

## **POLICY COMMITTEE**

**Monday, May 1, 2017 @ 10:30am**  
**Board Room, Main Floor, ADMIN BUILDING**

## **PUBLIC MEETING AGENDA**

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

- 1. ADOPT AGENDA**
- 2. APPROVE MINUTES**  
*Attachment: Minutes from meeting held April 3, 2017*
- 3. POLICY 100 VISIONING TASK FORCE**  
*Attachment: Minutes of meeting held April 19, 2017*
- 4. SOGI/GENDER DIVERSITY POLICY DEVELOPMENT PLAN AND TIMELINES POLICY**  
*Attachment: Memorandum from the Superintendent of Schools*
- 5. POLICY 105: DISTRICT CODE OF CONDUCT**  
*Item will be walked into the meeting.*
- 6. POLICY 703.7 and 703.7-R: CLOSURE OF SCHOOLS DUE TO EMERGENT CONDITIONS AND 703.7-G: CLOSING OF SCHOOLS (SNOW DAYS)**  
*Attachment: Current Policy, Regulation and Administrative Guidelines*
- 7. POLICY REVIEW STATUS [standing item]**  
*Attachment: Status to April 28, 2017*
- 8. POSSIBLE AGENDA ITEMS FOR NEXT MEETING**
- 9. NEXT MEETING DATE**  
Monday, June 5, 2017.
- 10. ADJOURNMENT**

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

**MINUTES OF PUBLIC MEETING OF POLICY COMMITTEE**

Date: Monday, April 3, 2017 at 10:30am

Present: Sandra Nixon, Chairperson  
Donna Sargent, Vice Chairperson  
Debbie Tablotney, Member  
Sherry Elwood, Superintendent of Schools  
Al Klassen, President, Richmond Teachers' Association  
Liz Baverstock, 2<sup>nd</sup> Vice President, Richmond Teachers' Association  
Dionne McFie, President, Richmond Districts Parents' Association  
Jenny – Parent  
Colleen – Parent  
Gail Hackenbruch, Executive Assistant (Recording Secretary)

The Chair called the meeting to order at 10:38am and introductions were made around the table.

**1. ADOPT AGENDA**

The agenda was adopted as presented.

**2. APPROVE MINUTES**

The minutes of the meeting held February 20, 2017 were approved as circulated.

**3. POLICY 105: DISTRICT CODE OF CONDUCT**

The Superintendent updated on this item noting that as of March 31 we had received 16 pieces of email feedback. She advised that additional feedback received by the deadline date of April 18, 2017 would be reviewed by Policy Committee and anticipates presenting a proposed (revised) policy to the Board for approval by the end of June 2017. Attendees had comments and questions on the different methods the public can use to provide feedback on the proposed changes to the *District Code of Conduct* and how feedback submitted in a template form would be considered.

**4. POLICY REVIEW STATUS [standing item]**

The policy status document to March 31, 2017 was reviewed by the Chair. Al Klassen, President, Richmond Teachers' Association, had a question on the approval and input process to the proposed changes to Policy 300-R(B): *Selection and Appointment of Administrators*. Attendees advised that these changes were considered as housekeeping and are necessary to ensure compliance with updated privacy legislation and to reflect professional human resource principles and best practices. As is normal practice, housekeeping changes are not normally placed into the review process. Discussion ensued around implications to delaying approval of the proposed changes to this regulation to allow for stakeholder feedback.

**5. POSSIBLE AGENDA ITEMS FOR NEXT MEETING**

Agenda items include an update on Policy 513.2: *Field Trips*, a report on the feedback received on the proposed changes to Policy 105: *District Code of Conduct*, and a projected timeline for the development of the sexual orientation and gender identity (SOGI) policy.

**6. NEXT MEETING DATE**

Meetings are scheduled for Monday, May 1, 2017 and Monday, June 5, 2017 at 10:30am.

**7. ADJOURNMENT**

The meeting adjourned at 11:02am.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "S. Nixon", is positioned above the printed name.

