

POLICY COMMITTEE
WEDNESDAY, APRIL 3, 2019 @ 10:30am
Board Room, Main Floor, ADMIN BUILDING

PUBLIC MEETING AGENDA

The Richmond Board of Education acknowledges and thanks the First Peoples of the
hən̓qəmin̓əŋ (hun-ki-meen-um) language group on whose traditional
and unceded territories we teach, learn and live.

- 1. INTRODUCTIONS**
- 2. ADOPT AGENDA**
- 3. APPROVE MINUTES**
Attachment: Minutes of meeting held February 11, 2019
- 4. PHYSICAL RESTRAINT OF STUDENTS: POLICY 504.12 AND 504.12-R**
Verbal update.
Attachment: Current Policy and Proposed Revisions
- 5. POLICY 804.8 AND 804.8-R: COMMERCIALISM**
Attachment: Policy 804.8 and 804.8-R
- 6. POLICY REVIEW STATUS [standing item]**
Attachment: Status to March 31, 2019
- 7. SUMMARY OF AGENDA ITEMS FOR FUTURE MEETINGS**
Attachment: Status to March 31, 2019
- 8. NEXT MEETING DATES**
Meetings are scheduled for Wednesday, May 1 and Wednesday, June 5 at 10:30am.
- 9. ADJOURNMENT**

School District No. 38 (Richmond)
7811 Granville Avenue, Richmond, BC V6Y 3E3

MINUTES OF PUBLIC MEETING OF POLICY COMMITTEE

Date: Monday, February 11, 2019 at 10:30am
Board Room, Main Floor, Administration Building

Present: Sandra Nixon, Chairperson
Donna Sargent, Vice Chairperson
Heather Larson, Member
Ken Hamaguchi, Board Chair*
Scott Robinson, Deputy Superintendent
Laura Buchanan, Executive Director, Human Resources*
Lynn Archer, Assistant Superintendent*
Liz Baverstock, President, Richmond Teachers' Association*
Tim McCracken, Vice President, Richmond Teachers' Association
Donna Dunn, Pro-D Officer, Richmond Teachers' Association
Jose Pelayo, Co Chair
Colleen Howu, Parent
Vrunda Shashikumar, Executive Assistant (Recording Secretary)

Regrets: Sherry Elwood, Superintendent of Schools

* *Present for a portion of the meeting*

The Chair called the meeting to order at 10:43am.

1. INTRODUCTIONS

Introductions were made around the table and the Chair welcomed the attendees to the meeting.

2. ADOPT AGENDA

The agenda was adopted as circulated.

3. APPROVE MINUTES

The minutes of the meeting held Monday, January 7, 2019 were approved as circulated.

4. POLICY 106: SEXUAL ORIENTATION AND GENDER IDENTITY

The Deputy Superintendent provided a verbal update about the SOGI Advisory Committee. This Committee will be comprised of representatives from internal stakeholder groups. All internal stakeholders have provided representatives. Student representatives are in the process of being identified. External stakeholder groups such as Vancouver Coastal Health and Richmond RCMP will also be invited to be on the committee. A question was asked if every school will be having a SOGI Lead. The Deputy Superintendent indicated that it would be appropriate for the Committee to have that discussion and added that this item is on the agenda.

5. BYLAW: 103 - COMPLAINTS AND APPEALS BY STUDENTS, PARENTS, AND

PUBLIC: The Deputy Superintendent provided a verbal update regarding the process parents use in order to express concern about a decision about transfer applications. The process is currently not in compliance with the School Act as decisions regarding transfers are not considered appealable under the Act.

The process will therefore need to be adjusted in order to bring the District into compliance. The Deputy-Superintendent reviewed the proposed new process which would include parents submitting a complaint form to the office of the Deputy-Superintendent who would then assess the transfer application based on the pre-established criteria. The Deputy-Superintendent would then bring a report to the Board summarizing the decisions made regarding transfer complaints prior to parents being informed of final decisions.

In addition, the Deputy-Superintendent indicated that Policy 501.8-R: Student Admission, Registration, Transfer and Placement will also need to be revised slightly in order to bring the policy into compliance with the School Act.

He proposed that current language contained in Section 5.1 of policy 501.8-R: *"Parents/Legal guardians can appeal a 'transfer not-approved' decision of the Principal"* be replaced with *"Parents/Legal Guardians who wish to have a transfer decision reviewed may do so by submitting a complaint form to the Office of the Deputy Superintendent"*. He also discussed the criteria that are used to make a transfer decision.

There were questions and comments about the current transfer appeal process. The Chair indicated that a notice of motion would be tabled at the Board of Education meeting on February 27th in preparation for the March 14th, 2019 meeting. She explained that because the change to policy is required in order to become compliant with the School Act, this would be considered to be of a 'housekeeping' nature and would therefore not be brought into a consultation process. The Deputy-Superintendent indicated that those present at the meeting were welcome to email any questions to him prior to the next meeting.

