The **Cross Country** season extends from September through October. Meets will be held in New Westminster and Burnaby. A schedule of specific dates and locations will be published when it is finalized.

The **Basketball** season extends from January through March. Practice times are: _____
Games are held in New Westminster and Burnaby. Game schedules will be published when finalized.

The **Track and Field** season extends from April through June. Mini meets and qualifying meets will be held in New Westminster and Burnaby with specific locations and dates to be published when the schedules are finalized. The District Meet will be held at Swanguard Stadium, Burnaby on May _____

The **Football** season is in April. Practice times are: _____ Games are held in New Westminster.
Game schedules will be published when finalized.

Supervision:

All supervision of students in this program is direct supervision. Direct supervision is defined as the time students spend with the sponsors, coaches and volunteers involved in the program, however, during transportation there may be times when students are not supervised directly on public transportation to and from a game or event.

Coaches, Sponsors & Volunteers:

Name: _____ Role: _____

Name: _____ Role: _____

Name: _____ Role: _____

Transportation:

Transportation to and from activities will be provided by parent/guardian, volunteers, staff or public transportation. Transportation of students by private vehicles will be accordance with Administrative Procedure 563: Student Transportation by Volunteer Drivers. Student dismissal from venues will be the responsibility of the coach/sponsor who will ensure that all participants are released to the direct supervision of an adult (e.g., parent driver) or released to take public transit with team mates when parent permission is granted.

Type of transportation: bus public transit private vehicle other Page 39

Risk and Consequences

There is a degree of risk in all sports activities. The risk is increased to varying degrees when students are away from the safety of the school setting. It is impossible to itemize every possible element of risk associated with a sporting activity. This sporting activity may include, but not be limited to the following inherent risks, and all risks associated with:

- Travel to and from the event venue(s)
- The nature of sport (i.e., rolled ankles, joint / head injuries, loosened teeth, bruises and abrasions, fractures, and other bodily injuries)

Emergency Planning

The supervisor will carry or have access to a first aid kit during the field trip. A list of specific medical needs of students will be available to supervising staff. At least one supervising adult will have access to a cell phone. In the event of a student injury parent/guardians will be notified.

Medical/Accident Insurance

If your child does not have the necessary medical and accident insurance, it is up to the parent/guardian to ensure their child has the necessary coverage.

Budget (not applicable for grade 6 and 7 sports)

*Extra-curricular athletic fee is required for grade 8 athletes of \$25.00 for the
This fee is used to cover costs associated with this sport.*

Some sports may require \$50.00 to \$100.00 deposit cheque for the use of school uniforms.

Please make cheque(s) payable to: _____

Sincerely,

Insert Name of School Board Employee

Behavioural Expectations

On all field trips, students are expected to follow both the district code of conduct and the school code of conduct. It is expected that students will conduct themselves in a respectful and considerate manner as they will be representatives of their school and the New Westminster School District. Any student who fails to abide by the codes of conduct will be subject to disciplinary action on the trip as determined by the supervisors and, upon return, as determined by the administration.

Return this signed consent form to the school

School: _____

Destination: _____

Date of event: _____

Name of Student: _____

Teacher / Grade: _____

Parent/Guardian Permission

The written, informed consent of parents/guardians is required for participation in all middle school extra-curricular athletic programs. The intent here is to provide for the safety of participants and to inform students and parents/guardians of the inherent risks of the program. Without this signed consent, students will not participate in this program.

Parent/Guardian Consent

I, _____ (parent/guardian) of _____ have read the full informed consent form that pertains to my child's participation in _____.

I am aware of the risks inherent in this athletic program and my signature indicates that my child has informed consent to participate. I have completed and submitted a medical form for my child.

Printed Name of Parent/Guardian_____
Parent/Guardian Signature_____
Date

_____ has arranged an after-school _____ program for students in grades _____.

I understand that programs of this type may expose me to elements of risk. The risks and responsibilities, as outlined below, have been fully explained to me by a School Board employee, _____.

Risks:

- Accidents may occur when traveling to and from venues in private vehicles.
- Physical injury (e.g. rolled ankles, joint/head injuries, loosened teeth, bruises and abrasions, fractures, and other bodily injuries) may occur when participating in an athletic program.

Responsibilities:

- My behaviour will be consistent with the _____ general and athletic Code of Conduct.
- I accept full responsibility for my actions which will be thoughtful and reflect common sense, during transportation and at all venues, before, during and after events.
- I will attend practices and events as outlined by my coach.
- When traveling to and from venues I will conduct myself in a polite and quiet manner and keep my seatbelt on and buckled up.
- I will stay on the site at which the event takes place and will follow specified dismissal procedures.
- I will follow the safety precautions specific to the activity as outlined by my coach.

I have been made aware of the possible risks and consequences related to this athletic program. I freely agree to participate in the program and act in a safe and responsible manner according to School District Administrative Procedure 104: District Code of Conduct and my school's Code of Conduct.

Signature of Student_____
Date_____
Printed Name of Student_____
School Board Employee Signature Page 41

Provincial Government legislation requires **all drivers** of private vehicles to be responsible for ensuring that all children are appropriately seated in accordance with Motor Vehicle Act regulations as outlined below. This legislation is relevant to the K – 12 school system when considering student passengers riding with a teacher or parent volunteer driver.

- All drivers are responsible for complying with all child restraint requirements
- Booster seats are for children over 18 kg. (40 lbs.) until they are 9 years old unless they have reached the height of 145 cm. (4'9" tall)

In order for your child to accompany his/her class on a field trip during the current school year, we ask that you complete, sign, and return the Booster Seat Consent/Waiver Form at the bottom of this page.

Booster Seat Consent/Waiver Form

- ☐ *My child is over 9 years of age **OR** over 4'9" – NO BOOSTER SEAT IS REQUIRED*
- ☐ *My child is over 18 kg./40 lbs. **AND** under 4'9" – BOOSTER SEAT IS REQUIRED
(please complete the section below)*
- ☐ *My child will bring a portable booster seat that does not require installation into the driver's vehicle.*
- ☐ *As my child requires a booster seat appropriate for his/her age and weight, he/she may not travel in a vehicle that does not provide this item for him/her.*

I understand that my child may be exposed to certain risks while participating in this activity.
Accidents/injuries may occur.

Signature of Parent/Guardian

Date

Printed name of Parent/Guardian

Address of Parent/Guardian:

Street

City

Postal CodeDaytime contact phone number(s):

Teacher Organizer: _____	Submission Date: _____
Destination: _____	Date(s) of Trip: _____
Departure Time: _____	Return Time: _____
Number of Students: _____ Grade Level(s) _____	Class/Course/Group: _____
Supervisor(s): Name: _____	Role: _____
Name: _____	Role: _____
Name: _____	Role: _____

☐ Proposal was reviewed by Assoc. Superintendent Signature: _____ Date: _____

The Teacher Organizer provides the following information and assurances with respect to this proposal request:

PLANNING

- ☐ All planning arrangements as per Admin Procedure 260: Field Trips and Admin Procedure 261: Field Trips Out-Of-Province will be completed prior to trip departure
- ☐ For Out-of-Country trips, all students will have a valid Passport/Visa prior to departure
- ☐ For Out-of-Province trips, the Teacher Organizer will arrange Group Medical/Travel/Cancellation Insurance for all participants and the cost will be included within the field trip budget
- ☐ Travel arrangements and payment of travel costs shall be made in accordance with District Purchasing Guidelines. Use of a local travel agent is recommended
- ☐ An administrator will be accessible and/or available at the school, if necessary, to attend to emergencies that arise during this field trip.

Administrator's name: _____

CONSENT FORM

- ☐ **Attached** is a copy of the proposed *Consent Form* document that will be provided to parents/guardians, and which addresses the areas listed below.
 - Description of how the field trip supplements the educational program
 - Notice that the field trip is optional, and that arrangements will be made for students who are not participating
 - Notification of student/parent Pre-Trip meeting. A Pre-Trip meeting is required for all Multiple-Day and/or Out-of-Province field trips
 - Description of supervisors: teachers, employees of the Board, and other adult volunteers, along with contact information
 - Transportation and accommodation arrangements
 - Itinerary consisting of date(s), departure and return times, and schedule of planned activities
 - Description of planned activities and levels of direct and indirect supervision

CONSENT FORM (continued)

- Description of inherent risks and potential consequences
- Assessment of student skills and abilities as pertaining to the field trip activity (*if applicable*)
- Behavioural expectations of students
- Emergency Planning/Cancellation of Trip information, including cancellation provisions, collection/disclosure of student medical and personal information, first-aid arrangements, and Emergency Communication and Return Plan
- Description of budget consisting of revenue (cost to student) and expenditures (cost of trip) (*optional trips only*)
- Parent/guardian responsibility to arrange student accident or liability insurance
- Parent/guardian responsibility to determine whether the student may participate in the field trip

SUPERVISION

- ☐ All supervision requirements as per Admin Procedure 260: Field Trips and the Admin Procedure Form 261-2: Multi-Day and/or Field Trips Out-of-Province will be addressed prior to trip departure

Teacher Organizer Signature(s): _____

PRINCIPAL'S RECOMMENDATION:

- ☐ I have evaluated the Teacher Organizer's Field Trip Proposal and recommend that the Field Trip Proposal be provided to the Associate Superintendent for review.

Principal's Signature: _____ Date Signed: _____

ASSOCIATE SUPERINTENDENT REVIEW:

- ☐ I have reviewed this proposal and return it to the school for staff to continue planning, travel and scheduling arrangements.

Associate Superintendent's Signature: _____ Date Signed: _____

***** FINAL APPROVAL OF THE FIELD TRIP WILL BE DETERMINED
BY THE SCHOOL PRINCIPAL *****

The school principal will provide Final Approval on the *Multiple-Day and/or Out-of-Province Field Trip Approval Form*. All field trip requirements described must be addressed prior to the school principal's Final Approval of the trip.

Additionally, for all **Out-of-Country** trips, the school principal must complete the Final Permission for Trip Departure endorsement within 7 days of departure, after consideration of government-issued travel advisories for the destination.



Teacher/Organizer: _____

Submission Date: _____

Destination: _____

Date(s) of Trip: _____

Departure Time: _____

Return Time: _____

Number of Students: _____ Grade Level(s) _____

Class/Course/Group: _____

Supervisor(s): Name: _____

Role: _____

Name: _____

Role: _____

Name: _____

Role: _____

☐ Proposal was reviewed by Assoc. Superintendent Signature: _____ Date: _____

Multiple-Day Field Trip Approval forms are to be submitted to the school principal

at least 10 school days prior to trip departure for trips **within** British Columbia,

at least 20 school days prior to trip departure for trips **outside** British Columbia.

Multi-Day trips **outside of Canada and/or Mainland USA** require Board approval

and **should be planned one year in advance.**

ITINERARY AND TRAVEL ARRANGEMENTS

- ☐ Itinerary and daily activities schedule have been prepared and/or received from Travel Agent/Tour Company.
- ☐ Arrangements for Group Medical/Travel/Cancellation Insurance have been made and the costs included in the trip budget.
- ☐ Student Passport information required for all Out-of-Country trips will be retained in a secure location in accordance with school district records retention requirements for personal information.
- ☐ Field Trip itinerary must not include areas where the Department of Foreign Affairs and International Trade has published a travel advisory.

Above items addressed and discussed by teacher/organizer and principal:

Teacher/Organizer's Signature: _____ Principal's Signature: _____

SCHOOL COMMUNICATIONS

- ☐ Arrangements have been made, if needed, for coverage of class(es) and supervision of non-participating students.
- ☐ If applicable, teacher field trip notification has been distributed to students with instructions to notify teachers of their absence.

Above items addressed and discussed by teacher organizer and principal:

Teacher/Organizer's Signature: _____ Principal's Signature: _____

PARENT & STUDENT COMMUNICATIONS

- ☐ Pre-trip parent/student information meeting scheduled for: _____
- ☐ The following school administrator will attend the pre-trip meeting: _____
- ☐ Consent form and information package has been prepared for student distribution (copy attached)

Above items addressed and discussed by teacher/organizer and principal:

Teacher/Organizer's Signature: _____ Principal's Signature: _____

TRIP SUPERVISION ARRANGEMENTS

- ☐ As an overnight excursion, this field trip will have a minimum level of supervision as determined by AP 261: Field Trips Out-of-Province. Greater supervision levels may be necessary depending on the nature of the trip.

Grades K-3 – 1:8 ratio of adults to students

Grades 4-5 – 1:10 ratio of adults to students

Grades 6-8 – 1:15 ratio of adults to students

Grades 9-12 – 1:15 ratio of adults to students

- ☐ As an overnight co-educational excursion, this field trip will have both male and female adult supervisors.
- ☐ Volunteer supervisors have been screened by the principal or designate for suitability and advised of the requirements of District AP 490: Parent/Guardian Volunteers.

Criminal Records Checks have been completed for overnight supervisors. All Criminal Records Checks have been obtained through the district's Human Resources Department, in accordance with AP 400 A: Criminal Record Search.

Volunteer Application Form #490.1 is completed.

Assessment of student skills and abilities pertaining to the field trip activity has been completed (*if applicable*).

Specialized instructional competence has been addressed. Specialized instructional competence is mandatory for supervision of higher risk activities and may be established by virtue of certification from a governing body (e.g., Red Cross, Canadian Canoeing Association).