Sandra Nixon, Chairperson  
Policy Committee

DRAFT

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**Policy 100 Visioning Task Force (P100VTF)****Meeting #15: April 19, 2017, 3:30-5:00****Highlights and Actions****Partner Reps**

CUPE: Ian Hillman

RASA: Kathy Pantaleo; Anne Gillrie-Carre

RDPA: Dionne McFie; Andrew Scallion

RMAPS: Anita Doig; Gail Hackenbruch

RTA: Al Klassen; Jacqueline Maurice

Trustees: Sandra Nixon, Debbie Tablotney

Students: Kishoore Ramanathan (Gr 11, Burnett); Louis Zhao (Gr 12, McMath); Jocelyn Yu (Gr 12, Richmond Secondary)

Executive Team: Wendy Lim (facilitator)

**Welcome and Reconnecting**

- Welcome to Avril as our Graphic Facilitator

**Highlights for you about the Visioning Learning Café on April 12<sup>th</sup> at SLSS**

- the pure voices of the elementary students
- knowing that student voices mattered
- students feeling very VIP'd and important
- it was a highlight of my career
- student ambassadors were so grateful for the opportunity to lead and facilitate
- surprises and interruptions are valuable to our lives
- opportunity to reflect on the process and what is most valuable
- focus on friends, fun, family
- students are speaking from the heart
- totally inspiring
- miracle of positive energy from the student artifacts in pictures, videos, words, celebration
- amazing artwork as student artifacts
- table groups shared stories and collaborated to create their Vision cubes
- respectful listening to stories and offers of opinions
- “we are working together” environment
- made my morning smile the whole day
- students of Richmond are already living these words of Vision, Mission, Values
- we’re taking these VMVs from our students and this is what makes Richmond Schools awesome
- we are living these words now!

**4 feet by 8 feet VMV Graphic – Discussion with Avril**

- what will it look like? how much white space? colours?

- 
- Graphic development timeline:

**April** – Wendy provide VMV themes to Avril – words and images, colours, white space etc.**May** – Avril works on draft graphic/design and shares with Task Force for feedback**November** – draft graphic/design finalized once Stakeholder feedback on Revised Policy 100 documents is received

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- Policy development timeline (possible):

**April** – Task Force identifies VMV words, themes, draft statements AND specifies graphic’s colours, white space etc.**May** – Task Force reviews draft graphic/design to offer feedback**June/July** – Writing Team drafts Policy 100 documents**September** – Policy 100 documents shared with Policy 100 VTF for review and feedback**October/November**

- Revised Policy 100 documents to Policy Committee

- Policy Committee prepares a Motion of Motion to inform Board that a revised policy will be brought to next Board Meeting

- Board approves draft Policy for circulation to Stakeholders for input and feedback

- Policy Committee makes amendments to Response Draft Policy based on input received

- Policy Committee Chair prepares Notice of Motion to inform Board that revised Policy will be brought to next Board meeting for consideration & Approval

**November/December** – Board considers Revised Policy 100 for approval

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Explored the VMV boxes to record words and images – See attached Appendix A

### Homework

- think about how to use the nametag votes on the November 2016 draft VMV statements?
- Given the raw data from the Visioning Learning Café, what are some possible categories of themes of words and images

**Upcoming meeting dates:** Wednesdays, 3:30-5:00 in SBO 4<sup>th</sup> meeting room: **April 26 and May 17 & 24**

## Appendix B

### Purpose of Policy 100 Visioning Task Force (P100VTF)

- design the **visioning** process – Vision, Mission, Values
- 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
- present draft Policy 100 as per Policy 204

### Review Definitions

- A Vision Statement defines what we want for our future and inspires people about what the organization wants to become. e.g. if we could do everything we dreamed, what might it be? E.g. The Richmond School District believes/aspires/hopes to.....
- A Mission Statement defines the purpose and informs people about what the organization does. e.g. What are we trying to achieve and what do we value? E.g. The Richmond School District's purpose is to.....
- Core values are guiding principles that support the vision, shape the culture, define behaviours and actions, and reflect what the organization values.

### Draft Vision, Mission, and Value Statements (November 2016)

Note: The BEST Vision Statements and Mission Statements are: Inspirational, Clear, Memorable, Concise, and between 10-20 words in length.

