



SCHOOL DISTRICT NO 87

P.O. BOX 190
DEASE LAKE, B.C. V0C 1L0
Tel. (250) 771-4440
Fax (250) 771-4441

School District No.87 (Stikine) AGENDA Public meeting of: May 2, 2024 3:30pm PST – Denetia School, Lower Post

1. Call to Order

Land Acknowledgement:

We would like to acknowledge that the lands on which we work and learn are the unceded traditional territories of the Tāltān, Kaska and Taku River Tlingit First Nations.

2. Adoption of Agenda – Motion Required **Pages 1 - 3**

3. Adoption of Public Meeting Minutes

- a. March 13, 2024 Iskut – Motion Required **Pages 4 – 7**
- b. April 18, 2024 Zoom – Motion Required **Pages 8 – 9**

4. Adoption of Caucus Meeting Summary

- a. March 13, 2024 Iskut – Motion Required **Page 10**
- b. April 18, 2024 Vancouver – Motion Required **Page 11**
- c. April 19, 2024 Vancouver – Motion Required **Page 12**

5. Superintendent Report – Information Only **Pages 13-25**

- a. District Focus
- b. Student Use of Cell Phones and Personal Internet-Connected Devices
- c. School Updates
- d. School Calendar
- e. School Staffing 2024-2025
- f. Student Health and Wellness
- g. Indigenous Education Councils (ECs)
- h. Careers and Wellness
- i. Recruitment and Retention
- j. Provincial School Outreach Program (PSO)
- k. Accessibility BC – SD 87
- l. Student Scholarship, Bursaries & Awards Handbook for 2023-24

6. Finance

- a. 2024/2025 Capital Bylaw No. 001- Bylaw Reading Required **Pages 26 - 29**

Secretary Treasurer Cameron shared that the 2024/2025 Minor Capital Plan Submission that was passed and submitted to the Ministry in June of last year, for the Atlin School Gym Upgrade had been approved. In accordance with Section 143 of the School Act, a single Capital Bylaw was required in order to receive the allocated funds of \$300,000.

- i. **THAT** the 2024/2025 Capital Bylaw No. 001 be read a first time the 2nd day of May 2024
- ii. **THAT** the 2024/2025 Capital Bylaw No. 001 be read a second time the 2nd day of May 2024

(Unanimous consent is required to proceed to 3rd and final reading)

- iii. **THAT** the 2024/2025 Capital Bylaw No. 001 be read a third time, passed and adopted the 2nd day of May 2024

7. Buildings and Grounds

Update – For Information Only **Verbal**

8. Other

- a. Policy Committee

The Policy Committee, consisting of Trustee Nole, Superintendent MacMillan and Secretary Treasurer Cameron will be reviewing and proposing necessary updates, revisions and additions to the District’s Policy Manual over the course of the next year. The following policy revision/additions are being presented for the Board’s consideration.

- i. Board Policy Development – **REVISION** **Pages 30 – 31**
1st reading Motion Required
- ii. Student Use of Personal Internet-Connected Devices – **NEW** **Pages 32**
1st reading Motion Required
- iii. Social Media – **NEW** **Pages 33 – 36**
1st reading Motion Required
- iv. Reimbursement of Expense – **NEW** **Pages 37 – 38**
1st reading Motion Required
- v. Trustee Remuneration – **HOUSEKEEPING** **Pages 39**
- vi. Financial/Budget Planning and Reporting – **HOUSEKEEPING** **Pages 40 – 42**
- vii. Accumulated Operating Surplus – **HOUSEKEEPING** **Pages 43 - 44**
- viii. Provision of Menstrual Products – **HOUSEKEEPING** **Pages 45**

- ix. Whistle Blower Protection – HOUSEKEEPING **Pages 46 – 48**
 - x. Public Interest Disclosure – HOUSEKEEPING **Pages 49 – 51**
 - xi. Code of Trustee Conduct – HOUSEKEEPING **Pages 52 - 54**
 - xii. Code of Employee Conduct – HOUSEKEEPING **Pages 55**
- b. Student Field Trip to Toronto, ON – Tahltan School – Motion Required **Pages 56 - 62**
9. Trustee Reports – Information Only
10. Public Question Period
11. Adjourn Meeting