Above items addressed and discussed by teacher organizer and principal:

Teacher/Organizer's Signature: _____ Principal's Signature: _____

EMERGENCY PLANNING/CANCELLATION OF TRIP INFORMATION

(including Emergency Communication and Return Plan)

- ☐ Students and parents have been advised that in the event that a significant security, safety or health issue arises before or during a trip, the trip will be effectively cancelled and participants will return home unless the Superintendent or his designate determines otherwise.

EMERGENCY PLANNING/CANCELLATION OF TRIP INFORMATION (continued)

- ☐ An Emergency Communication and Return Plan has been developed, including an Emergency Communication Info Sheet for parents identifying communication procedures in the event of an emergency (i.e., phone tree and/or email distribution list, etc.) and identifying the following:

- ☐ The primary, participating Board Employees trip supervisor and contact information for the individual;
- ☐ One primary school district staff contact who will be available in New Westminster during the trip and relevant contact information for the named staff members;
- ☐ Contact information for hotels/hosts.

- ☐ An Emergency Communication Master Listing has been prepared and includes emergency contact information for all participants, contact details for travel agent/agency/operator, pertinent medical information and, in the case of Out-of-Country trips, passport numbers and participant birth dates. Final re-confirmation of emergency contacts and contact numbers will be required within one week of trip departure.

A copy of the Emergency Communications Master Listing has been retained by the teacher supervisor for possession during the field trip .

For all Out-of-Country field trips, the trip participants have all been registered with the Canadian Embassy as Canadians Travelling Abroad.

At least one supervising adult will have a cellular phone or another radio communication device available for emergency use.

- ☐ The teacher will carry or have access to a first aid kit during the field trip.

A copy of each student's medical information will be available to staff in case of medical emergency.

The teacher will ensure possession of individual Student Emergency Procedure Plans/medical supplies for participating students with life-threatening medical conditions (e.g. anaphylaxis).

Teacher/Organizer's Signature: _____ Principal's Signature: _____

ADMINISTRATIVE DOCUMENTATION

- ☐ A file has been created for retention of documentation and information specific to this field trip. Records will be retained in accordance with the district's Records Management policies and procedures
- ☐ A copy of the Consent Form to parents/students has been included in the field trip file, as well as copies of all supplemental information (e.g., itinerary, emergency contact information, equipment list, etc.) that has been provided to students and parents
- ☐ Consent Form signed by parents/students has been collected for each student.
- ☐ Student medical form completed by parents/students has been collected for each student
- ☐ A copy of the Emergency Communication and Return Plan and all supporting documentation has been included in the field trip file

Above items addressed and discussed by teacher/organizer and principal:

Teacher/Organizer's Signature: _____ Principal's Signature: _____



BUDGET

- ☐ Revenues and expenditures for the field trip are accounted for in a budget statement
- ☐ All relevant trip expenses are included in the per-student cost of the field trip, e.g., cost of teacher(s)-on-call, supervision expenses, transportation, accommodation, travel/cancellation insurance, activities, parking, meals (where applicable), etc. Inclusion of any meal costs should be clearly indicated and where not included, it should be clearly communicated that additional costs for meals will be the responsibility of the student
- ☐ Any fundraising activity undertaken to assist with trip costs will be approved in advance by the school principal as outlined in Admin Procedure: 520: Fundraising Activities and Sponsorship in District Facilities.
- ☐ This trip will operate at no additional cost to the Board (all supplementary or optional trips)

Above items addressed and discussed by teacher organizer and principal:

Teacher/Organizer's Signature: _____ Principal's Signature: _____

PRINCIPAL'S APPROVAL OF TRIP

*(to be provided **ONLY** once all of the above sections have been completed):*

Principal's Approval: _____ Date: _____

***** THE FOLLOWING IS FOR OUT-OF-COUNTRY FIELD TRIPS ONLY *****

FINAL PERMISSION FOR TRIP DEPARTURE

Upon consideration of government-issued travel advisories listed as of today's date on the Canadian Department of Foreign Affairs and International Trade website for the country of _____, I provide final authorization for this field trip to depart as planned.

Principal's Signature: _____ Date: _____

- ☐ Email was sent to Associate Superintendent's Office to confirm Final Permission for Trip Departure issued and to provide final confirmation of names and contact information for participating trip supervisors and identification of available administrator on _____
Date _____

School Name: _____

Address: _____

Phone: _____ Fax: _____

Destination _____ Date(s) of Trip: _____

Dear Parents/Guardians:

The consent of parents/guardians is required for participation of students in all Multiple-Day and/or Out-of-Province field trips for the New Westminster School District. The purpose of the Consent Form document is to provide students and parents/guardians with information that is related specifically to this field trip.

NOTE: This school field trip is optional and alternate arrangements will be made for students who do not participate.

PURPOSE(S)

The purpose of all field trips is to provide experiences, which extend beyond the classroom and school environment. The following is a summary of our planned field trip to:

By virtue of being out of the school setting, students on a field trip learn to be ambassadors for their school, their community and even their country.

PRE-TRIP MEETING

A Pre-Trip meeting for parents/guardians and students is required for all Multiple-Day and/or Out-of-Province field trips. The purpose of the Pre-Trip meeting is to provide an opportunity for the field trip information; discussion of risks, consequences and precautions taken; and review of the Emergency Communication and Return Plan.

The student/parent Pre-Trip meeting for this field trip is scheduled for:

Date(s): _____ Time: _____ Location: _____

TRIP SUPERVISORS

The classroom teacher will directly supervise field trips. Depending on the grade level and the nature of the activity, additional supervision may be provided by teachers, educational assistants or parents to meet the supervision requirements outlined in our *Administrative Procedure 260: Field Trips*. At all times, teachers will endeavor to ensure a safe environment or situation during the field trip.

Supervisor(s): Name: _____ Role: _____
Name: _____ Role: _____
Name: _____ Role: _____

TRANSPORTATION

Field trip supervisors will arrange trip transportation that best meets the needs the trip planned. Transportation of students by private vehicles will be accordance with *Administrative Procedure 563: Student Transportation by Volunteer Drivers*. Following is/are the mode(s) of transportation for the planned trip your child is attending:

Type of transportation: bus _____ public transit _____ private vehicle _____ plane _____ other _____

ACCOMMODATION

Field trip sponsors will arrange for accommodation that best meet the needs of the trip in question. Students must use the accommodation arranged by the trip sponsors to ensure safety, efficiency and reasonable accident liability. Following are the specific details for the particular trip your child is attending:

ITINERARY

Destination: _____ Date(s) of Trip: _____
Departure Time: _____ Return Time: _____
Place & Type of Accommodation: _____
Address & Emergency Contacts: _____

RISKS AND CONSEQUENCES

There is a degree of risk in all daily activities. The risk is increased to varying degrees when students are away from the safety and supervision of the school setting. It is impossible to itemize every possible element of risk associated with a field trip. Generally speaking, this field trip may include, but not be limited to, the following inherent risks and all risks associated with:

A. Travel Risks:

Circumstances can change due to unpredictable natural disasters, medical emergencies or human conflict. Parents should familiarize themselves with current information regarding travel risks by visiting Foreign Affairs and International Trade Canada's website at www.travel.gc.ca prior to the date of travel.

In the event a significant security, safety or health issue arises before the field trip commences, or while the field trip is in progress, the field trip will be cancelled. If the field trip has commenced, students and supervisors will return as soon as possible, unless the Superintendent or his designate determines there are no significant security, safety or health risks, or that remaining out of the province is a safer option than immediate return to New Westminister.

B. Activity Risks:**ASSESSMENT OF STUDENT SKILLS AND ABILITIES**

Before students may participate in any planned experience while on a field trip, they must assure the field trip supervisor(s) that they have the necessary and required skills, training and common sense to participate in the experience. Again, there is a range of skill level dependent on the activity.

If a high-risk activity, such as skiing, is the purpose of the field trip, the supervisor(s) must assess and be assured that students have the necessary and required skills, training, and common sense to realistically participate in the activity at varying degrees of competence.

In order to comply with these expectations, for trips that involve international travel and/or a relatively high level of risk, students must complete the *Student Awareness of Risk and Responsibility Form*.

EMERGENCY PLANNING/CANCELLATION OF TRIP**Cancellation of Trip**

In the event a significant security, safety or health issue arises before the field trip commences, or while the field trip is in progress, the field trip will be cancelled. If the field trip has commenced, students and supervisors will return as soon as possible, unless the Superintendent or his delegate determines there are no significant security, safety or health risks or that remaining out of the province is a safer option than immediate return to New Westminister.

If a field trip requires the payment of a deposit and/or monies either in advance of the field trip or during the field trip and the field trip is cancelled either in part or in whole, or the itinerary altered, neither the school nor the Board shall be liable for any refund either in part, or in whole.

Medical Information

All students must submit a completed medical form with parent/guardian signature in order to participate in a multiple-day field trip. Parents/guardians are required to fill in the separate medical/emergency contact information form.

The information provided on the medical/emergency contact information form is critical for guiding appropriate medical responses if needed.

A “basic needs” first aid kit will travel with the group. Student Emergency Procedure Plans/medical supplies will be brought for participating students with life-threatening medical conditions (e.g., anaphylaxis). Students with specialized medication(s) or conditions must be able to responsibly look after their regular, daily medical needs without specialized assistance. Where regular urban emergency medical assistance is available, it will be used when necessary. Where regular urban emergency medical assistance is not available, special provisions for emergencies will be addressed by available staff.

Emergency Communication and Return Plan

An Emergency Communication and Return Plan will be developed for this field trip. The Plan will include an Emergency Communication Information Sheet, which identifies communication procedures in the event of an emergency, and names a primary Board Employee sponsor/supervisor contact in attendance on the field trip, and one primary school district staff contact on location in New Westminster. The Emergency Communication Information Sheet will also include contact information for hotels/hosts. A copy of the Emergency Communication Information Sheet will be provided to all parents/guardians, students and chaperones in advance of the trip departure.

The master Emergency Communication Information Sheet, as well as the following supplementary listings, will be maintained at the school, with copies provided to the participating primary Board Employee sponsor/supervisor:

- Current phone number(s) for a minimum of one emergency contact person for each student. At least one named contact must be present in New Westminster for the duration of the trip. Final re-confirmation of emergency contacts and contact numbers will be required within one week of trip departure.
- Contact details for travel agent/travel agency/tour operator.
- A final listing of all students, their birthdates and any pertinent medical information, and, in the case of Out-of-Country trips, their passport numbers.
- A copy of the signed Informed Consent Form for each student
- At least one supervising adult will have a cell phone.

In the event of student injury, parents/guardians will be notified. For all incidents involving injury, supervising school personnel will record details of the incident and, as soon as practicable, complete an *Incident Report* submission.

Consent for Disclosure of Personal Information

By signing the Consent Form, each parent and/or guardian consents to the disclosure of their child's personal information, including medical information, by the sponsor or chaperone to third parties in the event the sponsor or chaperone consider such disclosure necessary. Examples of third parties include travel agents, law enforcement officers, physicians, the Canadian Embassy or Foreign Affairs staff.

Medical/Travel/Cancellation Insurance

Group medical/travel/cancellation insurance will be obtained for all Out-of-Province field trips and may be arranged for other multiple-day field trips. Where group coverage is not provided, it is up to parents/guardians to ensure that their child has the necessary medical, accident, cancellation and/or liability insurance.

Budget

If a field trip budget requires payment of the monies either in advance of the field trip or during the field trip and the field trip is cancelled or altered, the school district will not be responsible for any refund. No student will be prevented from taking part for financial hardship.

Field Trip Expenses	
Teachers-on-Call	
Transportation	
Activity fee(s)	
Other fee(s)	
Total Expenses	

Field Trip Funding	
Fundraising	
PAC Support	
Other Funding	
Per Student Cost	

Sincerely,

Supervising Teacher

Return This Signed Consent Form to the School

School Name: _____ Name of Student: _____

Teacher: _____ Class or Division: _____

Destination: _____ Date(s) of Trip: _____

PARENT/GUARDIAN PERMISSION

A student must have parent/guardian written and signed permission in order to participate in any field trip. Without this signed consent, students will not participate in this field trip.

PARENT/GUARDIAN CONSENT

I, _____, have read the full Informed Consent document that pertains
(Print parent/guardian name)
to my son/daughter's _____ field trip to _____.
(Print child's name)

Parent/Guardian Consent

I, _____ have read the full consent form and hereby consent to
(Print parent/guardian name)
_____ participation in the field trip to _____.
(Print child's name)

I am aware of the behavioural expectations of my child while attending this field trip and I am aware of the inherent risks and potential consequences that may occur on this trip.

I understand that the field trip may be cancelled for security, safety or health concerns.

I agree it is my responsibility to ensure my child has the necessary medical, accident, cancellation and/or liability insurance.

I consent to the disclosure of my child's personal information to third parties in the event the supervisor(s) consider such disclosure necessary.

I agree to indemnify the District for any cancellation fees or other costs associated with the cancellation of my child's participation on this field trip and authorize the District to receive or recover any insurance monies paid in respect to such cancellation.

My signature below indicates that my child has my consent to attend the field trip.