- The Richmond School District Vision: to be an inclusive, innovative and inspiring learning community empowering all members to become their best selves.
- The Richmond School District Mission: to provide a safe, engaging, and collaborative environment that enables the pursuit of personal excellence.
- Core values: Acceptance, Community, Empathy, Excellence, Leadership, Respect

### Revised Policy 100 Proposed Timeline to ensure that Policy 100 is approved by Board by November/December 2017

#### Revised Timeline for Policy 100 VTF Activities for 2016/17

##### Key Focus: use Student data to drive our processes

##### September – November 2016

- draft Vision, Mission, Values statements from about 300 secondary student voices (2014-16) existing student
- engage Avril as the Graphic Illustrator
- revise timeline with the aim for a possible November/December 2017 Board approval date

##### January – April 2017

- January/February – send invitation to schools to have elementary and secondary students engage in Vision/Mission/Value activities (see attached Invitation to Schools dated January 4<sup>th</sup>); deadline for submission of electronic data and artifacts is March 3<sup>rd</sup>; focus on engaging all students/inclusive of diverse student population
- February 24 – Assistant Superintendent and District Administrator work with student facilitators to engage secondary students in visioning session – focus on engaging all students/inclusive of diverse student population
- February 27 - District Administrator works with student facilitators to engage Junior Board meets Senior Board and Sr Team in visioning session
- April 12, 4:00-6:30 pm, SLSS Legend's Gym, Learning Café – Superintendent works with student facilitators to facilitate a Learning Café with Trustees, Executive Team, Stakeholders' Executives, Community Guests, Elementary and Secondary Students; graphic illustrator captures VMVs key concepts and images on 4x8 board; focus of Café is to use K-12 student VMV raw data collected in January/February 2017 to identify themes of words to describe potential VMVs Statements. (as well as to compare the Learning Café data to the P100VTF's draft of VMV statements from 300 secondary students collected 2014-16 as listed in section 4 of these minutes)
- April 26<sup>th</sup>, Policy 100VTF meets to review process and data

##### May - June, September - November 2017

- District Writing Team prepares revised draft Policy 100 documents (Policy 204-G)
- Report to Policy Committee
- Policy Committee prepares a Motion of Motion to inform Board that a revised policy will be brought to a future meeting of the Board for consideration of circulation response draft to stakeholders
- Board approves draft policy for circulation to stakeholders for input and feedback
- Policy Committee makes amendments to the Response Draft based on input received
- Policy Committee Chair prepares Notice on Motion to inform Board that revised policy will be brought to future meeting of Board for consideration and approval.
- Board considers Policy for approval

##### December 2017 and January 2018

- Task Force works with Communications Manager to develop and implement the VMVs Communication Plan

**DATE:** April 27, 2017  
**FROM:** Sherry Elwood, Superintendent of Schools  
**TO:** Policy Committee / Board of Education  
**SUBJECT:** SOGI/Gender Diversity Policy Development Plan and Timelines

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It will be important to create a new working group of stakeholders, (Trustees, District Staff, RTA, RASA, RDPA, CUPE, and students), to develop a draft policy to present to the Board of Education by the late fall of 2017. We can build on the feedback and experiences of the District Code of Conduct Policy development to move this draft policy forward. The stakeholders must include students and we should provide additional strategies for all students to participate in both the awareness of the development of a SOGI policy and the opportunity for them to participate.

The District can provide leadership in the accomplishment of this work through the connection to the Superintendent, and appropriate district staff. It would be helpful for there to be trustees on this committee as well as interested stakeholder representatives. There will be opportunities to invite guest "experts" as needed.

A suggestion for the composition of the working group could be:

- Superintendent as Chair
- Policy Committee Trustees
- District Staff (as above)
- Up to 2 reps from the RTA
- Up to 2 reps from CUPE
- Up to 2 reps from RDPA
- Up to 2 Reps from RASA
- Up to 4 Student Reps

### **Proposed Timeline**

#### **Mid April 2017**

Working on behalf of the Policy Committee, the Superintendent will:

- Request stakeholder participants for the establishment of a working group to write a draft policy, including a descriptor of the work and composition of the working group.
- Establish an initial meeting and agenda in late April if possible... to include the Terms of Reference, suggestions for outreach and timelines for completion of a final draft.