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PUBLIC MEETING MINUTES March 13, 2024 at 3:30 pm PST Held at Klappan School, Iskut

PRESENT:

TASHOOTS, Yvonne	Chairperson
STRANGE, Michael	Vice Chairperson
NOLE, Teneal	Trustee
HAWKINS, Jolene	Trustee
LOOTS, Fred	Trustee
MACMILLAN, Tracey	Superintendent
CAMERON, Alanna	Secretary Treasurer

ABSENT:

ETZERZA, Tina	Executive Assistant/Human Resources Manager
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Land Acknowledgement:

We would like to acknowledge that the lands on which we work and learn are the unceded traditional territories of the Tāltān, Kaska and Taku River Tlingit First Nations.

1. **Called to order by Chairperson Tashoots at 3:40 pm.**
2. **Adoption of Agenda**

NOLE/LOOTS

R23.33 THAT the agenda be adopted as presented.

CARRIED

3. **Adoption of Public Meeting Minutes**

- a. December 7, 2023 Zoom

NOLE/STRANGE

R23.34 THAT the Public Meeting Minutes of December 7, 2023 be accepted as presented.

CARRIED

4. Adoption of Caucus Meeting Summary

- a. December 7, 2023 Zoom

STRANGE/LOOTS

R23.35 THAT the Caucus Meeting Summary of December 7, 2023 be approved as presented.

CARRIED

- b. February 9, 2024 Zoom

HAWKINS/NOLE

R23.36 THAT the Caucus Meeting Summary of February 9, 2024 be approved as presented.

CARRIED

5. Superintendent Report

Superintendent MacMillan provided verbal updates on the following items:

- a. Framework for Enhancing Student Learning
- b. MoECC “How Are We Doing” Report
- c. School Updates
- d. Student Health and Well Being
- e. School Calendar
- f. Technology
- g. School Gift Cards
- h. Staffing Update – Dease Lake School
- i. Mental Health
- j. District Operational Health and Safety Committee
- k. Recruitment and Retention
- l. Indigenous Education – Kuweganh Gathering
- m. Learner Support - Provincial Outreach Program for Autism and Related Disorders
- n. Elder Knowledge Holder Remuneration

The Superintendent Report is for information only.

6. Finance

- a. 2023-2024 Amended Annual Budget

Secretary Treasurer Cameron presented a detailed report on the changes expected/proposed to revenues/expenses for the 2023-2024 Amended Annual Budget.

HAWKINS/LOOTS

R23.37 THAT the 2023/2024 Amended Annual Budget Bylaw in the amount of \$10,681,864 pursuant to Section 113 of the School Act, R.C.B.C., 1996, c. 412 be approved as read for the first time.

CARRIED

NOLE/STRANGE

R23.38 THAT the 2023/2024 Annual Budget Bylaw in the amount of \$10,681,864 pursuant to Section 113 of the School Act, R.C.B.C., 1996, c. 412 be approved as read for the second time.

CARRIED

LOOTS/STRANGE

R23.39 THAT the 2023/24 Annual Budget Bylaw in the amount of \$10,681,864 pursuant to Section 113 of the School Act, R.C.B.C., 1996, c. 412 be approved as read for the third time, passed and adopted.

CARRIED

7. Buildings and Grounds

NIL

8. Other

- a. Trustee remuneration review

STRANGE/NOLE

R23.40 THAT as per *Board Policy No. 4 – Trustee Remuneration*, the Board approve trustee remuneration increases retroactive to January 1st, 2024 as follows:

Board Chair	\$13,300 annually
Vice Chair	\$11,460 annually
Trustee	\$10,040 annually
Per Diem	\$260 per day (\$130 per ½ day)

CARRIED

- b. Report of February 9, 2024: Carl Cooper – Recommendations

Chair Tashoots provided an overview of the review process that the Board underwent in response to the Petition that it received on November 27, 2023. Chair Tashoots shared a brief summary of the findings and recommendations cited within the report and shared that

steps would be taken over the coming months/years to implement recommended changes. Printed copies of the report were offered to the public.

c. Full policy review

Secretary Cameron announced that district staff would be conducting a full review of all School District 87 Stikine Policies over the next year to ensure current compliance to current government regulations, standards, and best practices. Trustees Nole volunteered to stand as the Board representative/liaison through this process.