ACTION: The chair of the committee will table a Notice of Motion at the Public Meeting of the Board of Education on February 27, 2019 in preparation for the March 14, 2019 public meeting of the Board.

6. ASSESSEMENT AND EVALUATION POLICY 517, 517-R 517-G

The Assistant Superintendent asked that the agenda item: Assessment and Evaluation Policy be renamed as Assessment and Reporting and that the words "Communicating Student Learning" be removed. She addressed the concerns raised by the RTA about the term 'Communicating Student Learning' and read out the policy statement with the new wording as outlined in the policy 517 review document. The district continues to provide support through working with the SRPP School Teams, the Innovation Grant Networking meetings, the Assessment and Innovation Committee, the Education Implementation Committee, and ongoing support provided by Learning Services. The Chair informed the committee that the Ministerial Orders and Regulations will be listed under Administrative Guidelines, instead of under Regulations. Discussion ensued to understand the perspective of the RTA's response to the proposed revision of the Assessment and Reporting Policy. The Assistant Superintendent added that a Reporting Pilot Policy Survey would be sent out to parents and students involved and there would be consultation with the Education Implementation and Assessment and Innovation Committees.

The Deputy Superintendent left the meeting at 11:12 am and joined back at 11:14 am.

The Chair proposed two possible next steps: (1) delay moving the approval and seek clarity as to what is needed in order to approve the motion, or (2) move forward, with a statement about the concerns and an action plan.

ACTION: It was agreed that a Notice of Motion regarding approval of the revised policy 517 be provided to the February 27, 2019 Public meeting of the Board of Education and further that there be an accompanying plan to seek continuing feedback in order to monitor and address the ongoing challenges.

A discussion ensued regarding action plans.

ACTION: A Notice of Motion would be coming to a future meeting of the Policy Committee regarding future action plans.

The Assistant Superintendent left the meeting at 11:37 am

7. SELECTION AND APPOINTMENT OF ADMINISTRATORS: POLICY 300-R

The Executive Director, Human Resources spoke about best practices for the Recruitment and Selection process for Non-union employees and articulated the overall goal of providing the best possible recruitment process for all candidate. The proposed changes were put out for stakeholder feedback, and feedback was received from RASA and RTA.

The RTA President expressed concerns about the administrator interview panel having no representation from the RTA although the RTA members work closely with the administrators. The Chair explained that some interviews may not need representation from all stakeholder groups. The Executive Director explained that HR would have consistency across the positions that are being recruited for; there is a plan laid out for recruitment of school based administrators as they recruit into a candidate pool. A member of the committee inquired about the disadvantages of having multiple stakeholder groups present on the panel. The RTA President reiterated their interest to be present on the interview panel for recruitment of school based administrators with sufficient advance notice, ideally to be received by September.

President, RTA left the meeting at 11:47 am. Chair, Board of Education joined the meeting at 11:47 am.

A member of the committee indicated that having representation from all stakeholders is important from her perspective, especially for school based administrators as people feel it is important to be represented in the hiring process for a school principal. She also indicated that the recruitment of the Superintendent, Deputy Superintendent, Secretary Treasurer, Assistant Superintendents and Director/Executive Directors should include the opportunity to have more than two trustees on the panel.

ACTION: A Notice of Motion will be presented to the Board of Education to consult with the remainder of the Board about how they would like to proceed with the proposed amendments to Policy 300-R.

Executive Director, Human Resources left the meeting at 11:55 am.

9. POLICY REVIEW STATUS [standing item]

The status to January 15, 2019 was included with the agenda package.

The Chair, Board of Education left the meeting room at 11:56 am

10. AGENDA ITEMS FOR UPCOMING MEETINGS

The status to January 15, 2019 was included with the agenda package.

11. NEXT MEETING DATES

The next meeting would be on Monday, March 6, 2019 at 10:30 am.

12. ADJOURNMENT

The meeting adjourned at 11:57am.

Respectfully Submitted,



Sandra Nixon, Chairperson
Policy Committee

EDUCATION: STUDENTS

Policy 504.12

Physical Restraint of Students

The Board is committed to maintaining a learning environment which is conducive to the healthy development of social, emotional and academic well being of all students.

It is recognized that in given situations in the opinion of the supervisory adult it may be necessary to apply physical restraint when a student presents danger to himself/herself, others and/or property.

EDUCATION: STUDENTS

Policy 504.12-R

Physical Restraint of Students

It is recognized that in given situations, it may be necessary to physically restrain students. Such restraining should adhere to the following guidelines

Definition

Physical restraint is a judicious control measure with a resisting child in order to control movement, location and behaviour such as violence or abuse to persons, self or property.