- Support the establishment of sub groups if needed... to do homework research and to seek feedback as needed.

### **May 2017**

The Working Group will:

- Review and discuss some best practice examples of SOGI policies.
- Brainstorm /Discuss what stakeholders believe should be present in a Richmond SOGI policy.

### **June 2017**

Policy Committee will provide an update to the Board for review and feedback. To advance the work to date, the Working Group will:

- Invite additional community stakeholders to participate in this meeting i.e. Vancouver Coastal Health, provincial SOGI resource, stakeholders...etc.
- Review a potential draft of SOGI policy within the Committee for discussion on revision.
- Design strategies for reach out to students in September 2017 for feedback on an initial draft...

### **Late September 2017**

Policy Committee will provide an update to the Board for review and feedback. The Working Group Will:

- Finalize revised draft policy with appropriate attention to stakeholder feedback and bring this final draft to the Policy Committee.

### **October**

The Policy Committee will:

- Bring the draft policy to the Board for its consideration and recommendation to move to public consultation. Included in that recommendation will be a suggestion for the format and design of a public consultation process. .




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*Sherry Elwood*  
Superintendent of Schools

## **FACILITIES**

## **Policy 703.7 (previously Policy 903.7)**

### **Closure of Schools Due to Emergent Conditions**

Recognizing the importance of consistency, good public relations and effective use of instructional time, the Board will endeavour to keep school open and in session on all regular school days throughout the school year.

The Superintendent of Schools, or the Superintendent's designate, in accordance with Section 73 (1) (b) of the School Act, is authorized to close a school, delay the opening time of a school, or dismiss a school early where weather or other conditions might endanger the health or safety of students and staff.

To the greatest extent possible, appropriate arrangements shall be made for advising parents and ensuring the safety of dismissed students.

Trustees shall be advised of significant closures or dismissals as soon as possible.

## **FACILITIES**

## **Policy 703.7-R (previously Policy 903.7-R)**

### **Closure of School Due to Emergent Conditions**

1. The decision to close schools or delay their opening shall be made by the Superintendent of Schools, or his designate, after consultation with municipal and school board officials as required. Schools may have to be closed temporarily at times for any of several reasons, for example:

- a) power outage
- b) failure of heating equipment
- c) disruption of water services
- d) other emergency situations
- e) inclement weather

It is important to note that when schools are temporarily closed for reasons a - d above, they are closed for students only and all employees are expected to report for, and/or remain at, work unless otherwise instructed. The personal welfare of employees will be paramount in such decisions. The school district may reassign employees to an alternate location.

In the event inclement weather conditions (e. above) cause schools to be temporarily closed and prevent employees from reporting to work, employees are requested to listen to the radio stations indicated to schools on an annual basis for periodic updates on the closure and, if necessary, contact their immediate supervisor to determine whether they are required to report to work.

2. The parental community shall be informed of the Superintendent's decision through contact with the radio stations that are to be indicated to schools on an annual basis.
3. Should unfavourable conditions continue, appropriate notification will be given through the various media outlets as indicated to schools on an annual basis.
4. A decision to reopen will, in turn, be communicated in the above manner.
5. PRIOR NOTICE TO BE SENT HOME - ALL SCHOOLS

- (a) Elementary Schools

Principals are to send home a notice at the beginning of each school year to advise parents:

- i) to discuss where their children should go in the event of a school closure;
- ii) to listen to one of the radio stations listed annually for information about school closures;
- iii) to sign and return the notice to the school to indicate they have read the contents.

(b) Secondary Schools

Principals are to send home a notice at the beginning of each school year to advise parents:

- (i) to listen to one of the radio stations listed annually for information about school closures;



Note: For special needs secondary school students, Principals should follow the procedure listed above under (a) Elementary School.

## **FACILITIES**

## **Policy 703.7-G** **(previously Policy 903.7-G)**

### **Closing of Schools**

Schools provide an important public service to the community. Closure has a significant impact on tens of thousands of families who are already challenged by the snow event that schools also face. Those in the community with the least resources are least able to manage and are most affected by a decision to close schools. Consequently, schools will not be closed due to snow or other weather conditions unless these result in a declaration of a civic emergency by the Richmond Emergency Management Office, emergency vehicles cannot access schools expeditiously or there is damage to a particular school which creates an unacceptable safety risk.