PAUSE:

Chair Tashoots paused the meeting to demand that the member of the public who was recording the meeting without the Board's consent, stop doing so. The member of the public stopped the recording. Chair Tashoots asked that the member of the public delete the recording.

9. Trustee Reports

Trustees provided detailed verbal reports for each of their liaison schools.

10. Public Question Period

Staff and Trustees responded to questions from the public.

11. Adjourn Meeting

HAWKINS/STRANGE

R23.41 THAT the meeting be adjourned at 5:33 pm.

CARRIED

Yvonne Tashoots, Chairperson

Alanna Cameron, Secretary Treasurer



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PUBLIC MEETING MINUTES **April 18, 2024 at 6:00 pm PST** **Via Zoom**

PRESENT:

TASHOOTS, Yvonne	Chairperson
STRANGE, Michael	Vice Chairperson
NOLE, Teneal	Trustee
HAWKINS, Jolene	Trustee
LOOTS, Fred	Trustee
MACMILLAN, Tracey	Superintendent
CAMERON, Alanna	Secretary Treasurer

ABSENT:

ETZERZA, Tina	Executive Assistant/Human Resources Manager
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Land Acknowledgement:

We would like to acknowledge that the lands on which we work and learn are the unceded traditional territories of the Tāltān, Kaska and Taku River Tlingit First Nations.

1. Called to order by Chairperson Tashoots at 6:05 pm.

(Chair Tashoots addressed the gallery to advise that authorization had not been granted to anyone to record the meeting. All other trustees and staff who were participating in the meeting shared that none had given permission to have their voices recorded.)

2. School Calendars

Superintendent MacMillian shared the proposed school calendars for all School District 87 schools for 2024-25, 2025-26 and 2026-27. A Calendar Committee with representation from all partner groups had been consulted, and feedback from school principals, staff and parents had been considered. It was noted that the 2025-26 and 2026-27 proposed calendars would be reviewed again next spring and would be updated, if required.

- a. School Calendars for Dease Lake School and Tahltan School for 2024-25, 2025-26 and 2026-27

HAWKINS/STRANGE

R23.42 THAT School Calendars for Dease Lake School and Tahltan School for 2024-25, 2025-26 and 2026-27 be adopted as presented.

CARRIED

- b. School Calendars for Atlin School and Denetia School for 2024-25, 2025-26 and 2026-27

LOOTS/HAWKINS

R23.43 THAT School Calendars for Atlin School and Denetia School for 2024-25, 2025-26 and 2026-27 be adopted as presented.

CARRIED

3. Adjourn Meeting

STRANGE/NOLE

R23.44 THAT the meeting be adjourned at 6:24 pm.

CARRIED

Yvonne Tashoots, Chairperson

Alanna Cameron, Secretary Treasurer



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SCHOOL DISTRICT NO. 87 (Stikine)

CAUCUS MEETING SUMMARY

March 13, 2024

11:00am PST - Iskut Band Office, Iskut

Land Acknowledgement:

We would like to acknowledge that the lands on which we work and learn are the unceded traditional territories of the Tāltān, Kaska and Taku River Tlingit First Nations.

- C23.29** **THAT** the agenda be adopted as presented.
- C23.30** **THAT** the Caucus Meeting Minutes of December 7, 2023 be accepted as presented.
- C23.31** **THAT** the Caucus Meeting Minutes of February 9, 2024 be accepted as presented.
- C23.32** **THAT** the Updated Staffing Plan as of March 13, 2024 be accepted as presented.
- C23.33** **THAT** the Board engage Paul Fairweather to conduct a second investigation.
- C23.34** **THAT** the meeting be adjourned at 3:02 pm.