When To Restrain

Physical restraint must be viewed as a temporary measure to facilitate appropriate student behaviour. Restraining is required when, in the opinion of the supervisory adult, the threat is immediate and other measures have been demonstrated to be of little or no benefit to a student who may pose danger to self, others and/or when there is a risk of serious damage to valuable property (e.g. computer equipment, laboratory apparatus, industrial educational machinery).

It is recognized that there may be occasions when physical restraint may be appropriate even though more moderate control measures have not been used (e.g. a student is in the process of causing harm to another person).

Who Should Restrain

Restraining may be required inside or outside of the classroom and should be done only by an authorized person.

Restraining Procedures

The procedures involve the three basic steps of restraining, debriefing and documenting.

1. Physical contact should be conducted:

- with controlled, unemotional and reassuring statements that give reasons for the restraint and describe the necessary behaviour for ending the restraint;
- with the least amount of force to protect student and restrainer;
- with the least amount of disturbance to the rest of the class;
- in the presence of another adult when possible.

Techniques may include:

- the restrainer holding the student's hands or wrists;
- the restrainer holding the student's feet or legs;
- the restrainer holding the student on the floor, face down towards the floor, supporting his/her own weight, and exerting only the required pressure to control the student;

- the restrainer seated on the floor with back against the wall and holding the student's arms crossed over the chest;
- the restrainer holding the child against a wall, facing the wall with his hands behind his back.

It should be noted in situations where the restrainer has less strength than the student, it may be necessary to obtain additional assistance in order to effect physical restraint.

2. Debriefing should occur immediately with the student so that both the restrainer and the student are comfortable with the resolution and that the student is encouraged to:
 - state what happened;
 - state the behavioural rule or expectation;
 - state a more appropriate behavioural plan.
3. Documentation and review includes:
 - time and location of incident;
 - written statements that lead to and describe the incident and the resolution (direct quotes are advisable);
 - notification of the restraining to the principal and the parents;
 - names of all people involved or witnessing the incident;
 - debriefing with personnel directly involved in the restraint;
 - a meeting with concerned personnel (contract worker, MSSH worker, psychiatrist, principal and parents) if restraint is required frequently in order to discuss future strategies;
 - if restraint occurs in a public place, persons in charge (eg. curator of the aquarium, manager of the shopping mall) should be informed of the situation whenever possible.

EDUCATION: STUDENTS**Policy 504.12****Physical Restraint of Students**

The Board acknowledges that the use of physical restraint or seclusion may need to be employed by staff who have been trained in the safe use of physical restraint and guidelines for seclusion.

Definitions

BC Ministry of Education, <https://www2.gov.bc.ca/assets/gov/education/kindergarten-to-grade-12/support/diverse-student-needs/physical-restraint-seclusion-guidelines.pdf>

Physical Restraint – is a method of restricting another person's freedom of movement or mobility – in order to secure and maintain the safety of the person or the safety of others. The provision of a 'physical escort' i.e. temporary touching or holding of a student's hand, wrist, arm, shoulder or back for the purpose of accompanying and inducing a student who is acting out to walk to a safe location, does not constitute physical restraint. The provision of physical guidance, or prompting of a student when teaching a skill, redirecting attention, or providing comfort also does not constitute physical restraint.

Seclusion – is the involuntary confinement of a person, alone in a room, enclosure, or space which the person is physically prevented from leaving. Behaviour strategies, such as "time out", used for social reinforcement as part of a behavior plan, are not considered "seclusion". The term seclusion does not apply where a student has personally requested to be in a different/secluded location/space.

Adopted:

EDUCATION: STUDENTS**Policy 504.12-R****Physical Restraint of Students**

Behaviour interventions for all students emphasize prevention and positive behaviour supports, where every effort is made to employ preventative actions that preclude the need for the use of physical restraint or seclusion.

- Physical restraint or seclusion is used only in exceptional circumstances where the behaviour of a student poses imminent danger of serious physical harm to self or others and where less restrictive interventions have been ineffective in ending imminent danger of serious physical harm. Restraint or seclusion is discontinued once imminent danger or serious physical self-harm or harm to others has dissipated.
- All efforts must be made that no harm come to a student in the use of physical restraint or seclusion i.e. never restricts the breathing of a student; never places a student in a prone position (i.e. facing down on his/her stomach) or supine position (i.e. on his/her back, face up); never employs the use of mechanical devices.
- Recurring practice of restraint or seclusion is not common practice in any student's educational program.
- Neither restraint nor seclusion are used as a punishment, discipline, or to force compliance in an educational/learning setting.
- There is a process and schedule for regular review of physical restraint and seclusion procedures to ensure alignment with current research/practice.