Signed: _____ Date (mm/dd/yyyy): _____

ADMIN PROCEDURES MANUAL**Administrative Procedure 300 Appendix A**

DETAILED AGE REQUIREMENT

A student is eligible for admission in September of a school year if the student will have attained the age of five years on or before December 31 of a school year. The student is eligible to continue to receive an educational program until June 30 of the school in which the person reaches the age of 19 years.

Acceptable documents establishing proof of age are:

- Canadian Birth Certificate (recommended for students born in Canada) ~~or other birth certificate with certified translation~~

~~If a birth certificate is not available, the following may be used to register a student on an interim basis until the birth certificate is produced:~~

- Canadian Passport
- Canadian Citizenship Card
- Canadian Citizenship Certificate
- Confirmation of Permanent Residence and Passport
- Permanent Resident Card (front & back)
- First Nations Documentation or Band Card
- Refugee Claimant document (Does not confer status)
- Temporary Resident document

If none of the above is available, please refer to the Newcomer Office for assistance.

To obtain a Birth Certificate, contact the Department of Vital Statistics in BC, or in the province of the child's birth.

[SD No. 40 \(New Westminster\)](#)

[Adopted: May 29, 2018](#)

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DETAILED RESIDENCY REQUIREMENTS

In accordance with the *School Act*, applicants for a funded education must show, on the basis of objective evidence, that they meet requirements for *ordinarily resident* in the community. The following current documents, one from each category, may be deemed acceptable. Financial details can be redacted.

1. Residency Status in Canada:
 - Canadian Passport
 - Canadian Citizenship Card
 - Canadian Citizenship Certificate
 - Confirmation of Permanent Residence and Passport
 - Permanent Resident Card (front & back)
 - First Nations Documentation or Band Card
 - IRCC confirmation of Permanent Residence being processed within Canada
2. Residence in the city, one of:
 - long-term tenancy agreement
 - property purchase documents with subjects removed
 - property tax notice with home owner grant eligibility
 - verification from a government agency (such as housing shelter),
 - letter from landlord/registered owner attesting to shared accommodation with landlord's proof of ownership attached.
3. Supporting residency documents:
 - from lawyer confirming application of long-term stay in BC
 - vehicle registration
 - pay stub showing employment in the community
 - [BC Services Card](#)
 - [BC Identification Card](#)
 - [BC Driver's License \(must be a photo ID Driver's License and not have an address change sticker\)](#)
 - income tax return as a BC resident
 - correspondence from a government agency (such as BC Employment Assistance)
 - letter from IRCC confirming application of long-term stay in BC

If none of the above is available, please refer to the Newcomer Office for assistance.

[SD No. 40 \(New Westminster\)](#)

[Adopted: May 29, 2018](#)

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REPORTING SUSPECTED CASES OF CHILD ABUSE

Background

The purpose of this Administrative Procedure is to support a comprehensive, coordinated and collaborative approach for responding to child abuse and neglect by:

- Providing child abuse prevention programs to students;
- Providing employees and other persons working in schools with training in recognizing signs of child abuse and neglect;
- Providing employees and other persons working in schools with direction and training on their legal obligation to report child abuse and neglect to a Child Welfare Worker under the *Child, Family and Community Service Act*, to the police where the child is in immediate danger, and to the Principal;
- Requiring the Superintendent to investigate and/or report to the police allegations of child abuse involving current and former District employees, volunteers or contract service providers;
- ~~• Establishing a child abuse/neglect reporting and investigation protocol with other responsible agencies, to identify the roles and responsibilities of employees and personnel from other agencies, in responding to allegations of child abuse or neglect;~~
- Providing assistance to victims of child abuse and neglect by counselling and referrals to other agencies, as appropriate.

Child abuse can take physical, sexual, or emotional forms, or may take the form of parental neglect. The descriptions of physical abuse, emotional abuse, emotional harm, sexual abuse, sexual exploitation, and neglect contained in the "[BC Handbook for Action on Child Abuse and Neglect for Service Providers](#)" are to be applied for purposes of this Administrative Procedure.

Responses to reports of child abuse and neglect may involve District personnel, child welfare and law enforcement agencies. The District supports a coordinated and collaborative response to reports of child abuse and neglect between the District, the New Westminster Police Service, and the Ministry of Children and Family Development.

~~The District supports the development of an interagency child abuse/neglect protocol agreement that sets out roles and responsibilities for reporting and investigating child abuse/neglect issues and is consistent with this Administrative Procedure.~~

Definitions

Child Welfare Worker refers to a person delegated under the *Child, Family and Community Service Act* to provide child welfare services, including responses to suspected child abuse and neglect. The Ministry of Children and Family Development employ Child Welfare Workers authorized to respond to suspected child abuse and neglect.

~~Interagency Child Abuse/Neglect Reporting and Investigation Protocol refers to the interagency agreement between the District, the Ministry for Children and Family Development, and the New Westminster Police Service, as amended from time to time, setting out responsibilities of the respective agencies in reporting and responding to situations involving concerns about child abuse or neglect.~~

The definition of when a child needs protection includes circumstances of physical harm, sexual abuse and exploitation or emotional harm by a child's parent, or by another person if the parent is unwilling or unable to protect the child. It also includes circumstances of parental neglect and abandonment. "Parent" (CFCSA s. 1) includes someone with whom a child resides and who stands in place of a parent.

Reason to believe means that, based on observation or information received, the person believes that a child has been or is likely to be at risk. Proof is not required. The Child Welfare Worker may investigate and makes a determination whether abuse or neglect has occurred or is likely to occur. (Further discussion and examples may be found in the [BC Handbook for Action on Child Abuse and Neglect for Service Providers](#)).

Procedures

1. All employees must understand and respect their legal obligation to report child abuse and neglect to a Child Welfare Worker where they have reason to believe that a child is in need of protection within the meaning of the *Child, Family and Community Service Act*.
2. Principals and the Superintendent must also understand their role in coordinating with responsible agencies and in investigating allegations of child abuse against school employees, ~~in accordance with the Interagency Protocol for Reporting and Investigation of Child Abuse and Neglect.~~
3. Individuals under investigation regarding allegations of child abuse or neglect may have contractual or other legal rights during the investigative process. District investigations will be conducted in a manner that is respectful of these rights.
4. The District requires that employees, volunteers and contract service providers receive training on how to recognize signs of child abuse or neglect, how to respond to reports of child abuse or neglect, and standards of conduct for employees, volunteers and service providers governing their interactions with students.
 - 4.1 The ~~Associate Superintendent~~Director of Instruction, Learning and Innovation will ensure that appropriate opportunities to receive and/or review training are made available, on an annual basis, to employees, volunteers and contract service providers.

- 4.2 The ~~Associate Superintendent~~Director of Instruction, Learning and Innovation will ensure that child abuse prevention programs are provided to students in accordance with the Ministry of Education's learning standards.
5. Where allegations of child abuse or neglect involve the conduct of parents or parental failure to protect a child:
- 5.1 Reporting to a Child Welfare Worker
- ~~5.1.1 The Child, Family and Community Service Act makes it a legal duty (CFCSA s. 14) of every person who has reason to believe that a child "needs protection" as defined in that Act (CFCSA s. 13) to report the matter to a Child Welfare Worker.~~
- 5.1.1 A District employee who has reason to believe that a child needs protection, must make a report to a Child Welfare Worker. If the employee has a concern but is not sure whether the concern amounts to a reason to believe that the child needs protection, the employee is to consult with the Principal and/or a Child Welfare Worker about whether the indicators observed are cause for concern or amount to reason to believe that the child needs protection. Principals may support employees in consultations or reports but are not to hinder any employee from consulting with a Child Welfare Worker about a concern.
- 5.2 Reporting to the police
- 5.2.1 Abused or neglected children may be victims of offences under the Criminal Code of Canada such as physical or sexual assault; sexual exploitation; failure to provide the necessities of life; or criminal negligence causing bodily harm.
- 5.2.2 Where a child is in imminent danger, employees are to notify the police immediately.
- 5.2.3 Not every incident that might constitute an offence (e.g., a minor physical assault) warrants police involvement. Where a report is made to a Child Welfare Worker, normally the Child Welfare Worker will decide whether there is reason to believe that there has been a criminal offence committed that warrants police involvement and if so, the matter is reported by the Child Welfare Worker to the police in order that they can exercise their law enforcement duties.
- 5.2.4 If school employees have any question as to whether conduct is to be reported to the police, they are to consult with the Principal and/or a Child Welfare Worker.
- 5.3 Reporting to District Officials
- 5.3.1 Employees who make reports to a Child Welfare Worker are to inform the Principal and submit a completed Form 325-1 to the Director of Instruction, Learning and Innovation-.
6. Where allegations of child abuse are made against District employees, volunteers, contract service providers, or others in the school setting:
- 6.1 Reports of child abuse may involve allegations against District employees, volunteers, contract service providers, or other persons on school property.

- 6.1.1 Principals and the Superintendent have the primary responsibility for dealing with these allegations; reports to Child Welfare Workers from the employee who heard the student disclosure are not usually required unless there is reason to believe that children outside the school setting may need protection or the parents are unable or unwilling to take any action required to protect the child.
- 6.2 Employees who have reason to believe that another employee, volunteer, contract service provider or other person on school property has abused a student must report the incident or information to the Principal ~~in a timely manner and immediately~~. The employee must fill out ~~FORM A (Form 325-1)~~ and send it to the Superintendent in a sealed envelope ~~with their name and date on it~~. No copies are to be made of ~~FORM A (Form 325-1)~~. Documentation of the incident is to reflect verbatim comments and/or what was seen personally and not include personal opinions or judgments.
- 6.3 The Principal, upon receiving the report or information about the incident, will immediately notify the Superintendent.
- 6.4 Parents of children alleged to have been abused in the school setting must be informed by the Superintendent of the allegation and the outcome of the District investigation, unless there are special circumstances, e.g., relating to a child protection or police investigation, or endangerment of the child.
- 6.5 District Employees
- 6.5.1 It is the legal responsibility of all District employees to provide a safe learning environment for students. Where there are allegations of child abuse by a District employee, the Superintendent is responsible to investigate the allegations and/or report the matter to the police ~~in accordance with the Interagency Child Abuse/Neglect Reporting and Investigation Protocol~~. The Superintendent has the authority to suspend an employee whose presence threatens the welfare of students. The Superintendent also has the authority to suspend an employee who is charged with a criminal offence.
- 6.6 Volunteers
- 6.6.1 Where there are allegations of child abuse by a volunteer, Principals have the authority to prohibit the volunteer's attendance at school, in accordance with the *School Act* (s. 177(2)) if applicable, ~~and the Interagency Child Abuse/Neglect Reporting and Investigation Protocol~~.
- 6.7 Contracted Service Providers
- 6.7.1 Where there are allegations of child abuse by contracted service providers, Principals have the authority to prohibit the service provider's attendance at school, in accordance with the District's contractual rights, property rights and its authority under the *School Act*.

6.8 Other Persons

6.8.1 Where there are allegations of child abuse by other persons, Principals have the authority under the *School Act* to prohibit the person's attendance on school premises (S.A. s. 177) and to seek the assistance of the police, ~~in accordance with the Interagency Child Abuse/Neglect Reporting and Investigation Protocol.~~

~~6.9 Reporting to the police~~

~~6.9.1 Not every incident that might constitute an offence if proven will warrant police involvement. Principals are expected to exercise judgment. Where there is reason to believe that the alleged child abuse by employees, volunteers, contract service providers or other persons may constitute a criminal offence warranting police involvement, the Superintendent is to consult with the police regarding the matter. Where the police initiate a criminal investigation, the Superintendent must cooperate with the police, in accordance with the Interagency Child Abuse/Neglect Reporting and Investigation Protocol.~~

~~6.10.9~~ Reporting to a Child Welfare Worker

~~6.9.1~~ Although the primary responsibility for dealing with abuse allegations involving District employees, volunteers, or contract service providers, rests with the District as employer, there may still be a need to report to a Child Welfare Worker. For example, there may be indications of abuse outside the scope of the District investigation, or the parents may respond to the abuse allegations in a way that suggests that they are unwilling or unable to take any action needed to protect the child or that the child is at risk of being abused by the parent. Where there is reason to believe that abuse or neglect of a child has taken place outside the scope of the District investigation and the parent is unwilling or unable to protect the child, ~~or there is reason to believe that the parent is unwilling or unable to protect the child~~ with respect to the abuse that is the subject of the District investigation, employees must report this to a Child Welfare Worker in accordance with the *Child, Family and Community Service Act*.

~~6.10.10~~ Reporting to BC Teachers' Council and other professional bodies

~~6.10.1~~ School employees who are members of the BC Teacher ~~Council (BCTC)~~Regulation Branch (TRB) have an obligation under the ~~Teaching Profession Act~~Teachers Act (Section 38) (T.P.A. s. 27.1) to report to the ~~Registrar of the Council~~TRB, where they have reason to believe ~~the~~ another member is guilty of professional misconduct involving physical harm to a student, sexual abuse or sexual exploitation of a student, or significant emotional harm to a student. This requirement is in addition to the obligation of the Superintendent to report the dismissal, suspension and discipline of members (or persons holding letters of permission) to the ~~Council~~TRB under the *School Act* (S.A. s. 16).