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SCHOOL DISTRICT NO. 87 (Stikine) SPECIAL CAUCUS MEETING SUMMARY

April 18, 2024

6:30 pm PST – Westin Bayshore, Vancouver, BC

Land Acknowledgement:

We would like to acknowledge that the lands on which we work and learn are the unceded traditional territories of the Tāltān, Kaska and Taku River Tlingit First Nations.

C23.35 **THAT** for the purpose of this Special Caucus Meeting, the Board waive the forty-eight-hour notice period as per Section 3.6 of Bylaw No. 1 – Organization and Operation of the Board.

C23.36 **THAT** the meeting be adjourned at 7:08 pm.



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SCHOOL DISTRICT NO. 87 (Stikine) SPECIAL CAUCUS MEETING SUMMARY April 19, 2024 1:00 pm PST – Westin Bayshore, Vancouver, BC

Land Acknowledgement:



We would like to acknowledge that the lands on which we work and learn are the unceded traditional territories of the Tāltān, Kaska and Taku River Tlingit First Nations.

- C23.37** **THAT** for the purpose of this Special Caucus Meeting, the Board waive the forty-eight-hour notice period as per Section 3.6 of Bylaw No. 1 – Organization and Operation of the Board.
- C23.38** **THAT** the Investigation Report from Paul Fairweather of April 12, 2024 be accepted as presented.
- C23.39** **THAT** the meeting be adjourned at 2:02 pm.



School District 87 Stikine

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We would like to acknowledge that the lands on which we live, work, and learn are the unceded traditional territories of the Tāltān, Kaska, and Taku River Tlingit First Nations.

TO: Board of Education
FROM: Tracey MacMillan
DATE: May 2, 2024
RE: Superintendent's Report

District Focus:

We are in Year 2 of our 4 Year Strategic Plan that will be up for renewal in 2026.

The Strategic Plan identifies 3 primary goals that guide our work:

1. Student Learning.
2. Student Health and Well Being.
3. School System Sustainability.

A yearly review of our strategic goals is provided at the June Board Meeting.

Student Use of Cell Phones and Personal Internet-Connected Devices

On January 26th, 2024, the Province [announced three actions](#) for the safety and well-being of students in relation to digital technology. The announcement included restrictions on the use of cell phones in schools. Each school district is required to update or create a policy to ensure consistent application of the restrictions, as mandated by the Province, are in place for the 2024-25 school year. Exceptions to the restrictions may be made for students on Individual Education Plans (IEP) or Learning Support Plans (LSP) who required assistive technologies.

Students in SD87, Stikine, currently have access to school/District-owned internet-enabled devices such as laptops and iPads. We will continue to leverage this technology to enhance learning opportunities and develop good digital citizenship.

More information about this item will be provided by the Board's Policy Committee within the next couple of months.

School Updates:

Atlin School:

We are pleased to share that work continues at Atlin School, in Atlin, to establishing a Green House and a Music & Art Room. These initiatives have a focus on student wellness and are forming part of the high school *Applied Design, Skills, and Technologies Curriculum (ADST)*. Other activities like Cooking, Painting, Drawing, Sewing, Robotics, and Orienteering supplement the program. Atlin School will also celebrate a third year of a high school graduation. The graduation will be held on June 5, 2024.

Dease Lake School:

At Dease Lake School, in Dease Lake, staff continue to work with Curtis Rattray, Indigenous Curriculum Consultant, to enhance the On-the-Land Programming, including Winter/Spring camping, including overnights. Students seem to really enjoy this opportunity despite the cold! Weeklong Mental Health Programming sessions took place for the High School students this past term; and the Kuwegānh Curriculum Teachers Guide has been released. This focuses on traditional Tahltan ways of restoring relationships. The Tahltan Curriculum for Science is in Draft and will be implemented this coming academic year.

We are pleased to share with you that the Vice Principal position for Dease Lake School has been filled. Please see the attached public announcement.