During snow events it is common for police and other authorities to advise citizens to avoid unnecessary travel. These advisories do not constitute direction to close public facilities and should not be interpreted as implying school closure.

Staff, students and parents should assume that schools will be open every day during the school year. During a snow event, or other weather event, there will be no public announcement that schools are open. Only closures will be announced.

Should it become necessary to close schools, that decision will be made as early as possible - no later than 6:00 a.m. - and announced via the following media outlets:  
CKNW AM 980 radio, News AM 1130 radio, CBC AM 690 radio, Fairchild AM 1470 radio, CHQM FM 103.5 radio, CBC television, BCTV, City TV and CTV BC.

In addition, a scrolling notice will be placed on the district web site and a voice message on the district switchboard (604-668-6000).

In the fall of each year, prior to any anticipated snow event, schools will inform parents about school and district procedures. This notice will include an explanation that schools will remain open except under extreme emergency conditions.

An explanation of school closure conditions and announcements will also be placed on the District web site in advance of any anticipated snow event. (See text appended)

Schools will not be closed during the school day because of snow or other weather conditions. However, if necessary, elementary students may be released before the end of the school day into the care of a parent/guardian or other approved caregiver. Secondary students may be released early without supervision. Both elementary and secondary schools will remain open for students who require them until the end of the regular school day.

### **Staff Attendance**

It is the responsibility of each staff member to arrange for his or her transportation to work, whatever the weather conditions.

However, recognizing that even prudent preparation for snow conditions may not enable some staff members to safely attend work, provisions have been made in Collective Agreements for such an emergency. The District does not wish staff to take undue risks in order to get to work.

CUPE members may choose to take a day of holiday or to take a leave without pay.

RTA members may take an Unforeseen Emergency Leave. However, the District may also choose to offer staff who are unable to get to work, and who live in school districts where local conditions have resulted in a district-wide closure of schools, an additional day of work in the summer in order to avoid loss of income. This practice is intended to provide an equivalent option to the holiday elective for CUPE members.

## ***Student Attendance***

Students are encouraged to attend school on a snow day. However, it is understood that some students travel to school in ways that may not be possible or safe on a snow day. Therefore, no student will be penalized for lack of attendance. Student safety is the first priority of the District.

Parents/Guardians are responsible for their children's safe travel to school on a snow day. If, for any reason, a parent/guardian feels that a child cannot travel safely to school they should make other arrangements. Schools will be kept open to provide the option of attendance for all families but the decision to attend is the responsibility of each family.

Regular and special needs school busses will attempt to operate on their normal schedule during a snow day. Significant changes to the regular bus schedule as a result of weather conditions will be reported on the district web site ([www.sd38.bc.ca](http://www.sd38.bc.ca)). Should the condition of side streets require a change to the operation of special needs school busses, or any cancellation of service, all affected families will be informed individually by telephone.

## ***Clearing of Snow***

Custodial staff are equipped to clear snow from sidewalks and walkways around schools and to salt those surfaces. On a snow day this is a priority task. Entrances should be cleared before staff and students arrive. Remaining sidewalks should be cleared as early as possible, including city sidewalks that adjoin school property.

Schools that do not have a morning custodian are assigned an itinerant custodian for school opening tasks (disable alarm system, perimeter security check etc.). These custodians typically leave the building locked but ready for easy opening by the first staff member with keys and codes to arrive. On snow days they will also ensure that entrance ways are cleared. If the volume of snow makes this impossible the afternoon shift custodian may be moved to a 6:30 a.m. start on a voluntary basis with other staff assigned to cover schools where a voluntary shift change is declined, and if even more assistance is required other staff from the works yard may be assigned to this task and dispatched on an emergency basis.

The Grounds Department will equip four trucks with a plow and salt spreading equipment in order to clear access routes and parking lots. Additional contractors will be engaged as possible to speed this work.