6.10.2 If an employee or contractor is a registered member of another professional body, such as the BC College of Psychologists or the College of Registered Nurses of BC, there may be duties to report to the professional body. For example, under the *Health Professions Act of BC*, an employer who terminates or suspends a registered member based on a belief that the member's continued practice of the health profession would be a danger to the public, must report to the professional body.

6.126.11 Reporting to District Insurers

6.11.1 If the circumstances indicate that a civil claim is likely to be made against the school District or its staff or volunteers as a result of the incident, the Secretary-Treasurer is responsible for ensuring that a report is made to the School Protection Program.

7. ~~Where allegations of child abuse are made against school-aged students~~ For detailed information about making a child abuse or neglect report, please refer to Appendix A.

~~7.1 Principals have the responsibility and authority under the School Act to investigate allegations that a student has abused another student within the school environment. Principals may take disciplinary or other remedial action, in accordance with Administrative Procedure 355 – Student Suspensions.~~

~~7.1 School employees also have responsibility to take appropriate action to safeguard a student who is the victim of abusive conduct by other students at school and to notify the parents of the students involved.~~

~~7.2 Principals may notify and/or consult the police or a Child Welfare Worker where appropriate, in accordance with the Interagency Child Abuse/Neglect Reporting and Investigation Protocol. Principals have discretion in the circumstances of many minor offences whether to deal with a matter through the school discipline process or whether to call in the police. A report to a Child Welfare Worker is only required where there is reason to believe that the child's parent is unable or unwilling to take action required to protect the child or where there is reason to believe that other abuse (including abuse of the alleged abuser) has taken place outside the scope of the District investigation and the parent is unwilling or unable to protect the child (or the parent is implicated in the abuse).~~

~~7.3 Employees who make reports to a Child Welfare Worker are to inform the Principal.~~

~~7.4 Reporting to District Insurers~~

~~7.5.1 If the circumstances indicate that a civil claim is likely to be made against the District or its staff or volunteers as a result of the incident, the Secretary-Treasurer is responsible for ensuring that a report is made to the School Protection Program.~~

Reference: Sections 7, 9, 15, 16, 17, 20, 22, 65, 79, 85, 177 School Act
~~Section 13, 14~~ Part 3 Child, Family and Community Service Act
 Freedom of Information and Protection of Privacy Act
 Section 32.2 Health Profession Act

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Section ~~27.1~~38 of Teachers Act
Criminal Code of Canada

B.C. Handbook for Action on Child Abuse and Neglect – For Service Providers, ~~2007~~2017

~~Responding to Child Welfare Concerns, 2007~~

Responding to Child Welfare Concerns – Your Role in Knowing When and What to Report, 2017

Interagency Protocol for Reporting and Investigation of Child Abuse and Neglect

SD No. 40 (New Westminster)

Adopted: ~~May 30, 2017~~May 29, 2018

RESPONDING TO SUSPECTED CHILD ABUSE OR NEGLECT

For further information, please see the [BC Handbook for Action on Child Abuse and Neglect for Service Providers](#) and New Westminster School District Administrative Procedure 325 available at (insert link when revised AP has been uploaded to website).

DUTY TO REPORT (unless otherwise noted, this document contains quotes from the *BC Handbook for Action on Child Abuse and Neglect, 2017.*)

The *Child, Family and Community Service Act* requires that anyone who has reason to believe that a child or youth needs protection under section 13 of the *Child, Family and Community Service Act* must promptly report the matter to a child welfare worker.

“ ‘Reason to Believe’ simply means that, based on what you have seen or information you have received, you believe a child has been or is likely to be at risk. You do not need to be certain. It is the Child Welfare Worker’s job to determine whether abuse or neglect has occurred or is likely to occur.”

NOTE: Reporting the alleged abuse to a supervisor or other employee does not remove the legal responsibility of reporting to a Child Welfare Worker.

Failing to promptly report suspected abuse or neglect to a child welfare worker is a serious offense under the *Child, Family and Community Service Act*.

Circumstances That Must be Reported

The *Child, Family and Community Service Act* sets out the circumstances under which you must report to a Child Welfare Worker. You must report when you have reason to believe that:

- A child has been, or is likely to be, physically harmed, sexually abused or sexually exploited by a parent or another person and the parent is unwilling or unable to protect the child;
- The child has been or is likely to be physically harmed because of neglect by the child’s parent;
- The child is emotionally harmed by the parent’s conduct;
- The child is deprived of necessary health care;
- The child’s development is likely to be seriously impaired by a treatable condition and the child’s parent refuses to provide or consent to the treatment;
- The child’s parent is unable or unwilling to care for the child and has not made adequate provisions for the child’s care;
- The child is, or has been, absent from home in circumstances that endanger the child’s safety or well-being;
- The child has been abandoned and adequate provision has not been made for the child’s care.

WHAT IS CHILD ABUSE AND NEGLECT?

Child abuse can take different forms. It may be physical, sexual, emotional – or the result of neglect.

Physical Abuse is a deliberate physical assault or action by a person that results in, or is likely to result in, physical harm to a child or youth. It includes the use of unreasonable force to discipline a child or youth or prevent a child or youth from harming him/herself or others. The injuries sustained by the child or youth may vary in severity and range from minor bruising, burns, welts, or bite marks to major fractures of the bones or skull to, in the most extreme cases, death.

Emotional Harm is the most difficult kind of harm to recognize. Under the *Child, Family and Community Service Act*, a child or youth is defined as emotionally harmed if they demonstrate severe:

- Anxiety;
- Depression;
- Withdrawal; or
- Self-destructive or aggressive behaviour.

Sexual Abuse is when a child or youth is used (or likely to be used) for the sexual gratification of another person. It includes:

- Touching or invitation to touch for sexual purposes;
- Intercourse (vaginal, oral or anal);
- Menacing or threatening sexual acts, obscene gestures or communications, or stalking;
- Sexual references (words or gestures) to the child's body or behaviour;
- Requests that the child expose their body for sexual purposes; or
- Deliberate exposure of the child or youth to sexual activity or material.

Sexual Exploitation is a form of sexual abuse that occurs when a child or youth engages in a sexual activity, usually through manipulation or coercion, in exchange for money, drugs, food, shelter or other considerations. Sexual activities include:

- Sexual acts;
- Sex for the purpose of entertainment;
- Involvement with escort or massage parlour services, and
- Appearing in pornographic images.

Children in the sex trade are not prostitutes or criminals. They are victims of sexual exploitation.

Neglect is failure to provide for a child's or youth's basic needs. It involves an act of omission by the parent or guardian, resulting in (or likely to result in) harm to the child or youth. Neglect may include failure to provide food, shelter, basic health care, supervision or protection from risks to the extent that the child's or youth's physical health, development or safety is, or is likely to be, harmed.

WARNING SIGNS OR INDICATORS OF CHILD ABUSE AND NEGLECT

Anyone who provides services to children and/or youth should watch for signs of possible child abuse or neglect. There are two main types of signs – indicators and disclosures. You should be prepared to recognize and respond to both.

Indicators

It is important to note that many indicators – especially those of a behavioural nature – may be signs of other problems. However, a series or cluster of indicators observed over a period of time may be a child's or youth's reaction to abuse or neglect, and may appear as dramatic changes from the child's or youth's normal behaviour. By themselves, indicators do not prove child abuse or neglect. However, they do tell us we need to know more about the child's or youth's circumstances. Some of the most common signs are listed below.

Physical Warning Signs May Include:

- Any injury or bruising to a baby who is not crawling or walking yet – especially head or facial injuries;
- Injuries where there is no explanation, the explanation does not seem to fit with the injuries, or the story keeps changing;
- Injuries with a pattern or in the shape of an object like a hand, stick, buckle, stove element, etc.;
- The child is not seeing a doctor or dentist when needed;
- Clothing that does not protect the child from the weather;
- The child looks unwell or hungry, complains of hunger, or is unusually thin or malnourished;
- Poor personal hygiene;
- Unexplained genital or anal injuries.

Other Warning Signs May Include:

- Running away from home or being scared to go home;
- In a young child, not responding to affection or positive attention;
- Poor self-esteem (for example, when children call themselves bad or say they deserve to be punished);
- Unexplained setbacks, like toileting problems in a child who has been toilet trained;
- Extreme aggression or withdrawal;
- Suicidal thoughts or self-destructive behaviour (such as self-mutilation, a suicide attempt or extreme risk-taking);
- Foraging for, hoarding or stealing food;
- Problems at school like poor attendance or trouble paying attention;
- Delinquent behaviour like drinking, drug use, stealing, fire setting, etc.;
- Showing sexual knowledge not common for their age or forcing another child into sexual play;
- Withdrawing from family, friends and activities the child used to enjoy.

Remember: these are warning signs. They do not necessarily mean a child is being abused or neglected. But if you see one or more of these signs you should be concerned. If you are not sure, call a Child Welfare Worker who will discuss your concerns with you.

RESPONDING TO DISCLOSURES OF CHILD ABUSE OR NEGLECT

Sometimes children or youth who are being abused or neglected will disclose information to a trusted adult. If a child discloses information to you, remember that your primary role is to support the child, gather basic information and report it to a Child Welfare Worker as quickly as possible. As a disclosure is beginning, do not promise to keep the information a secret. A suggested response is: "I want to hear what you have to tell me but if it concerns your safety, you need to know that I may have to talk someone else because I want you to be safe." The information below may prove helpful when a disclosure is made.

If the child is in immediate danger and/or a criminal offense against a child has been or is likely to be committed, call the Police first.

Report to the Child Welfare Worker after you have called the Police.

Do not interview the child. It is the Child Welfare Worker's job to determine whether the child abuse or neglect has taken, or is taking place and to decide on the appropriate action to take.

Stay calm and listen. An abused or neglected child needs to know that you are calm and available to help. A calm response supports the child to tell you what has happened.

Go slowly. It is normal to feel inadequate or unsure about what to do or say when a child tells you about abuse or neglect. Remember proceed slowly.

Be supportive. Reassure the child that he or she has not done anything wrong.

Get only the essential facts. Once you have enough information and reason to believe that abuse or neglect has occurred, stop gathering facts and be supportive. Limit your discussion to finding out generally what took place.

Tell the child what will happen next. Tell them only what you know and avoid making promises. For example, do not promise that the alleged perpetrator won't get into trouble.

Make notes. As soon as possible after the disclosure, write down as much as you can of what the child told you. Accuracy is important. Do not include personal opinions or judgments.

Notify the Principal that a report has been made to a Child Welfare Worker.

Do not contact the parents or the alleged offender. Child Welfare, the Principal or the Superintendent will do this when appropriate.

Complete Form 325-1 once the report has been made and send to the appropriate person as indicated on the form.

WHAT TO REPORT TO THE CHILD WELFARE WORKER

When making a report to a Child Welfare Worker, it is helpful to include your name, your phone number and your relationship to the child. However, you can make an anonymous call if you prefer. The Child Welfare Worker will likely want to know:

- The child's name and location (demographics);
- Whether there are any immediate concerns about the child's safety;
- Why you believe the child is at risk;
- Any statements for disclosures made by the child;
- The child's age and vulnerability;
- Information about the family, parents and alleged offender;
- Information about siblings or other children who may be at risk;
- Whether you know of any previous incidents involving, or concerns about the child;
- Information about other persons or agencies closely involved with the child and/or family;
- Information about other persons who may be witnesses or may have information about the child;
- Information about the nature of the child's disabilities, his or her mode of communication, and the name of a key support person, and;
- Any other relevant information concerning the child and/or family, such as language or culture.

You do not need all this information to make a report. Just tell the Child Welfare Worker what you know. Time is of the essence in responding, so even if you have concerns, do not delay.

HOW TO CONTACT A CHILD WELFARE WORKER

Monday to Friday 8:30 a.m. to 4:30 p.m.

Ministry for Children and Family Development, New Westminster

604-660-0602

Monday to Friday 4:30 p.m. to 8:30 a.m.; Saturdays, Sundays and Statutory Holidays

Ministry for Children and Family Development, New Westminster

604-660-8180

SD No. 40 (New Westminster)

Adopted: May 29, 2018

Complete this form after you have reported suspected case(s) of child abuse and/or neglect to the appropriate person(s) in accordance with Administrative Procedure 325. Send the completed original form in a sealed envelope to the Director of Instruction, Learning and Innovation. **If the allegation of abuse is against a New Westminister School District employee, volunteer or contracted service provider, notify the school principal, who will contact the Superintendent of Schools and send the completed Form 325-1 to the Superintendent.**

STUDENT INFORMATION

Child's Legal Last Name _____	Legal First Name _____	☐ F ☐ M
School _____	Grade _____	Date _____
Parent Name _____	Sibling Name(s) _____	
Birthdate (mm/dd/yyyy) _____	Address _____	
City _____	Postal Code _____	Home Phone Number(s) _____

YOUR NOTES: (what the student said to you, verbatim whenever possible, including any reported details of the abuse)

Date of call to Child Protection: _____ Name of Intake Worker: _____

YOUR NAME _____ SIGNATURE _____

Please see reverse for instructions

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Completing a Report

- ☐ **STEP 1** – If a child is in immediate danger, call 911 for local police assistance.
- ☐ **STEP 2** – If a staff member believes that a child abuse investigation is warranted, that person is to report their concern to a Child Welfare Worker at the Ministry of Children and Family Development (**604-660-0602**). The following information may be helpful when making this report:

- The child's or youth's name, age and location;
- Any immediate concerns for the child's or youth's safety;
- Why you think the child or youth is at risk;
- What the child or youth has said;
- Any info about the child's or youth's parents and/or the alleged offender(s);
- Whether any other children or youth may be affected;
- Whether the child or youth has any disabilities or speaks a language other than English; and
- The names of other people or agencies involved with the child, youth and/or family.