Tahltan School:

Tahltan School, in Telegraph Creek, has expanded its Music program and they held a Ukulele Spring Recital; they also, took part in the Artist in Residence Program where a Tahltan Artist worked with all students; and at the end of May, they will be traveling to Toronto to attend The Indigenous Fashion Arts Festival which will include more than 100 Indigenous artists and designers. Learners will have access to panel discussions and hands-on workshops.

Denetia School:

Denetia School, in Lower Post, revitalized and reinvigorated their Cultural Programming. This has been characterized by inclusion of a Buffalo Hunt, a Community Beading Program, and On the Land programs. As well, the Physical Education program incorporated downhill skiing as their teachers became certified instructors.

School Calendar:

The proposed 3-year school calendars for 2024-25; 2025-26; and 2026-27, that were passed during the April 18th Board Meeting are now available on the SD87 website at: <https://www.sd87.bc.ca/>

Each year, calendars will be reviewed and if changes are required, they will be done according to the legislated calendar amendment process.

I would like to thank those who provided commentary and shared feedback.

School Staffing 2024-2025

All school administrators are working with Director of Instruction, Brian Manning, in the process of hiring teachers and support staff for the new academic year.

All potential employment opportunities and job advertisements are posted to the SD87 website under the Employment tab at: https://www.sd87.bc.ca/?page_id=115

Please note the attached Briefing Note for supplementary information.

Student Health and Wellness

We are pleased to inform you that we have entered into a partnership with SD52, Prince Rupert, to share a School Psychologist. The Psychologist is currently on site. The Psychologist will complete specialized assessments this week for students at Dease Lake School and Tahltan School. Donna Mortimer, District Vice Principal of Indigenous Education & Learner Support, is taking the lead on this initiative.

All schools have regular Speech Language Pathologist and Occupational Therapy Sessions available for students. These are completed in person or via Zoom.

Indigenous Education Councils (IEC's):

The British Columbia government proposed changes to improve education outcomes for First Nations and other Indigenous students attending provincial public schools. The amendments to the School Act are intended to support better education outcomes for First Nations and other Indigenous students attending provincial public schools by taking a distinctions-based approach.

These changes to the School Act will require all boards to establish an Indigenous education council (IEC) in their school district to ensure Indigenous people have input into decisions affecting Indigenous students. The Indigenous Education Council will support boards in the provision of ongoing and equitable education as well as support services for Indigenous students – which includes Indigenous perspectives for the benefit of all students, advice on and approving the board's spending plans and reports on Indigenous education-targeted funds.

The Provincial amendments to the School Act will fulfill commitments in the Declaration Act Action Plan and the BC Tripartite Education Agreement (BCTEA). These changes acknowledge the importance of First Nations involvement in education of Indigenous students. The legislation will ensure that First Nations and Treaty First Nations have the option to apply a model local education agreement (LEA) with boards of education. The LEAs govern the purchase of educational services by First Nations from boards of education, setting out processes for information sharing, collaboration and decision-making.

Purposes of Indigenous education councils

(1) Each board must establish and maintain an Indigenous education council, for the following purposes:

(a) advising the board respecting any matter relating to the following:

- providing comprehensive and equitable educational programs and services to Indigenous students.
- improving Indigenous student achievement.
- integrating into learning environments Indigenous world views and perspectives, particularly those of the first nations.

(b) advising on grants provided under this Act in relation to Indigenous students.

(c) approving plans, spending, and reporting related to grants.

(d) advising the board in relation to the distinct languages, cultures, customs, traditions, practices, or history of the first nations, through advice from the Indigenous education council members representing those first nations.

Approval of targeted grants – plans, spending and reporting

- If the minister provides a direction for a targeted grant and the targeted grant is related to Indigenous students, the Indigenous Education Council must, before the grant is spent by the board, approve the board's plan for the grant and the board's spending of the grant, and after the grant is spent, approve the board's report, if any, on the grant's spending.