Pre-salting of parking lots will be done if warranted. Clearing of access routes and parking lots will begin as soon as possible after a snowfall of sufficient magnitude to impair vehicle traffic, and may begin during a snowfall if necessary. The Grounds Crew, and possibly other staff, will be called out according to the provisions of the CUPE Collective Agreement whenever necessary to accomplish this task.

The first priority, which will be completed before staff and students arrive, will be to clear an access route at each school that provides entrance from the street for drop off of students and staff access to the parking lot (but not full clearing of the lot itself). The area to be cleared will be agreed in advance with each school according to its snow day procedures (see below).

Clearing of parking lots will occur as soon as access has been provided to all sites and according to a priority list that considers busses, special needs access, continuing education use and unique local circumstances. Schools are encouraged to have staff park their vehicles in such a way as to leave portions of the parking area free for access by snow clearing equipment. Otherwise, clearing must occur after the lots have been vacated. This can delay clearing because compacted snow can become ice if the temperature is low and hard ice can be impossible to clear until the temperature rises.




It should be recognized that a priority focus on snow clearing may cause disruption or delay to other functions at the school or district level as personnel and resources are focused on this task.

## **School Snow Day Procedures**

Schools will:

- Develop local snow day protocols that complement district procedures by providing for clearing of entrances and walkways, keeping hallways dry, consulting with the Grounds Department about snow clearance priorities and procedures for the school grounds and other contingencies as necessary.
- Develop contingency plans on the assumption that a snow day will not be business as usual and may well require coverage for administrators, teachers and support staff who are late or unable to get to work.
- Annually review snow day procedures with staff in the fall of the year.
- Include a description of snow day procedures in student planners and handbooks.
- Inform parents of snow day procedures by notice in advance on any anticipated snow event.

**STATUS OF POLICIES**  
**AT APRIL 28, 2017**

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

POLICY NAME AND NO.	STATUS	COMMENTS
Policy 300-R(B): <i>Selection and Appointment of Administrators</i>	APPROVED (HOUSEKEEPING CHANGES) IN APR/17	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.
<i>Trustee Professional Development and Travel</i> -Policy 205, 205-R, 205-G	APPROVED BY BOARD IN NOV 21/16	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.
<i>Trustee Stipend, Resources &amp; Expenses</i> -Policy 203, 203-R, 203-G	APPROVED BY BOARD IN NOV 21/16	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> .
<i>Student Registration, Enrolment and Placement</i> -Policy 501.8 and 501.8-R [AND <b>renamed</b> <i>Student Admission, Registration, Placement and Transfer</i> ]	APPROVED BY BOARD IN APR/16	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. Policies <b>rescinded</b> as a result of approved changes are: 501.1; 501.1-R, 501.1-G: <i>Student Attendance Requirements</i> ; 501.2-R: <i>Entrance Requirements-Evidence of Age</i> ; 501.5: <i>Resident Students</i> ; 501.6: <i>Non Resident Students</i> ; 501.7: <i>Foreign Students/International Students</i> ; 501.7.1-R: <i>Foreign Students</i> ; 501.7.2-R: <i>Foreign Students</i> ; 512.16; 512.16-R and 512.16-G: <i>Alternate Programs (previously 602.16)</i>
<i>Video Surveillance</i> -Policy 708, 708-R and 708-G: (previously 908, 908-R & G)	APPROVED BY BOARD IN APR/16	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.
<i>Administering (Prescribed) Medications to Students</i> -Policy 504.3.1; 504.3.1-R and 504.3.1-G	APPROVED BY BOARD IN FEB/16	In 2013 Health Nurses indicated this regulation was outdated (last revisions were approved in 1995) and should be brought into line with updated health care practices. As a result of consultation with health care professionals in Richmond the regulations became a (new) policy, (revised) regulations and (new) admin. guidelines.
<i>Human Resources</i> -Policy Section 400:	APPROVED BY BOARD IN APR/14	This section consisted of 69 pages; was reduced to 9 after review ie. 1 policy, 6 regulations and admin. guidelines.