EDUCATION: STUDENTS**Policy 504.12-G****Physical Restraint of Students**

All school personnel will be provided regular opportunities for training in positive behaviour interventions, supports and de-escalation techniques, including non-violent crisis intervention. School personnel who work with a student where there is a potential for imminent danger of serious physical harm to the student or others are expected to have been trained in crisis intervention and the safe use of physical restraint and seclusion.

Any space used for the purpose of seclusion will not jeopardize the secluded student's health and safety. Any student placed in seclusion will be continuously monitored by an adult who is able to see the student throughout the period of seclusion. All health and safety policies or regulations including WorkSafe BC regulations will be followed.

To the best of their ability, school personnel should communicate with the student in the student's primary language or mode of communication through an event of seclusion or restraint.

The District Support Team member responsible for the school or program will work with staff to develop a detailed student safety plan that includes emergency and safety procedures regarding the use of physical restraint and seclusion. It is expected that parents and, where appropriate, students, are offered opportunities to be consulted in the development of positive behavior supports and interventions, behavior plans, or safety plans.

Should seclusion or physical restraint be employed:

- there is a reporting process or mechanism for recording incidents of physical restraint and seclusion;
- every instance where physical restraint and/or seclusion of a student occurs will be documented;
- prevention/intervention strategies should be reviewed and revised in situations where:
 - repeated use of physical restraint and seclusion for an individual student occurs;
 - multiple uses of physical restraint and seclusion occur within the same classroom;
 - or, physical restraint and seclusion is repeatedly used by an individual;
- de-briefing after each incident involving the use of physical restraint or seclusion will include:
 - notification to the school principal as soon as possible after an incident/always prior to the end of the school day on which the incident occurred;
 - notification by the school principal or designate to the student's parent(s)/guardian(s) as soon as possible will occur and will be documented;
 - a debriefing with involved school personnel, parents/guardians of the student will occur and, where possible, with the student, examining what happened/what caused the incident, and what processes might be changed, i.e. preventative and response actions that could be taken in the future, to make the use of physical restraint or seclusion unnecessary.

COMMUNITY RELATIONS

Policy 804.8 (previously 1004.8)

Commercialism

The Board believes that an adequate level of funding should be provided from tax revenues to ensure that appropriate programs and services are available to students. Therefore, as a general principle, it is inappropriate for schools to be involved as advertising agents or in providing delivery services for competitive commercial enterprises. In no case should exploitation of students be permitted.



COMMUNITY RELATIONS

Policy 804.8-R (previously 1004.8-R)

Commercialism




No commercial agency may involve a school in promotion or sale of their particular product or service unless approved by a principal as being of overriding value to the students. Where there is doubt regarding the advisability and/or suitability of a joint venture with a commercial agency, the Principal will seek the guidance of the Area Superintendent.

Organizations that are permitted to publicize their activities in the schools are usually non-profit organizations that offer services or programs of educational value to students at the discretion of the principal.

Organizations that are not permitted to publicize their activities in schools are usually commercial profit-making organizations who link an educational activity to the advertising of their products or services.

No employee shall release the names of students or addresses to any commercial enterprise or individual for the purpose of promoting the sale of goods or services.

STATUS OF POLICIES
AT MARCH 31, 2019




	Completed after Approval of New Policy Framework
	In Revision/Discussion Process
	Awaiting Review

POLICY	STATUS	COMMENTS/ACTION	REVIEW
Policy 300-R(B): <i>Selection and Appointment of Administrators</i>	<u>Step 4</u> Mar 13/19 – Discussed at in-Camera Brd Mtg. Feb 11/19 – Discussed at Policy Com. Jan 07/19 – Update at Policy Com. Sep 17/18 - Discussed at Policy Com. Jun 18/18 – Discussed at Policy Com. Jun 13/18 – Presented to in-camera Brd Mtg. May 14/18 - Updated on at Policy Com. Apr 16/18 - Updated on at Policy Com. Feb 18/18 - Updated on at Policy Com. Jan 19/18 – Updated on at Policy Com. Jan 15/18 – Updated on at Policy Com. Nov 20/17 – Updated on at Policy Com. Jun 05/17 – Brief update provided to Policy Com. May 1/17 – Update provided at Policy Com.	Mar 13/19 – Discussed by full Board. Agreed to present a Notice of Motion for approval of proposed revisions to future meeting of Board. Feb 11/19 – Feedback received was discussed. It was determined that the full Board should discuss the proposed revisions and the feedback received. To be presented to a future meeting of the Board. Jan 07/19 – Feedback received to be discussed at the Feb 2019 meeting of Policy Com. Sep 26/18 – Board approved placement into stakeholder review process with a Dec. 31/18 response date. Sep 12/18 – a Notice of Motion was provided to the Board that a recommendation for approval of placement into the review process would be provided on Sep 26/18. Jun 18/18 – Discussed at Policy Com. A Notice of Motion to place revisions to Policy 300-R and (new) Pol. 401, 401-R and 401-G into review process will be provided to Sep. mtg. of the Board. Jun 13/18 – Discussed at in-camera Brd Mtg. Brd. requested presentation to next public mtg of Policy Com. May 14/18 – Discussed at Policy Com. Referred to Brd. Mtg. for full discussion. Apr 16/18 - Discussed and further revisions and additions suggested. This will return to the May 2018 meeting. Feb 19/18 – Discussed and further revisions suggested. Anticipated return to Mar. 12/18 meeting but was not discussed. Now anticipate returning to April or May 2018 meeting. Jan 15/18 – Options discussed. Further changes suggested. Items return to Feb 2018 in-camera meeting. Nov 20/17 – Option for proposed changes will be provided to Jan 15/2018 meeting. Jun 19/17 – Board reviewed proposed changes.	Full policy review process undertaken.