Note: Do not wait until you have all of this information. Just tell the Child Welfare Worker what you know.

- ☐ **STEP 3** – When a report is made, the following are to be noted on Form 325-1:
- The name of the intake worker receiving the call;
 - The time and date the call was made;
 - Your notes outlining the details of what was reported;
 - Your contact information.
- ☐ **STEP 4** – Notify the school Principal.
- ☐ **STEP 5** – Complete the New Westminster School District Documentation of Report of Suspected Child Abuse and/or Neglect Form (325-1) and send to the appropriate person as indicated on Form 325-1 in a sealed envelope marked confidential.

What happens after you make a report:

A child welfare worker will look into your report and decide on the best way to keep the child or youth safe. The worker may be with the Ministry of Children and Family Development or with a Delegated Aboriginal Child and Family Services Agency that specializes in supporting Aboriginal children and families.

If the child or youth is at immediate risk of harm, the Child Welfare Worker – and others, such as police, family and community members – will act right away to keep the child or youth safe.

If the child or youth is NOT at immediate risk but needs help, the Child Welfare Worker may offer support for the family or connect them with others who can help in their community.

CRIMINAL RECORD SEARCH

Background

To assist the District ensuring the safety and well-being of its students, the District requires all applicants for employment with the District to ~~submit have to~~ a criminal record search completed prior to confirmation of hiring.

Student teachers, ~~practicum teachers~~ as well as other contracted employees in regular contact with or working with students ~~on~~ one-to-one; that is, individually with students, will also be ~~subject to required to have~~ a criminal record search completed.

In accordance with the *Criminal Records Review Act*, selected candidates not currently employed by the District must sign a release to permit a criminal search. ~~review and remit a \$20 processing fee.~~

Volunteers will be subject to a criminal record search at no cost to the individual.

Procedures

1. Completion of the Consent to a Criminal Record Check for Working with Children and/or Vulnerable Adults District Application Form (Form 400-1) that requests disclosure of any criminal conviction and consent for criminal record search is a condition of employment, excluding teachers certified by the Teacher Regulation Branch.
- ~~2. All future employees, before appointment, will complete and sign the approved District Application Form (Form 400-1) and consent for criminal record search while existing employees, if agreeable, will sign a Declaration of Trust Form (Form 400-2) each new school year.~~
- ~~3. Contracts for work on District sites will contain clauses that state that employees on District sites must sign a Declaration of Trust Form (Form 400-2) before commencing work on any site.~~
2. The individual will be responsible for having the criminal record search completed by an approved law enforcement agency in the community where the applicant resides. Ordinarily the individual will be responsible for the cost of the search with reimbursement from the District.

2.1 Volunteers, student teachers, practicum students and other contracted employees, i.e.: individuals other than teachers, administrators and support staff who are employed by the District, in regular contact with school age (under 19) students or working one to one with students will also be subject to a Criminal Record Search-Check at no cost to the individual. All ~~other~~ volunteers will sign a Declaration of Trust Form/Volunteer Registration Form (Form

4900-12). Volunteers will be given an information sheet containing specifics related to the Criminal Record ~~Search~~Check.

Reference: Sections 20, 22, 65, 85 School Act
Criminal Code of Canada
Criminal Records Review Act
Food and Drugs Act
Public Safety Statutes Amendment Act

SD No. 40 (New Westminster)

Adopted: ~~May 30, 2017~~May 29, 2018

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ADMIN PROCEDURES MANUAL
Administrative Procedure 490

PARENT / GUARDIAN VOLUNTEERS

Background

The District believes that parents and/or guardians can play an important role in assisting with their children's education by acting as volunteers in the school and at school activities.

The objective of this Administrative Procedure is to ensure that parents and guardians are provided an opportunity to enhance and support the education of their children by volunteering their time and expertise.

Procedures

1. Each parent/guardian volunteer will complete a ~~Volunteer and Declaration of Trust Form~~ "Volunteer Registration Form" (Form 490-1) and, if applicable, or have a Criminal Record Check completed Search (Form 503.1) in accordance with Administrative Procedure 400 Appendix A.
- ~~1.2.~~ Volunteers who use their private vehicle to transport students must complete the Volunteer Driver section of the "Volunteer Registration Form" (Form 490-1).
- ~~2.3.~~ Volunteers will perform in areas which are not in conflict with existing union positions.
- ~~3.4.~~ New volunteer programs and opportunities will be developed in conjunction with District Administration, School Administrators, NWTU, CUPE, and the PAC/DPAC.
- ~~4.5.~~ Programs in existence will not be deleted without the agreement of the PAC/DPAC, School Administration, District Administration, NWTU and CUPE.
- ~~5.6.~~ Programs may include, but will not be limited to, fund raising, special lunch programs, lunch hour programs, transportation, cultural events, sports events, food concessions, and special classroom activities.

Reference: Sections 17, 20, 22, 26.1, 65, 85 School Act
Freedom of Information and Protection of Privacy Act

SD No. 40 (New Westminster)

Adopted: ~~May 30, 2017~~ May 29, 2018

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New Westminster Schools is a place where students love to learn. Our mission is to enable each student to learn in a safe, engaging and inclusive environment. Volunteers can work together with staff to help create this environment. While welcoming volunteer participation, the District is responsible for establishing safety procedures related to school volunteers. In order to ensure the safest possible environment for all students, all volunteers must read the volunteer guidelines, complete, and return the last two pages of this form.

The following list includes typical volunteer activities in our schools:

- Chaperone on field trips and overnight trips as outlined in [Administrative Procedure 260: Field Trips](#) and [Administrative Procedure 261: Field Trips – Out of Province](#)
- Assist with transportation as outlined in [Administrative Procedure 563: Student Transportation by Volunteer Drivers](#)
- Work at special events/social activities such as hot lunch days, Jump Rope for Heart and the Terry Fox Run
- Reading with children
- Assist with breakfast and snack programs
- “Tidying up” shelves in the library
- Sharing skills/talents as guest speakers
- Coach sports teams
- Organize/assist with graduation activities, charitable drives, fun fairs, lost and found items, care for classroom pets, and with community gardens
- Assist in the classroom in preparation for teacher training and educational assistant program admittance
- Organize/assist with fundraising as outlined in [Administrative Procedure 520: Fundraising Activities and Sponsorship in District Facilities](#)

Actions by volunteers on behalf of the District are covered by the School Protection Program while participating in any District or school-authorized and supervised activity. Volunteers will not be covered by any other special insurance policy other than their own and will not be eligible for Workers’ Compensation in the case of injury while performing their duties.

General Information

1. A “volunteer” is defined as an individual, who performs a service within the District without compensation, remuneration or other consideration, under the supervision and direction of the professional staff of the district to whom they are assigned. School volunteers serve without benefits of any type accorded to employees of the district.
2. Volunteers supplement and enrich programs and services in the District but will not substitute for employee duties, responsibilities and functions.
3. The school’s professional staff must not assign volunteers to tasks, which would compromise student and/or family confidentiality.
4. The principal shall screen all volunteers using the Volunteer Registration Form as outlined in [Administrative Procedure 490: Parent/Guardian Volunteers](#)
5. Volunteers shall receive no honorarium or fee for the services they provide.
6. Volunteers must sign in and out at the school’s main office and wear a visitors badge before proceeding to their volunteer task.

7. Volunteers must always:
 - a. Follow School and District Codes of Conduct.
 - b. Use appropriate language.
 - c. Have no authority in disciplinary matters. The volunteer should look to the teacher for direction and guidance.
 - d. Be prompt and dependable. Should an illness or an emergency occur, please notify the school's main office of your planned absence.
 - e. Serve as positive role models for students.
 - f. Maintain strict confidentiality regarding any information about a student of any school-related incident
8. Volunteers will not be asked to assume responsibility for an entire class in the absence of District supervising staff.
9. If a volunteer is injured while on school premises or providing volunteer services, they must report the injury to the Principal or school first aid attendant.
10. Any issues that may arise regarding a volunteer's performance will be referred to the Principal.
11. If a volunteer has any concerns about the safety or welfare of a child, they should immediately report their concern to the school principal.

Departure and Dismissal

Although the School District is not limited to the reasons below, volunteer applications may be denied or rescinded for the following reasons:

- breach of confidentiality concerning students or other privileged information;
- unlawful conduct or breach of School District or school site rules and regulations;
- physical or emotional stress which incapacitates the volunteer;
- inability to cooperate and work effectively with site staff and students;
- jeopardizing the security or safety of a school, facility, themselves, a student or staff member;
- erratic or unreliable attendance or behaviour;
- sexual misconduct;
- providing falsified information on the Volunteer Registration Form;
- establishing an inappropriate relationships with youth/staff; and
- criminal charges or conviction of a crime.

Criminal Record Check (as outlined in [Administrative Procedure 400 A: Criminal Record Search](#))

In order to protect the safety and security of students, volunteers who complete the following duties must have a Criminal Record Check:

Overnight trips, coaching not under the direct supervision of a teacher, regular volunteering throughout the year, involving significant direct contact with students, and/or one to one student interactions.

Volunteers, who reside in New Westminister, must submit to a background Police Information Check with Vulnerable Sector Screening (PIC-VS) with the New Westminister Police Department online at <http://www.nwpolice.org/services/police-information-check/>. If you are not a resident of New Westminister, you must contact your local police or RCMP department. The principal will provide a letter, on school letterhead, stating that the volunteer will be working in a volunteer capacity and that a Criminal Record Check is required.

- Criminal Record Checks will be reviewed and kept on file at the school. If you plan to volunteer in more than one school, you will need to notify the second school that a volunteer registration form and Criminal Record Check is on already on file.
- Criminal Record Checks will be valid for five years after date of issue.
- The School District reserves the right to refuse a school volunteer position based on what it deems to be an unsatisfactory Criminal Record Check.
- Parents must provide a receipt to the school for reimbursement for a Criminal Record Check.

Return this signed form to the school

School: _____		
Applicant Full Name: _____		
Name of child(ren) in the school: _____		
Address: _____		
City: _____	Province: _____	
Home Telephone: _____	Mobile: _____	
Email: _____		
1. Have you ever been convicted or given an absolute or conditional discharge on a criminal offence? ☐ Yes ☐ No 2. Are there currently any outstanding criminal charges against you? ☐ Yes ☐ No Note: A criminal charge or conviction will not automatically exclude you from volunteer opportunities. The nature of your involvement as a volunteer and the circumstances related to the charge or conviction will be considered. 3. Do you know of any reason why you should not be involved in a capacity in which you are/will be with children? ☐ Yes ☐ No 4. Provide the names and telephone numbers of two references: Name: _____ Telephone: _____ Name: _____ Telephone: _____		

Requirements for Criminal Record Check: - Overnight trips - Coaching not under direct supervision of teacher - Regular volunteering throughout the year, involving significant direct contact with students - One to one student interactions	
Have you completed a Criminal Record check within the past five years for the school district? ☐ Yes If yes, please provide date when Criminal Record Check was obtained and to whom it was submitted. ☐ No If no, please complete a Criminal Record Check.	

School Volunteer Code of Conduct

In order to ensure the safest possible environment for all students, all volunteers must complete and sign this Volunteer Registration form. The following procedures must be followed by all volunteers:

- I agree to act in a respectful manner and practice an ethic of care with all children and members of the school community
- I agree to abide by all instructions and directions given to me by the supervising teacher
- I have spoken with the supervising teacher about student behaviour expectations and understand my role in responding to students
- I will maintain confidentiality at all times
- I have reviewed New Westminster Schools [Administrative Procedure 490: Parent/Guardian Volunteers](#)

Volunteer Driver (if applicable)

Would you be willing to provide volunteer transportation?

☐ Yes ☐ No

If so: Do you have a valid Driver's License?

☐ Yes ☐ No

Do you have use of a car for transportation?

☐ Yes ☐ No

Do you have a minimum of \$1,000,000 Liability Insurance?

☐ Yes ☐ No

Are you 25 years of age or older?

☐ Yes ☐ No

An updated driving record has been provided by [ICBC](#)

☐ Yes ☐ No

(Please note: The district provides excess Liability Coverage for volunteers up to 10 million.)

How many safe passenger places, with headrest and shoulder belt, does your vehicle have? Children 13 and under must sit in the backseat: _____ Vehicle Make/Model/Year: _____

BC Vehicle License Plate #: _____

Please note: Volunteer Drivers are responsible for ensuring booster seats are correctly installed for children over 18 kg (40 lbs), until they are 9 years of age or have reached a height of at least 145 cm (4'9"). A Parent/Guardian Booster Seat Consent and Waiver Form (Form 260-7) must be completed for each child.

To the best of my knowledge, the vehicle identified above is in safe, road worthy condition and my driver's license and car insurance is in good standing. I understand that each student transported must wear a seat belt. I understand that I must provide an abstract of my driving record. I accept responsibility for notifying the school of any changes in the above information.