POLICY NAME AND NO.	STATUS	COMMENTS
<i>Community Use of Facilities-804.1, 804.1-R, and 804.1-G</i>	APPROVED BY BOARD IN APR /14	Construction of the Neighbourhood Learning Centre at Brighthouse required a review of this policy (1004.1 in the old framework).
<i>Interscholastic Competitions and Contests-503.6,503.6-R</i>	APPROVED BY BOARD IN OCT/14	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.
<i>District Code of Conduct- Policy 105 [prev. 502.1.1]</i>	<p>Step 4</p> <p>Apr 24/17 – Input reviewed.</p> <p>Jan 16/17 – Board approved placement of proposed revisions into stakeholder review process.</p> <p>Jan 3/17 – Notice of Motion to Board.</p> <p>Nov 21/16 – Update from Asst. Sup. Archer.</p> <p>Oct 24/16 – Update from Superintendent.</p> <p>Sep 19/16 – Update from Asst. Sup. Archer to Board about ongoing meetings, pilot Belonging Project and thinking about draft revision to District Code of Conduct.</p> <p>June 6/16 – Updated on the ongoing meetings/discussions.</p> <p>Sep 21/15 – Memo to Board with details of the proposed review of this section.</p> <p>Discussed at Policy Committee meetings on: Jan 9/14; Sep 11/14; Jan 22/15; Feb 23/15; Mar 30/15; Apr 27/15 and Sep 15/15.</p>	<p>Apr 24/17 – Input discussed at In-Camera Meeting of Policy Committee.</p> <p>Apr 18/17 – Input closed – feedback reviewed.</p> <p>Jan 16/17 – Response draft approved for distribution to all stakeholders for comments and input by April 18/17.</p> <p>Nov 21/16 – Proposed Revisions and input from Policy Com will be discussed at next meeting of Working Group. Policy Committee provided feedback that will be discussed at a meeting of the Working Group.</p> <p>The Working Group continues its discussions. Working Group met again on Sep 27/16. Reviewed the original terms of reference for the Working Group; received the final report for pilot Belonging Project from UBC researcher.</p> <p>Sep 28/15 - A Representative Working Group held its initial meeting. The Group will review the District Code of Conduct to ensure it continues to be enacted in a way that is supportive of the values it represents. Policy moved from Student section (500) into District Philosophy section (100) as it relates to staff and students.</p>

<p><i>District Philosophy Section 100</i></p>	<p><b><u>Pre Step 1</u></b>  Feb 23/17 – Update from Asst. Sup. Lim.  Nov 21/16 – Update from Superintendent  Oct 24/16 – Update from Superintendent.  Sep 19/16 – Asst. Sup. Lim updated the committee on the timing of various phases and activities of the Task Force.  May 16/16 – An update was provided by Asst. Sup. Lim. A verbal update will be provided to the Jun 20/16 public meeting of the Board.  March 2/15 – Board Approved Task Force to Review and Revise Policy 100. Discussed at Policy Com on: Apr 4/12; Sep 12/12; Oct 9/14; Jan 26/15; Feb 23/15</p>	<p>Apr 12/17 – Visioning Café at SLS secondary.  Feb 23/17 – Vision, Mission and Values to be discussed at various upcoming events. It is anticipated that proposed revisions will be presented to the Board in Fall 2017.  Nov 21/16 – The initial timeline will be reviewed and presented to a future meeting of Policy Committee.  Asst. Sup. Lim is facilitating a task force to review the District’s Philosophy to determine if it still accurately represents the philosophical underpinnings of the district. Input and Stakeholder consultation process will take place on any proposed revisions for Board consideration in Spring 2017.</p>
<p>Policy 804.8: <i>Commercialism</i> (previously 1004.8)  400-1R: <i>Employee Conflict</i>  804.9: <i>Donations to Schools</i> (previously 1004.9)  602.7–<i>Gifts, Grants and Benefits</i> (previously 802.7)  805.4–<i>Money Raising Activities at Schools</i> (previously 605.4)  602.9.1-R <i>General Principles for Revenue Generating Activities</i> (previously 802.9.1-R)</p>	<p><b><u>Step 1</u></b>  Jan 23/17 – Update from Superintendent.  Nov 21/16 – Update from Superintendent.  Oct 24/16 – Update from Superintendent.  Sep 19/16 – Discussed at Policy Committee.  Jun 6/16 – Draft revised policy presented for initial review.  May 16/16 – Discussed at Policy Committee. Will return to Jun 6/16 meeting.  Apr 4/16 – Discussed at Policy Committee. Policy Com. Trustees will meet with Superintendent to begin discussion on this Policy.  Apr 25/16 Policy Com. Trustees &amp; Superintendent discussed comparative commercialism policies.</p>	<p>Jan 23/17 – Superintendent advised on meeting with RDPA President; questions answered and clarity had been 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 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 Committee.</p>