		Jun 05/17 –Update was provided on proposed revisions. Will return to future Policy Com. May 1/17 – Verbal update on potential revisions.	
Policy 512.4: <i>French Programs</i>	<u>Step 1</u> Jun 18/18 – Discussed at Policy Com. Apr 16/18 - Discussed at Policy Com.	Mar/19- Anticipate presenting this for initial discussion in Apr/19. Jun 18/18 – This item will be delayed until later in the fall 2018 or early 2019. Apr 16/18 – Proposed revisions to this policy and its accompany regulation were discussed. It was agreed this would return to the May or June 2018 meeting of this Com. for more full discussion.	Full policy review process anticipated
Policy 504.12: <i>Physical Restraint of Students</i>	<u>Step 2</u> Mar 06/19 - Discussed at Policy Com.	Mar 06/19 –Proposed changes, considered as housekeeping, were discussed. Stakeholders affected most by this policy will be contacted. It is anticipated that after the consultation that these changes will be presented to Board in Apr/19.	
Policy 704: <i>Retirement of School Facilities</i>	<u>In Development</u> Nov 20/17 – Discussed at Policy Com. Nov 21/16 – Discussed at Policy Com. Oct 24/16 – Discussed at Policy Com. Sep 19/16 – Discussed at Policy Com. Larger discussion planned. Oct 24/16 - Initial discussion.	Nov 20/17 – Discussed and it was suggested that the review would take into account the LRFP and could potentially be in 2019. Will return for discussion and review once LRFP is completed. Nov 21/16 –Discussion on splitting this policy into school closures and disposition of facilities. Review and feedback process also discussed. At conclusion of school closure process, this policy and regulation will be reviewed for any necessary updating.	Full policy review process anticipated.
Policy 804.1: <i>Community Use of Schools</i>	<u>In Development</u> Nov 21/16 – Discussed at Policy Com. Jun 6/16 – Discussed at Policy Com.	Nov 21/16 - There was discussion on whether to review this policy in conjunction with Policy 704: <i>Retirement of School Facilities</i> . Discussed at the Feb 15, Mar 7, Jun 6, and Nov 21, 2016 meetings of Policy Com. Will return to Policy Committee at the conclusion of LRFP process.	Full policy review process anticipated