I understand that I have applied for a sensitive position of trust with the New Westminster School District. I have read, understood and agree to the School Volunteer Code of Conduct and Guidelines. I declare that all information I have provided on this form is complete and true in every respect.

Signature of Volunteer: _____

Date: _____

Signature of Principal: _____

Date: _____

The information on this form is collected under the authority of the School Act, Sections 13 and 79. The information provided will be used for Educational program and administrative purposes, and when required, may be provided to health services, social services or support services as Outlined in Section 79 (2) of the School Act. The information collected on the form will be protected in accordance with the provisions of the Freedom of Information and Protection of Privacy Act. If you have any questions about the information recorded on this form, please contact School Administration

STUDENT TRANSPORTATION BY VOLUNTEER DRIVERS

Background

The District strongly favours the practice of using buses to transport students. However, the District recognizes that there will be times when it is impractical or inefficient to use school buses. In such cases, it is permissible to use private vehicles.

The District values the involvement and commitment of volunteer drivers. Student transportation is the responsibility of the Principal who may designate a "supervisor" to assume overall responsibility for travel arrangements and supervision of travel for a particular school activity, or for all activities.

Procedures

In accordance with guidelines in the Schools Protection Program Reference Manual and the regulations of the Motor Vehicle Branch, any volunteer driver willing to provide transportation where needed for organized school activities, must review and comply with the following conditions:

1. The Insurance Corporation of British Columbia (ICBC) considers drivers to be "volunteers" as long as they are reimbursed only for reasonable expenses. A volunteer who is paid a wage or is reimbursed for his/her time, is no longer considered a "volunteer" and is to contact his/her Autoplan agent as it may be necessary for the volunteer's vehicle to be rated for "business use".
2. The driver must hold a valid British Columbia (ICBC) driver's licence (Novice Stage or Full Privilege only). ~~Drivers obtaining Novice designation may not carry more than one passenger unless they have a qualified supervisor twenty-five (25) years or older with a valid full privilege driver's licence in the vehicle (this restriction does not apply to immediate family members, e.g. mother, father, sister, brother, child, spouse, grandparent, including step and foster relationships).~~ Volunteer drivers must be twenty-five (25) years or older.
3. The driver must ~~authorize complete~~ a "Volunteer Registration Form" (Form 490-1).
- ~~3.4.~~ A Criminal Records Check/Police Information Check must be completed (Form 401-1) for situations involving overnight trips with students.
- ~~4.5.~~ The vehicle must have standard insurance coverage with ICBC.

- 5.6. The vehicle must have one (1) seatbelt available for every passenger, including the driver. Drivers are responsible for complying with all child restraint requirements.
- 6.7. Booster seats are for children over eighteen (18) kg. (40 lbs) until they are nine (9) years old unless they have reached the height of 145 cm (4'9" tall).
- 7.8. The number of persons being transported in the vehicle must not exceed the normal carrying capacity of that vehicle.
- 8.9. The vehicle must be maintained in sound mechanical order.
- 9.10. Children under the age of thirteen (13) must not be transported in the front passenger seat in vehicles equipped with a front airbag on the passenger side.
- 10.11. A vehicle with a seating capacity of more than ten (10) persons, including the driver, is classified by the Motor Vehicle Branch as a "bus". A "bus" used to transport students is required to have a valid school bus permit issued by the Motor Vehicle Branch. This will include volunteers' vehicles and rental vehicles used for student transportation.
- 11.12. Volunteers who rent vehicles to transport students for school-approved functions must be aware of the appropriate requirements for driver's license classifications, third party liability insurance limits, and school bus permits, particularly when renting vehicles which have a capacity to carry more than ten people, including the driver. Vehicle capacity, and not the number of passengers being carried, is the determining factor. Only drivers who are declared to the rental agency are allowed to drive (confirm minimum age requirement for operating a rental vehicle with the rental agency). Insurance coverage is voided if an undeclared driver drives the vehicle.
- 12.13. Actions by volunteers on behalf of the District are covered by the School Protection Program while participating in any District or school-authorized and supervised activity. However, not all situations that occur during off-site school activities will be considered part of the approved activity. For example, if the volunteer decides to leave the premises of the school activity for personal reasons and is involved in an accident, the School Protection Program may not respond on the volunteer's behalf. Volunteers are to be aware that they may have some personal legal liability exposures. These exposures may be insured under the liability section of homeowners' or tenants' insurance policies, or under an ICBC Policy. Volunteers are advised to check with their own insurance agents.
- 13.14. Third Party Liability coverage above two hundred thousand dollars (\$200,000) basic personal coverage is provided by the Schools Protection Program, however, no comprehensive or collision coverage is provided beyond the driver's personal vehicle insurance.

14.15. There is no medical, dental or disability coverage for volunteers. If a volunteer is injured by the actions of other people, the volunteer still has the right of common law action and in the case of automobile-related injuries, ICBC coverage may apply.

15.16. All incidents of injury or vehicle accidents must be reported to school staff immediately. A Schools Protection Program Online Incident Form is to be completed and a copy of the report forwarded to the Secretary Treasurer's Office.

*Reference: Sections 17, 20, 22, 26.1, 65, 85 School Act
Freedom of Information and Protection of Privacy Act*

SD No. 40 (New Westminster)

Adopted: ~~May 30, 2017~~ May 29, 2018

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BOARD OPERATIONS

The Board's ability to discharge its obligations in an efficient and effective manner is dependent upon the development and implementation of a sound organization design. In order to discharge its responsibilities to the electorate of the District, the Board shall hold meetings as often as necessary. A quorum, which is a simple majority of the number of trustees, must be present for every duly constituted meeting. If a quorum is not present within fifteen minutes of the time appointed for the meeting, then the meeting shall stand adjourned.

The Board has adopted policies so the business of the Board can be conducted in an orderly and efficient manner. All points of procedure not provided for in this Policy Handbook shall be decided in accordance with Robert's Rules of Order.

The Board's fundamental obligation is to preserve, if not enhance, the public trust in education, generally, and in the affairs of its operations in particular. Consistent with its objective to encourage the general public to contribute to the educational process, Board meetings will be open to the public. Towards this end, the Board believes its affairs must be conducted in public to the greatest extent possible.

There are times when public interest is best served by private discussion of specific issues in "in-camera" sessions. The Board believes it is necessary to protect individual privacy and the Board's own position in negotiating either collective agreements or contracts and therefore expects to go in-camera for issues dealing with individual students, individual employees, land, labour, litigation or negotiation.

The Board further believes public interest can be enhanced by having members of the public participate at Board meetings.

In order to carry out its responsibilities effectively, the Board will hold periodic meetings of several types. Formal meetings, at which all formal and legal business of the Board as a corporate body shall be done, may be designated as ~~inaugural~~ inaugural, regular, special, or closed (in-camera). The Board may also hold informal meetings from time to time for the purposes of general discussion, meeting with other individuals or groups, or for information gathering and sharing.

The Board has adopted specific policy governing the conduct of its formal meetings.

1. Board Composition and Elections

As indicated in Trustee Elections By-law No. ~~1-932018-TE-SD40-02~~ attached as Appendix A seven trustees are elected at large to the Board of Education for a four-year term. The one electoral area for the district is the Municipality of New Westminster. Therefore, all trustees are elected at large.

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2. Inaugural Meeting and Subsequent Annual Meeting

2.1 Inaugural Meeting

2.1.1 An ~~Inaugural~~ ~~inaugural Meeting~~ ~~meeting~~ of the Board of Education shall be convened by the Secretary-Treasurer or designate on the first Tuesday ~~after of~~ ~~December 1~~ ~~November the month~~ following Trustee elections, or as soon thereafter as it is convenient. The order of business shall include:

2.1.1.1 Report of Retiring ~~Chairperson~~ ~~Chair~~

2.1.1.2 Statement of the Returning Officer;

2.1.1.3 To make a prescribed oath of office, by oath or solemn affirmation;

2.1.1.3.1 Each trustee will take the oath of office immediately following the call to order of the inaugural meeting after a general election. Special provisions will be made for a trustee taking office following a by-election.

2.1.1.4 Election of ~~Chairperson~~ ~~Chair~~ and Vice ~~Chairperson~~ ~~Chair~~;

2.1.1.5 Election of BCSTA Provincial Council delegate and alternate delegate;

2.1.1.6 Election of BCPSEA representative and alternate.

(Elections shall be by ballot vote. Should an election vote end in a tie, up to two further votes shall be taken to break the tie. After the third vote, if a tie continues, the Board shall recess and reconvene at a time of its choosing in order to conduct a fourth vote.)

2.2 Annual Meeting

2.2.1 Each year thereafter during the term of office, the Board of Education shall hold a meeting on the first ~~Tuesday of December~~ ~~Tuesday in November, or as soon thereafter as it is convenient.~~ This meeting shall be convened by the Secretary-Treasurer or designate. The order of business shall include:

2.2.1.1 Report of Retiring ~~Chairperson~~ ~~Chair~~

2.2.1.2 Election of ~~Chairperson~~ ~~Chair~~ and Vice ~~Chairperson~~ ~~Chair~~;

2.2.1.3 Election of BCSTA Provincial Council delegate and alternate delegate;

2.2.1.4 Election of BCPSEA representative and alternate.

(Elections shall be by ballot vote. Should an election vote end in a tie, up to two further votes shall be taken to break the tie. After the third vote, if a tie continues, the Board shall recess and reconvene at a time of its choosing in order to conduct a fourth vote.)

Commented [CM1]: Elections in 2018 moved to the 3rd Saturday of October (Oct.20). Rewording it to be more generic.

3. Regular Meetings

- 3.1 The purpose of the regular Board meeting is for the Board to conduct its business. Meetings will be open to the public and representatives of the press.
- 3.2 Regular meetings of the Board shall be held on the fourth Tuesday of each month at 7:30 p.m. at the Board Office (811 Ontario St.), except where the ~~Chairperson~~Chair has indicated in the notice of meeting that the meeting shall be held in some other place or at some other time. Schedules for Board meetings are available on the District website.
- 3.3 All trustees, staff, and members of the public are expected and required to conduct the business of the Board with proper decorum and in a respectful manner.
- 3.4 No business shall be conducted by the Board unless upon a motion of a Trustee, seconded by another Trustee.

4. Special Meetings

- 4.1 Meetings other than regular meetings will be termed "special" meetings, including special in-camera meetings.
- 4.2 A special meeting of the Board may be called by the ~~Chairperson~~Chair or, where the ~~Chairperson~~Chair is not available, by the Vice-~~Chairperson~~Chair.
- 4.3 A special meeting of the Board will be called at the request of 2/3 of the trustees in office.
- 4.4 No business shall be conducted at a special meeting other than that for which the meeting is called without the consent of two-thirds of the sitting Trustees.

5. In-camera Meetings

- 5.1 In-Camera meetings of the Board may be held with the public and others excluded as provided for in the *School Act*, and only the following matters may be considered at such meetings:
 - 5.1.1 Salary claims and adjustments and the consideration of requests of employees and Board Officers with respect to collective bargaining procedures;
 - 5.1.2 Accident claims and other matters where Board liability may arise;
 - 5.1.3 Legal opinions respecting the liability or interest of the Board;
 - 5.1.4 The conduct, efficiency, discipline, suspension, termination or retirement of employees;
 - 5.1.5 Medical Examiner's examinations and medical reports;
 - 5.1.6 Matters pertaining to individual pupils including the conduct, discipline, transfers, resignations, promotions and demotions;
 - 5.1.7 Staff changes including appointments, transfers, resignations, promotions and demotions;

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- 5.1.8 Purchase of real property including the designation of new sites, consideration of appraisal reports, consideration of accounts claimed by owners, determination of Board offers and expropriation procedures;
- 5.1.9 Lease, sale or exchange of real property prior to finalization thereof;
- 5.1.10 Matters pertaining to the safety, security of protection of Board property;
- 5.1.11 Such other matters where the Board, by motion, decides that the public interest so requires.
- 5.2 Regular In-Camera meetings of the Board shall be held prior to regular Open meeting of the Board on the fourth Tuesday (if necessary) of each month and prior to Committee Meetings, if required, from 6:30 - 7:30 pm or such other time as noted in the agenda.
- 5.3 In-Camera meetings may be called at other times by following the notice of procedures set out in this Policy.
- 5.4 The Board may, by motion, recess a regular meeting in progress for the purpose of meeting in closed session.
- 5.5 The Board shall, as the last item of business at each In-Camera meeting, consider a motion to make public such information that it deems to be no longer in the public interest to exclude from the public purview.
- 5.6 The Board Chair and Superintendent shall establish items on the agenda for each in-camera meeting. The agenda shall generally follow the order outlined below.
 - 5.6.1 Adoption of the Agenda
 - 5.6.2 Minutes for Approval
 - 5.6.3 Reports from Senior Management
 - 5.6.4 Other Business
 - 5.6.5 Items to be Reported out at Open Meeting
 - 5.6.6 Notice of Meetings
 - 5.6.7 Adjournment
- 6. Notice and Agendas
 - 6.1 Forty-eight hours' notice in writing shall be emailed to all Trustees for any meeting of the Board, except the regularly scheduled Board meetings, unless there is unanimous agreement of trustees to waive such notice.
 - 6.2 Prior to each meeting, Administration, in consultation with the ~~Chairperson~~Chair and Vice-~~Chairperson~~Chair, shall prepare an agenda for all business to be brought before the Board and the Board shall proceed with the business in the order set out unless that agenda is altered by resolution.