**STATUS OF POLICIES**  
**AT APRIL 28, 2017**

<b>POLICY NAME AND NO.</b>	<b>STATUS</b>	<b>COMMENTS</b>
Policy 300-R(B): <i>Selection and Appointment of Administrators</i>	<b><u>Step 1</u></b> (for comprehensive review) Feb 20/17 – Discussed at Policy Committee. Oct 24/16 – Discussed at Policy Committee. Sep 19/16 – Discussed at Policy Committee. Jun 6/16 – Draft revised policy initial review. May 16/16 – Initial discussion at Policy Com. Apr 4/16 –Policy Committee will begin discussion on this at its May 16, 2016 meeting.	Feb 20/17 – Minor housekeeping changes proposed. Nov 21/16 – To be discussed at future meeting of Policy Committee. Sep 19/16 – Potential options for various revisions discussed. Jun 6/16 - Review of proposed revised policy took place over the summer and continues.
Policy 804.1: <i>Community Use of Schools</i>	<b><u>Pre Step 1</u></b> Nov 21/16 – Discussed at Policy Committee. Jun 6/16 – Discussed at Policy Committee.	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 Committee. Will return to Policy Committee at the conclusion of the LRFP process.
Policy 201: BYLAW: <i>Board Operations</i>	<b><u>Pre Step 1</u></b> Sep 19/16 – Discussed at Policy Committee.	This Bylaw will be reviewed for any necessary updates at a future meeting of Policy Com.
Policy 704: <i>Retirement of School Facilities</i>	<b><u>Pre Step 1</u></b> Nov 21/16 – Discussed at Policy Committee Oct 24/16 – Discussed at Policy Committee Sep 19/16 – Discussed at Policy Committee. Larger discussion to be planned. Oct 24/16 Initial discussion.	Nov 21/16 – There was discussion on whether to split this policy into two ie school closures and disposition of facilities. Review and feedback process also discussed. At the conclusion of the school closure process, this policy and regulation will be reviewed for any necessary updating.
Policy 513.2: <i>Field Trips</i>	<b><u>Pre Step 1</u></b> Feb 20/17 – Initial discussion at Policy Committee.	Feb 20/17 – Proposed revisions to align the policy with updated field trip practices presented. Policy Com. had further suggestions. Will return to future Policy Com. Meeting.
SOGI Policy	<b><u>Pre Step 1</u></b> Mar 6/17 – Initial discussion at Policy Committee	Mar 6/17 – Initial discussion.

**STATUS OF POLICIES**  
**AT APRIL 28, 2017**

<b>POLICY NAME AND NO.</b>	<b>STATUS</b>	<b>COMMENTS</b>
Policy SECTION 600: <i>Finance [previously Section 800: Business Procedures]</i>	<b><u>ENTIRE SECTION NOT YET IN THE REVIEW PROCESS</u></b>	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>
Policy SECTION 700: <i>Facilities [previously Section 900: Buildings and Sites]</i>	<b><u>ENTIRE SECTION NOT YET IN THE REVIEW PROCESS</u></b>	Mar 2014 – New Policy Framework Approved by Board. Previously this section was numbered 900: <i>Buildings and Sites</i>
Policy 701.2 and 701.2-R: <i>School Building Planning Review Process</i>	<b><u>IDENTIFIED FOR REVIEW IN FALL 2017</u></b>	Apr 2017 – Briefly discussed and staff indicated a comprehensive review is required with projected timing for commencement as the Fall 2017.
Policy SECTION 800: <i>Community Relations [previously Section 1000]</i>	<b><u>ENTIRE SECTION NOT YET IN THE REVIEW PROCESS</u></b>	Mar 2014 - New Policy Framework Approved by Board. Previously this section was numbered 1000: <i>Community Relations.</i>