Policy 804.8: <i>Commercialism</i>) 400-1R: <i>Employee Conflict</i> 804.9: <i>Donations to Schools</i> 602.7- <i>Gifts, Grants and Benefits</i>) 805.4- <i>Money Raising Activities at Schools;</i> 602.9.1-R <i>General Principles for Revenue Generating Activities</i>	<u>In development</u> Jan 23/17 – Update from Superintendent. Nov 21/16 – Update from Superintendent. Oct 24/16 – Update from Superintendent. Sep 19/16 – Discussed at Policy Com. Jun 6/16 – Draft revised policy presented for initial review. May 16/16 – Discussed at Policy Com. Will return to Jun 6/16 meeting. Apr 4/16 – Discussed at Policy Com. Policy Com. Trustees will meet with Sup. to discuss this Policy. Apr 25/16 Discussed at Policy Com.	Jan 23/17 – Superintendent advised on meeting with RDPA President; questions answered and clarity provided. The policy will be reviewed for possible updating at a future date. Jun 6/16 - Review of proposed revised policy will continue over summer and return to Sep 19/16 Policy Committee meeting. Apr 25/16 Policy Com. Trustees & Superintendent discussed comparative commercialism policies. Apr 27/15 - Policy Committee discussed various policies related to PAC fundraising or money raising activities in schools that require review. Questions were raised by the PAC Executive about clearly defining the fundraising role of PACs. There are currently some conflicting policies. A review of all policies related to PAC fundraising or money raising activities will be done and return to Policy Com.	Full policy review process anticipated.
Policy 701.2 and 701.2-R: <i>School Building Planning Review Process</i>	<u>In Development</u> May 1/17 –Discussed at Policy Com.	It was determined that this will return for discussion and review once LRFP is completed. May 2017 – Briefly discussed and staff indicated a comprehensive review is required with projected timing for commencement in the Fall 2017.	Full policy review process anticipated.
Policy 522 and 522-R: <i>Transportation</i>	<u>In Development</u> Mar 2017 – A review will be required.	Mar 2017 - Discussed at Policy Committee and will be added for review upon completion of the Long Range Facilities Plan.	Full policy review process anticipated.
Policy 707 and 707-R: <i>Post Disaster Procedures</i>	<u>In Development</u> Nov 20/17 – Discussed at Policy Com. Oct 16/17 – Discussed at Policy Com.	Nov 20/17 – Anticipate setting up a working group to review the policy in Spring 2018. Oct 16/17 – Briefly discussed-review required. Basic emergency resources at all schools to be considered.	Full policy review process anticipated.
Policy 103: <i>Bylaw: Complaints by Students Parents and Public</i>	<u>Step 5</u> Feb 11/19 – Update at Policy Com. Jan 07/19 – Update at Policy Com. Jun 18/18 – A review will be required	Feb 11/19 – Update at Policy Com. Jan 07/19 – Update at Policy Com. Jun 18/18 – It was advised that would require a review with anticipated timing of the fall 2018.	Full policy review process anticipated.

STATUS OF POLICIES
AT MARCH 31, 2019

	Completed after Approval of New Policy Framework
	In Revision/Discussion Process
	Awaiting Review

POLICY	STATUS	COMMENTS/ACTION	REVIEW
Policy SECTION 600: <i>Finance [previously Section 800: Business Procedures]</i>	<u>ENTIRE SECTION NOT YET IN THE REVIEW PROCESS</u>	Nov 2/16 <i>Policy 603.5.1-R: Authorized Signatures /Authorization to Contract – Minor change to Authorized Signature Title changed – considered housekeeping.</i> Mar 2014 – New Policy Framework Approved by Board. Previously Section 800: <i>Business Procedures</i> .	Full policy review process anticipated.
Policy SECTION 700: <i>Facilities [previously Section 900: Buildings and Sites]</i>	<u>ENTIRE SECTION NOT YET IN THE REVIEW PROCESS</u>	Mar 2014 – New Policy Framework Approved by Board. Previously this section was numbered 900: <i>Buildings and Sites</i>	Full policy review process anticipated.
Policy SECTION 800: <i>Community Relations [previously Section 1000]</i>	<u>ENTIRE SECTION NOT YET IN THE REVIEW PROCESS</u>	Mar 2014 - New Policy Framework Approved by Board. Previously this section was numbered 1000: <i>Community Relations</i> .	Full policy review process anticipated.
Policies 101: <i>Goals and Objectives</i> , 102: <i>Diversity and Inclusion</i> , 103: <i>Collaboration and Community</i> , 103-R(A): <i>Foundations for Learning</i> , 103-G: <i>Foundations for Learning</i>	<u>ENTIRE SECTION NOT YET IN THE REVIEW PROCESS</u>	Oct 16/17-It was noted at Policy Com that these policies in section 100 will require a future review, some for housekeeping and updating. However, they will remain to complement the Policy 100: Vision, Mission, Values.	Full policy review process anticipated.

POLICY	STATUS	COMMENTS/ACTION	REVIEW
Policy 517: <i>Assessment & Reporting</i> ; Policy 515.1: <i>Progress Reports of Students</i> , Policy 515.3 and 515.3-R: <i>Promotion of Students</i> , Policy 515.4: <i>Graduation Requirements</i> , Policy 515.5: <i>Permanent Records of Students</i> , Policy 515.6 and 515.6-G: <i>School Completion Certificates</i> and Policy 516.1 and 516.1-R: <i>Challenge</i>	APPROVED BY BOARD MAR/2019.	Mar 13/19 – Board approved the revisions, including the renaming of this Policy. These policies were revised in order to comply with current and future Ministry of Education policies and practices. Some of the policies required revision to bring them into alignment with current practices and others needed to be rescinded due to being outdated. The following policies were rescinded as they were no longer applicable as current practices in the district and/or province-s Policy 515.1: <i>Progress Reports of Students</i> , Policy 515.3 and 515.3-R: <i>Promotion of Students</i> , Policy 515.4: <i>Graduation Requirements</i> , Policy 515.5: <i>Permanent Records of Students</i> , Policy 515.6 and 515.6-G: <i>School Completion Certificates</i> and Policy 516.1 and 516.1-R: <i>Challenge</i> was also given by the Board.	Full policy review process undertaken.
Policy 501.8: <i>Student Admissions, Registration Placement and Transfer</i>	APPROVED BY BOARD MAR/2019.	Mar 13/19- A minor housekeeping revision was required to ensure compliance with the School Act.	Housekeeping Changes to Administrative Guidelines.
Policy 603.5.1-R: <i>Authorized Signatures /Authorization to Contract</i>	APPROVED BY BOARD FEB/2019	Board approved the housekeeping changes to this regulation.	Housekeeping Changes.
Policy 203-G: <i>Trustee Stipend and Expense</i>	APPROVED BY BOARD JAN/2019	Jan 07/19 Board was advised of housekeeping changes to these guidelines.	Housekeeping Changes