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- 6.3 The Board Chair and Superintendent shall establish items on the agenda for each regular meeting. The agenda shall generally follow the order outlined below:
- 6.3.1 Adoption of Agenda
 - 6.3.2 Approval of Minutes
 - 6.3.3 District Presentations
 - 6.3.4 Student Presentations
 - 6.3.5 Delegations
 - 6.3.6 Community Presentations (10 minutes per presentation)
Must be scheduled in advance through the Office of the Secretary Treasurer.
 - 6.3.7 Comment and Question Period ~~From from~~ Visitors
 - 6.3.8 Board Committee Reports
 - 6.3.8.1 Education Policy and Planning Committee
 - 6.3.8.2 Operations Policy and Planning Committee
 - 6.3.9 Reports Senior Management
 - 6.3.10 Trustee Reports
 - 6.3.11 Question Period (15 minutes)
 - 6.3.12 Notice ~~Of of~~ Meetings
 - 6.3.13 Reporting Out ~~From from~~ In-Camera Meeting
 - 6.3.14 Adjournment
- 6.4 Agenda items for Board meetings may originate from:
- 6.4.1 Board Annual Work Plan
 - 6.4.2 Business arising from previous meetings;
 - 6.4.3 Business from committee-of-the whole meetings;
 - 6.4.4 Business from sub-committee meetings;
 - 6.4.5 Superintendent of Schools;
 - 6.4.6 Individual Trustees;
- 6.5 The Superintendent, or designate, will be responsible for the preparation of the agenda. Items for the agenda are to be submitted to the Superintendent or designate by the close of business of the Monday of the week, preceding the date of the Board meeting.
- 6.6 The agenda and supporting material for each regular Open and In-Camera Board meeting will be provided electronically to all Trustees on the Thursday, preceding the date of the Board meeting;
- 6.7 The agenda and supporting material for each regular Open Board meeting will be made available to the public on the School District web site on the Friday preceding the date of the Board meeting.
- 6.8 All supporting material for Special Open and In-Camera Board meetings will be emailed to Trustees at least 24 hours prior to the time of the Board Meeting.

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- 6.9 Where material or motions are introduced at a Board meeting, which has not been made available to Trustees in accordance with section 6.6 and 6.8, a Trustee may call notice on any motion arising from such material and that motion accordingly shall be considered on the agenda of the next Board meeting.
- 6.10 Items proposing board action shall be accompanied with an action request form briefly outlining the issue, pertinent information and a recommendation.

7. Minutes

The Board shall maintain and preserve by means of minutes a record of its proceedings and resolutions.

- 7.1 The minutes shall record:
 - 7.1.1 Date, time and place of meeting;
 - 7.1.2 Type of meeting (Inaugural, regular or special);
 - 7.1.3 Name of presiding officer;
 - 7.1.4 Names of those trustees and administration in attendance;
 - 7.1.5 Approval of preceding minutes;
 - 7.1.6 Only motions will be recorded in the minutes. Preamble, rationale, or discussions will not be recorded in the minutes, unless directed by the Board through resolution.
 - 7.1.7 Points of order;
 - 7.1.8 Appointments;
 - 7.1.9 Recommended motions proposed by Committees;
 - 7.1.10 Trustee declaration pursuant to Section 56, 57 or 58 of the *School Act*.
- 7.2 The minutes shall:
 - 7.2.1 Be prepared as directed by the Superintendent;
 - 7.2.2 Be considered an unofficial record of proceedings until such time as adopted by a resolution of the Board; and
 - 7.2.3 Upon adoption by the Board, be deemed to be the official and sole record of the Board's business.
- 7.3 The Superintendent shall ensure that, upon acceptance by the Board, appropriate initials are appended to each page of the minutes, and that appropriate signatures and the corporate seal of the District are affixed to the concluding page of the minutes.
- 7.4 The Superintendent shall establish a codification system for resolutions which will:
 - 7.4.1 Provide for ready identification as to the meeting at which it was considered;
 - 7.4.2 Provide for cross-referencing with resolutions of similar nature adopted by the Board at previous meetings; and
 - 7.4.3 Establish and maintain a file of all Board minutes.
- 7.5 All Committees of the Board, unless otherwise directed, shall prepare and submit minutes or a report including any recommendations to the Board.

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- 7.6 As part of its ongoing effort to keep staff and the public fully informed concerning its affairs and actions, the Board directs the Superintendent to institute and maintain effective and appropriate procedures for the prompt dissemination of information about decisions made at all Board meetings.
 - 7.7 The approved minutes of a regular or special meeting shall be posted to the website as soon as possible following approval. The Superintendent or designate is responsible to distribute and post the approved minutes.
 - 7.8 Upon adoption by the Board, the minutes of meetings other than in-camera meetings shall be open to public scrutiny.
8. Motions
- 8.1 No decision shall be made by the Board unless upon a motion of a Trustee, seconded by another Trustee and approved by majority vote.
 - 8.2 A motion to vary the agenda to advance an item on the agenda so that it may be dealt with immediately following delegations concerning that item shall be in order.
 - 8.3 A Trustee shall not speak other than on the motion under debate. A Trustee shall only speak once on the same motion without the leave of the Board except to explain a part of his or her remarks, which may have been misunderstood, or to raise a point of information or clarification. The mover of the motion, however, may speak again to close debate. Trustees shall not speak to any motion for a period of longer than ten minutes without the leave of the Board.
 - 8.4 Every Trustee present at a meeting of the Board has the right and duty to vote except where the Trustees has disqualified himself or herself from the proceedings because of a declared conflict of interest, which shall be recorded. This vote shall either be in the affirmative or the negative. Trustees not voting will be deemed to have voted in the affirmative.
 - 8.5 When a motion under consideration entertains several propositions, the vote upon each proposition shall be taken separately, if so requested by any Trustee present.
 - 8.6 After the Board has taken a vote on any motion, the Board shall not vote on that motion again at the same meeting.
 - 8.7 A reconsideration motion can only be proposed by a trustee who voted with the majority at a previous meeting.
 - 8.8 The Chair shall have the same voting rights as any other member
 - 8.9 Where the number of votes on a motion is equal, the motion is defeated and the Chair shall so indicate.
 - 8.10 All Trustee votes shall be recorded on all votes, except where a secret ballot has been held for election purposes.
 - 8.11 The ~~Chairperson~~Chair or other presiding officer shall determine all points of procedure except that any ruling may be challenged by any Trustee and decided by a majority vote of the Trustees present. Where a ruling of the chair is challenged, a motion to sustain the chair shall be made and a vote shall be taken forthwith without debate.

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9. Public Participation

The Board welcomes and provides for a variety of forms of public participation by members of the community. Public participation may be through presentations by a delegation, through formal question/comment periods in regular Board meetings or in the form of written communications. Such opportunities shall not be used to address matters, which must be dealt with in in-camera meetings as noted elsewhere in this policy.

Delegations

- 9.1 The Chair shall rule on the propriety of all presentations and questions and may decline to have a matter heard from a delegation or terminate any presentation or question or refer it to an "in camera" meeting of the Board if that is deemed to be appropriate by the Chair.
- 9.2 A person or group wishing to address the Board on an item not otherwise on the agenda shall provide written notification and a written outline of the presentation to the Secretary-Treasurer by close of business on the Monday of the week preceding the date of the regular Board meeting. The presentation will be listed as a "Delegation" on the agenda of the Regular Board meeting providing the matter is one that is appropriately considered in a public meeting.
- 9.3 Delegations shall have 10 minutes to present to the Board.

Comment and Question Periods

Each public meeting agenda shall provide for two comment/question periods, one during the meeting and one at the end of the meeting.

- 9.4 There shall be a "Comment and Question" period on each regular Board meeting agenda during which members of the public may address the Board on any item on the agenda by so advising the Chair at that time. The time limit for such presentations shall be five minutes excluding any responses to questions from Trustees but this time may be extended by resolution of the Board.
- 9.5 During the "Comment and Question" period, questions also may be asked of the Board about items not on the agenda, without notification, but the time limit for putting such questions by any individual shall be two minutes, excluding responses from the Board, unless the Board by resolution consents to an extension of that time.
- 9.6 Any questions asked during the "Comment and Question" period may be responded to at that meeting or an undertaking will be given to provide a response at a future regular meeting. No motions or action will be considered by the Board at the time of presentation: matters requiring action will be referred to a Committee meeting for consideration.
- 9.7 There shall be a Question Period of up to 15 minutes at the end of every regularly scheduled Board meeting, where members of the public may ask a question on matters that arose during that Board meeting. Questions will be directed to the Chair who will respond on behalf of the Board. The Chair may refer the question to staff for an immediate response or a response may be provided at the next regular board meeting.

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Correspondence

Correspondence ~~is may at times be~~ sent to the Board ~~and at other times as a whole or~~ to individual trustees. Even when correspondence is addressed to an individual trustee the contents may be more appropriately addressed by the corporate Board. Where correspondence is addressed to the Board or its contents are more appropriately addressed by the corporate Board the following processes shall be adhered to. The intended outcomes of these processes are: to ensure Board correspondence is acknowledged in a timely fashion, the corporate Board is aware of the public input provided and where required, a corporate response is provided in a timely manner.

- 9.8 Where non-routine correspondence is received that appears to require a formal Board response, that correspondence shall be placed on the agenda of the next regular board meeting together with whatever recommendation for Board action the Superintendent deems appropriate. This correspondence will be noted on the agenda as "Correspondence for Action".
- 9.9 Where non-routine correspondence is received that does not appear to require a formal Board response, that correspondence, together with any response issued by the Superintendent, shall be circulated to the Trustees. This correspondence will be noted on the agenda as "Correspondence for Information".
- 9.10 Where an individual trustee receives correspondence that in the trustee's judgement is more appropriately a corporate Board matter, the correspondence will be directed to the Secretary-Treasurer who will acknowledge the correspondence, and act in accordance with 9.8 or 9.9 above.

10. Trustee Remuneration and Expenses

10.1 Annual Remuneration

- 10.1.1 Under Section 71 of the *School Act*, a Board may authorize the payment of remuneration to be paid to trustees by annual resolution of the Board of Education. The *Income Tax Act* allows part of this remuneration to be declared as a tax-free expense allowance.
- 10.1.2 Trustee remuneration shall be adjusted on an annual basis based on the most recent five-year rolling average of Vancouver's Consumer Price Index, effective January 1st of each year.

10.2 Expenses

- 10.2.1 Trustees are expected to exercise discretion in incurring expenses within the limit of the annual budget appropriation.

Conference and Travel Expenses

- 10.2.2 Effective execution of Board responsibilities requires that trustees represent the Board at various meetings and conferences, and that they remain informed through attendance at periodic seminars, conventions and workshops related to their responsibilities. The Board encourages such attendance, and shall include funds in the annual budget to cover expenses.

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- 10.2.3 The Board of Education of School District No. 40 (New Westminster) supports Trustees attending conferences, conventions, seminars and courses of an education nature, within the budget limitations established by the Board.
- 10.2.4 The Board does not expect that such attendance should be at the personal expense of the Trustee. Actual reasonable costs for meals and costs incurred, while on Board business, may be claimed. Receipts are to be provided along with the purpose of the business or meeting.
- 10.2.5 Trustees may claim, while on Board business:
 - 10.2.5.1 Long distance toll charges and cellular phone charge for School Board business telephone calls;
 - 10.2.5.2 Other reasonable requests may be considered at the discretion of the Board.
- 10.2.6 Trustees will inform the Board, in advance, of their intention to attend a conference/seminar or travel on Board business and shall obtain prior approval of the Board for such attendance. Trustees shall book registrations, travel and accommodations in consultation with the Superintendent's office.
- 10.2.7 For travel by private automobile, Trustees may claim the District rate in effect at the time. The maximum amount claimable is limited to the cost of economy airfare between points travelled, when air transportation is available and practical.
- 10.2.8 Cost of airfare is limited to the cost of economy airfare.
- 10.2.9 Travel costs outside of British Columbia must receive prior approval of the Board.
- 10.2.10 Trustees may claim amounts for taxis, parking fees, local mileage, etc. Receipts are to be provided.
- 10.2.11 Lodging
 - Trustees may claim the government or conference rate of the hotel/motel, less any personal items charged. Receipts are to be provided. If staying with a friend or relative, \$20.00/night may be claimed without a receipt.
- 10.2.12 Meals
 - Trustees may claim actual reasonable costs. Receipts are to be provided. District practice requires that an actual receipt is provided detailing the purpose of the meeting and who was in attendance. There shall be no reimbursement for alcoholic beverages.
- 10.3 Payment of Expenses
 - 10.3.1 Expenses must be submitted on a timely basis to the Secretary Treasurer at least once a month.
 - 10.3.2 For inaugural functions and one spousal meal per conference, spousal expenses may be claimed.
 - 10.3.3 Trustees may seek an advance, the amount of which is determined by Board resolution for out-of-town business engagements of two or more days.

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- 10.3.4 The Secretary-Treasurer and Chair of the Board shall review Trustee expenses. Concerns about Trustee expenses shall be referred to the Board by the Chair. Quarterly print-outs will be provided to all Board members regarding Trustee expenses.

*Legal Reference: Sections 50, 56, 57, 58, 59, 66, 67, 68, 69, 70, 71, 71(1), 72 School Act
Financial Disclosure Act
Income Tax Act*

SD No. 40 (New Westminster)

Adopted: ~~May 30, 2017~~ May 29, 2018

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POLICY MANUAL

POLICY 7 – Appendix A

TRUSTEE ELECTIONS BYLAW

BYLAW NO. _____

TRUSTEE ELECTIONS

BOARD OF EDUCATION OF SCHOOL DISTRICT #40 (New Westminster)

A bylaw to provide for the determination of various procedures for the conduct of general school elections and other trustee elections.

Preamble:

Under the *School Act*, the ~~board~~ **Board** of ~~education~~ **Education** may, by bylaw, determine various procedures and requirements to be applied in the conduct of trustee elections.

In School District #40 (New Westminster), seven trustees are elected from a single electoral area, namely, the Municipality of New Westminster.

The ~~board~~ **Board** of ~~education~~ **Education** wishes to establish various procedures and requirements under the authority of the *School Act* for trustee elections. The board of education, in an open meeting of the board, enacts as follows:

1. Definitions

The terms used shall have the meanings assigned by the *School Act*, the *Local Government Act*, and the *Local Elections Campaign Financing Act* except as the context indicates otherwise.

"Board" or "school board" means the Board of Education of School District #40 (New Westminster).

"By-election" means a trustee election to fill a vacancy on the school board in any of the circumstances described in section 36 of the *School Act*.

"Election" means a trustee election.

"General Voting Day" means the date on which general voting for a trustee election is to take place, whether part of the general school elections or a by-election.

"Minister" means the Minister of Education

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2. Application

- (a) This bylaw applies to both general school elections and by-elections, except as otherwise indicated.

3. Order of Names on the Ballot ~~(optional)~~

The order of names of candidates on the ballot will be alphabetical.

4. Resolution of Tie Vote after Judicial Recount

In the event of a tie vote after a judicial recount, the tie vote will be resolved by lot in accordance with the *Local Government Act*.

5. Website Access to Candidate Nomination Documents and Campaign Financing Disclosure Statements

- 5.1 The Board authorizes public access, during the regular office hours at the Board's office, to nomination documents of trustee candidates by internet or other electronic means until 30 days after declaration of the election results.
- 5.2 The Board will make available to the public for inspection during the regular office hours of the Board's head office, the trustee candidates' campaign financing disclosure statements and supplementary reports until 5 years after general voting day either by providing:
- (a) Access by internet, or
 - (b) A copy of that information for inspection
- 5.3 The Board will, on request, provide a copy or other record of trustee candidates' campaign financing disclosure statements and supplementary reports for as long as they are required to be available to the public under section ~~85.2~~ for a fee of \$.50 per page.
- 5.4 Before providing the services under section ~~85~~, the Board, requires the person requesting the service to:
- (a) Satisfy the Board that any purpose for which personal information is to be used it permitted by section 63 of the *Local Elections Campaign Financing Act* and
 - (b) Provide a signed statement that
 - (i) The individual, and
 - (ii) If applicable, any individual or organization on whose behalf the first individual is accessing, inspecting or obtaining the copy or other record will not use personal information included in the copy or other record except for a purpose permitted under the *Local Elections Campaign Financing Act*.

Commented [CM1]: Jacque Killawee, City Clerk, Chief Election Officer, City of New Westminster requested this change.

6. Application of Local Government Bylaws

2. In School District No. 40 (New Westminster) the election bylaws of the Corporation of the City of New Westminster apply to trustee elections conducted by the Corporation of the City of New Westminster as they may be amended from time to time.

Commented [CM2]: Request to insert this into District Bylaw from Jacque Killawee, City Clerk, Chief Election Officer, City of New Westminster

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7. Title

This bylaw may be cited as 'School District No. 40 (New Westminster) Trustee Elections Bylaw No. #. 2018-TE-SD40-02'

8. Repeal

School District 40 New Westminster Trustee Elections Bylaw No 1-93 is hereby repealed.

Date of first reading: _____

Date of second reading: _____

Date of third reading and adoption: _____

~~Chairperson of the board~~ Board Chair

(Corporate seal)

Secretary-Treasurer

*Legal Reference: Sections 36, 37(1), 38(4)-(5), 45(1)(5)(7)(8)-(10), 46(1)(4) School Act
Sections 71(2), 72.1, 73(6)(7), 96, 97(2), 97(3), 99, 100, 103, 107, 110, 141 Local
Government Act
Sections 58, 59 Local Elections Campaign Financing Act*

SD No. 40 (New Westminster)

Adopted: ~~May 30, 2017~~ May 29, 2018

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Policy 7 – Appendix A

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TRUSTEE ELECTIONS BYLAW NO. 1-93

BOARD OF SCHOOL TRUSTEES OF SCHOOL DISTRICT NO. 40 (NEW WESTMINSTER)

A bylaw to provide for the determination of various procedures for the conduct of general school elections and other trustee elections.

Preamble:

Under the *School Act*, the Board of School Trustees may, by bylaw, determine various procedures and requirements to be applied in the conduct of trustee elections.

In School District No. 40 (New Westminster), under section 46 of the *School Act*, trustee elections in the following trustee electoral areas are the responsibility of the following authorities:

Trustee electoral area:	No. of Trustees	Authority
Municipality of New Westminster	7	Corporation of the City of New Westminster

The Board of School Trustees wishes to establish various procedures and requirements under the authority of the *School Act* for trustee elections.

The Board of School Trustees, in an open meeting of the Board, enacts as follows:

1. Definitions

The terms used shall have the meanings assigned by the *School Act* and the *Municipal Act*, except as the context indicates otherwise.

"Election" means a trustee election.

"Board" or "School Board" means the Board of School Trustees of School District No. 40 (New Westminster).

2. Application

This bylaw applies to both general elections and by-elections and to those trustee elections carried out by other authorities, except as otherwise indicated.

3. Order of Names on Ballot

Candidates' names are to be arranged alphabetically by surname.

4. **Resolution of Tie Votes after Judicial Recount**

In the event of a tie vote after a judicial recount, the tie vote will be resolved by conducting a lot in accordance with sections 54(1) and 55(3) of the *School Act* and section 141 of the *Municipal Act*.

5. **Elections conducted by the School Board**

5.1 **Use of Provincial List of Voters as Register of Resident Electors**

- (a) As authorized under section 54(1) of the *School Act* and section 40 of the *Municipal Act*, the most current list of voters prepared under the *Elections Act* existing at the time an election is to be held, is deemed to be the register of resident electors for the City of New Westminster.
- (b) The Provincial list of voters becomes the register of resident electors no later than fifty-two (52) days before general voting day for each election for the City of New Westminster.

5.2 **Mandatory Advance Voting Opportunities**

- (a) As required by section 97(2) of the *Municipal Act* and section 54(1) of the *School Act*, the mandatory advance voting opportunities are established as follows:
 - (i) on the tenth day before general voting day; and the fourth day before general voting day from 8:00 a.m. to 8:00 p.m.

5.3 **Voting Divisions**

- (a) The School Board authorizes the chief election officer to establish voting divisions for each election, subject to any requirements, limits and conditions established by law.

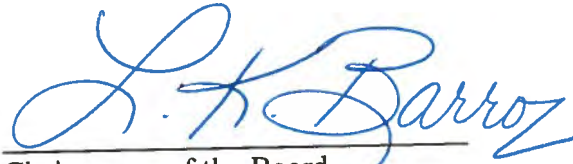
5.4 **Number of Scrutineers at Voting Places**

- (a) As authorized under section 110(2)(d) of the *Municipal Act* and section 54(1) of the *School Act*, the number of scrutineers for each candidate that may attend at an election is a maximum of one (1) scrutineer for each ballot box in use.

6. **Title**

This bylaw may be cited as "School District No. 40 (New Westminster) Trustee Elections Bylaw No. 1-93."

Date of adoption: September 7, 1993


Chairperson of the Board

(Corporate Seal)


Secretary-Treasurer

TRUSTEE ELECTIONS BYLAW

BYLAW NO. 2018-TE-SD40-02

TRUSTEE ELECTIONS

BOARD OF EDUCATION OF SCHOOL DISTRICT #40 (New Westminster)

A bylaw to provide for the determination of various procedures for the conduct of general school elections and other trustee elections.

Preamble

Under the *School Act*, the Board of Education may, by bylaw, determine various procedures and requirements to be applied in the conduct of trustee elections.

In School District #40 (New Westminster), seven trustees are elected from a single electoral area, namely, the Municipality of New Westminster.

The Board of Education wishes to establish various procedures and requirements under the authority of the *School Act* for trustee elections.

The board of education, in an open meeting of the board, enacts as follows:

1. Definitions

The terms used shall have the meanings assigned by the *School Act*, the *Local Government Act*, and the *Local Elections Campaign Financing Act* except as the context indicates otherwise.

“Board” or “school board” means the Board of Education of School District #40 (New Westminster).

“By-election” means a trustee election to fill a vacancy on the school board in any of the circumstances described in section 36 of the *School Act*.

“Election” means a trustee election.

“General Voting Day” means the date on which general voting for a trustee election is to take place, whether part of the general school elections or a by-election.

“Minister” means the Minister of Education

2. Application

- (a) This bylaw applies to both general school elections and by-elections, except as otherwise indicated.

3. Order of Names on the Ballot

The order of names of candidates on the ballot will be alphabetical.

4. Resolution of Tie Vote after Judicial Recount

In the event of a tie vote after a judicial recount, the tie vote will be resolved by lot in accordance with the *Local Government Act*.

5. Website Access to Candidate Nomination Documents and Campaign Financing Disclosure Statements

- 5.1 The Board authorizes public access, during the regular office hours at the Board's office, to nomination documents of trustee candidates by internet or other electronic means until 30 days after declaration of the election results.

- 5.2 The Board will make available to the public for inspection during the regular office hours of the Board's head office, the trustee candidates' campaign financing disclosure statements and supplementary reports until 5 years after general voting day either by providing:
- (a) Access by internet, or
 - (b) A copy of that information for inspection
- 5.3 The Board will, on request, provide a copy or other record of trustee candidates' campaign financing disclosure statements and supplementary reports for as long as they are required to be available to the public under section 5.2 for a fee of \$.50 per page.
- 5.4 Before providing the services under section 5, the Board, requires the person requesting the service to:
- a. Satisfy the Board that any purpose for which personal information is to be used it permitted by section 63 of the *Local Elections Campaign Financing Act* and
 - b. Provide a signed statement that
 - (i) The individual, and
 - (ii) If applicable, any individual or organization on whose behalf the first individual is accessing, inspecting or obtaining the copy or other record will not use personal information included in the copy or other record except for a purpose permitted under the *Local Elections Campaign Financing Act*.

6. Application of Local Government Bylaws

In School District No. 40 (New Westminster) the election bylaws of the Corporation of the City of New Westminster apply to trustee elections conducted by the Corporation of the City of New Westminster as they may be amended from time to time.

7. Title

This bylaw may be cited as 'School District No. 40 (New Westminster) Trustee Elections Bylaw No. 2018-TE-SD40-02.'

8. Repeal

School District 40 New Westminster Trustee Elections Bylaw No. 1-93 is hereby repealed.

Date of first reading: May 29, 2018

Date of second reading: May 29, 2018

Date of third reading and adoption: May 29, 2018

Board Chair

Secretary-Treasurer

DISTRICT FOUNDATIONAL STATEMENTS

The foundational statements were reviewed, revised and formally adopted in January 2018.

Mission Statement

A Mission statement is intended to answer the question:

“Why do we exist as an organization?”

The New Westminster School District Mission Statement was designed to answer the question:

“What is the fundamental purpose of school?”

New Westminster Schools' Mission Statement reads as follows:

***To enable each student to learn in a safe,
engaging and inclusive environment.***

Vision Statement

A vision statement answers the question:

“What must we become in order to accomplish our fundamental purpose?”

New Westminster Schools' Vision Statement reads as follows:

A place where students love to learn.

Values

Values clarify collective commitments - “How must we behave to create the school that will achieve our purpose?” Clarity on this topic guides the individual work of each member of our School District and outlines how each person can contribute to the culture of our District.

Values are the attitudes, behaviors and commitments we demonstrate to advance our mission and vision. For every value we identify, it should be possible to point to many examples from all corners of the School District of that value in action. It is fundamentally important that our articulated value statements are aligned with our Mission and our Vision.

Value Statements

Collaboration	We value purposeful relationships where we choose to cooperate in order to achieve shared goals and consider each other in our decisions and actions.
Engagement	We value meaningful, purposeful, and relevant learning.
Equity	We value fair treatment and the removal of barriers to learning, achievement, and the pursuit of excellence for all.

Inclusion	We value learning where all people are welcomed, respected, and supported.
Innovation	We value curiosity, inquiry and creativity.
Integrity	We value being ethical, principled and honest in our words and actions.

SD No. 40 (New Westminster)

Adopted: May 29, 2018

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