Policy 201: BYLAW: <i>Board Operations</i>	APPROVED BY BOARD OCT/2018	OCT 10/18 – 3 Readings were Heard and the Board approved revisions to this Bylaw, as a result of updates to the Board’s Terms of Reference for its Standing Committees, changes in the School Act and changes to the Board’s meeting rotation and minor housekeeping revisions.	Housekeeping changes.
Policy 513.2: <i>Field Trips</i>	APPROVED BY BOARD OCT/2018	Oct 10/18 Board approved the revisions to this policy (and renamed Field Trips Off-Site Learning Experiences) to reflect current best practices, address appropriate adult to Student Supervision Ratios, to reflect current best practices, to develop new Field Trip Forms to: 1) provide consistency of practices across the school district; 2) enhance communication amongst the Partner Groups; 3) reflect best practices to enhance educational value, field trip design, and safety and risk management, and; 4) support the new BC Curriculum. Activities related to the Field Trip forms began in Fall 2013 in response to changes in safety and liability protocol associated with ski trips. A Committee of four school administrators was formed to revise a few field trip forms. By early January 2014, the Committee was responding to safety issues related to international trips as well as outdoor and water-based trips. As a result, the Committee evolved into the Field Trip Task Force and in Spring 2015, it became the Field Trip Pilot Team.	Underwent full policy revision process
Policy 106: <i>Sexual Orientation and Gender Identity (SOGI)</i>	APPROVED BY BOARD JUN/2018	In June 2017 the Board passed a resolution requesting staff develop a policy that recognizes the gender diversity of our school district community and that such a policy support an increased awareness and understanding of sexual orientation, gender identity and expression. A Working Group was struck, comprised of district stakeholders including students, with the mission to develop the policy. The policy, regulations and administrative guidelines were drafted, presented to Policy Committee for various revisions and a community engagement and consultation period took place from March to June 2018. Discussion on this Policy continues at meetings of the Committee related to the SOGI Advisory Committee.	Underwent full policy revision process.

Policy 104: <i>Acceptable Use of Information & Communication Services</i>	APPROVED BY BOARD JUN/2018	<p>Jun 13/18 – Housekeeping revisions approved by Board.</p> <p>May 23/18 – Notice of Motion regarding approval of housekeeping changes presented.</p> <p>May 14/18 – Proposed revision to Policy to incl. reference to appropriate federal and provincial legal and legislative requirements. Notice of Motion presented to May 23/18 Board Mtg. for approval of housekeeping change.</p> <p>Feb 19/18 – Presented Admin Guidelines to Policy Com. and considered by staff as a housekeeping item and for information. After discussion, staff was asked to review and determine if there is a reference to adherence to FOIPPA and whether any further changes may be required. This will return to May 2018 meeting.</p>	Housekeeping change.
Policy 100: <i>Vision, Mission, Values (previously District Philosophy)</i>	APPROVED BY BOARD MAR/2018	On March 2, 2015, the Board passed a resolution to establish the Policy 100 Re-Visioning Task Force Committee with representatives from stakeholder groups including trustees, CUPE, RASA, RDPA, RTA, RMAPS and students, to participate in the re-visioning of Policy Section 100: <i>District Philosophy</i> . This Task Force had the mission to design the re-visioning process, establish a timeline to invite input from Partner Groups, activate voices of partner groups regarding mission statement, vision statement, and value statements, review collated input, respond to draft revised Policy 100 and to present a draft revised Policy 100.	Underwent full policy revision process.
<i>District Code of Conduct-Policy 105</i>	APPROVED BY BOARD JUN/2017	The District Code of Conduct (Policy 105) has been in place for many years. In 2015 the District created a working group of stakeholder partners to review and revise Policy 105. In addition, in the fall of 2016, the Ministry of Education directed that all school district Codes of Conduct should be updated with language that speaks to gender identity, sexual orientation and expression.	Underwent full policy revision process
Policy 300-R(B): <i>Selection and Appointment of Administrators</i>	APPROVED BY BOARD APR/2017	Minor housekeeping changes made to ensure compliance with updated privacy legislation, professional human resources principles and best practices and to incorporate recent district technology system changes.	Housekeeping changes.

<i>Trustee Professional Development and Travel</i> -Policy 205, 205-R, 205-G	APPROVED BY BOARD NOV/2016	Policy 205: <i>Trustee Professional Development and Travel</i> is a NEW Policy. Certain sections from current Policy 203: <i>Trustee Stipend, Resources and Expenses</i> were removed and incorporated into this new Policy.	Underwent full policy revision process.
<i>Trustee Stipend, Resources & Expenses</i> -Policy 203, 203-R, 203-G	APPROVED BY BOARD NOV/2016	Policy 203: <i>Trustee Stipend, Resources and Expenses</i> was reviewed in conjunction with (new) Policy 205: <i>Trustee Professional Development and Travel</i> . After revision and approval, this policy was renamed Policy 203: <i>Trustee Stipend and Expenses</i> .	Underwent full policy revision process.
<i>Student Registration, Enrolment and Placement</i> -Policy 501.8 and 501.8-R [AND renamed <i>Student Admission, Registration, Placement & Transfer</i>]	APPROVED BY BOARD APR/2016	Substantive changes made to this policy/regulation as a result of changes to the School Act, the Family Law Act and Immigration legislation and the district's centralized registration. A number of Policies rescinded as a result of approved changes.	Underwent full policy revision process.
<i>Video Surveillance</i> -Policy 708, 708-R and 708-G	APPROVED BY BOARD APR/2016	This policy and its accompanying regulations were adopted by the Board in 2003 and reviewed in 2015/16 to ensure its continued relevance. The revisions reflect the new framework and definitions.	Underwent full policy revision process.
<i>Administering (Prescribed) Medications to Students</i> -Policy 504.3.1; 504.3.1-R and 504.3.1-G	APPROVED BY BOARD FEB/2016	In 2013 Health Nurses indicated this regulation was outdated (last revisions approved in 1995) and should be brought into line with updated health care practices. Consultation with health care professionals in Richmond. Regulations became a (new) policy, (revised) regulations and (new) admin. guidelines.	Underwent full policy revision process.
<i>Human Resources</i> -Policy Section 400:	APPROVED BY BOARD APR/2014	This section consisted of 69 pages; was reduced to 9 after review ie. 1 policy, 6 regulations and admin. guidelines.	Underwent full policy revision process.
<i>Community Use of Facilities</i> -804.1, 804.1-R, and 804.1-G	APPROVED BY BOARD APR /2014	Construction of the Neighbourhood Learning Centre at Brighthouse required a review of this policy (1004.1 in the old framework).	Underwent full policy revision process.

<i>Interscholastic Competitions and Contests-503.6,503.6-R</i>	APPROVED BY BOARD OCT/2014	Policy 1005.2: <i>Interscholastic Athletic Competitions</i> was combined with Policy 503.6: <i>Interscholastic Competitions and Contests</i> to ensure consistent of application of policy for students in both athletic and academic competitions. 1005.2 was subsequently rescinded by the Board.	Underwent full policy revision process.
Policy 703.7: <i>Closure of Schools Due to Emergency Conditions</i>	CONCLUDED ON FEB 19/18	Feb 19/18 – Updated at Policy Com. Staff advised the policy has been reviewed and no changes anticipated. The updated closure process due to emergency conditions now appears on the district website. Jan 15/18 – Discussed and will be placed as item on Feb 19/18 agenda. Nov 20/17 – To be added to Jan 15/18 agenda for discussion and update. May 1/17 – Briefly discussed. Staff to review this policy and its regulation. This will return in the fall 2017.	Policy was reviewed by staff and no changes required.

**POLICY COMMITTEE MEETINGS
SUMMARY OF FUTURE ITEMS - UPDATED TO MARCH 31, 2019**

	PUBLIC ITEM
FUTURE ITEMS	DATE FOR DISCUSSION ON THESE POLICIES TO BE DETERMINED Policy 103 Bylaw: Complaints by Students, Parents and the Public Policy 504.12: Physical Restraint of Students Policy 512.4: French Programs Policy 522 and 522-R: Transportation Policy 701.2-R School Building Planning Review Process Policy 704: Retirement of School Facilities Policy 707 and 707-R: Post Disaster Procedures Policy 804.1: Community Use of Schools Policy 804.8: Commercialism Policy 5018.-R: Student Admission Registration Placement and Transfer Critical Incident Protocols / Fair Notice (New) Learning Resources Policy Policy 204: Creation and Revision of Policy and Regulations Policy 101: Developmental Objectives Policy Section 600: Finance (New) Document Management Policy (New) Surplus Funds Policy