Ministerial orders in relation to Indigenous education councils

- The minister may specify, by order, any of the following in relation to an Indigenous Education Council:
 - (a) establishment and composition of a council.
 - (b) the process to appoint council members.
 - (c) voting rights of council members.
 - (d) terms of reference in relation to a council.
 - (e) rules governing the conduct of the business of a council.

Indigenous Education Councils will be able to develop additional procedures, based on their local context, on how their meetings will be conducted (i.e. meeting schedules and location, decision making processes, dispute resolution).

School Districts will support the effective implementation and function of Indigenous Education Councils.

- The following individuals may not be members with voting rights of an Indigenous Education Council:
 - (a) a trustee.
 - (b) a board employee.

Existing Indigenous Education Council membership and terms of reference will need to be aligned with the legislation and policy guidance.

The Ministry of Education and Child Care and the First Nations Education Steering Committee are in the process of developing the Terms of Reference. We are hoping to receive this information, in addition to further guidance and direction, in May 2024.

For detailed information about **Bill 40 – 2023 SCHOOL AMENDMENT ACT, 2023** visit:
<https://www.bclaws.gov.bc.ca/civix/document/id/bills/billsprevious/4th42nd:gov40-1>



TO: SD 87 Stikine - Superintendent

FROM: Brian Manning – Director of Instruction

DATE: May 2, 2024

RE: Careers and Wellness

BACKGROUND

- In 2009, the idea of the **Healthcare Travelling Roadshow** was conceived. This was during the "Rural Healthcare Workforce Symposium: A Collective Commitment to Action" in Prince George. The Healthcare Travelling Roadshow takes a multidisciplinary group of health care students to rural communities across BC to showcase career opportunities to high school students. It was developed in 2010 and it has connected with more than 13,500 high school students during 79 community visits throughout BC. The Healthcare Travelling Roadshow is delivered in partnership with the University of Northern British Columbia, UBC Faculty of Medicine, Northern Medical Programs Trust, Interior Health, and Rural Education Action Plan. However, during that time it has never visited SD87 or our schools. Therefore, because of outreach initiated by SD87, they will be visiting Dease Lake School on May 16 / 2024. An invitation has, also, been extended to Tahltan School, Telegraph Creek, for their Gr. 9-12 students to attend. They have accepted the invitation. This is part of our capacity building and student wellness program.

DISCUSSION

- The Healthcare Travelling Roadshow has several goals: to showcase healthcare careers and wellness as options for rural students; to showcase the rural community as a career option for healthcare students; and to provide an interdisciplinary experience for healthcare students.
- Here is a list of the professions that will be represented on the trip:
 - Midwifery
 - Healthcare Assistant
 - Respiratory Therapy

- Dental Hygiene
 - Medical Laboratory Science
 - Registered Massage Therapy
 - Primary Care Paramedic
 - Medicine
- There will be 5 Northern Medical Program staff coming on the trip, so the total group size is 16.
 - The entire cost of the trip is unwritten by the Healthcare Travelling Roadshow

RECOMMENDATION

None. For information only.



TO: SD 87 Stikine - Superintendent

FROM: Brian Manning – Director of Instruction

DATE: May 2, 2024

RE: Recruitment and Retention

BACKGROUND

- Recruitment and Retention at schools has been a huge challenge throughout the Northern Districts. It has been such a challenge that the Ministry, BCPSEA and 4 Northern School Districts in the North created a Recruitment and Retention Northern Pilot Inquiry Project. SD87 was part of this working group. Consequently, we were asked to join a Ministry / Northern School District / University working group. The focus was on organizing teacher training practicum placements in the North in hopes of retaining new teachers upon graduation. Therefore, we will have a practicum teacher in Dease Lake School in the Spring and more planned for the Fall.

DISCUSSION

- Recruitment has been a huge success this 2023/24 year. All our core teaching positions were filled. We added 11 new teachers to our schools. Many hours were dedicated during the summer months to filling vacant positions and onboarding new staff. Since then, work has continued this academic year with efforts to retain those staff as we are very impressed with the quality of the new hires. We are now fully engaged in this recruitment season to address other positions. Getting applications is always a challenge but because of our continuing outreach we have seen success. Additionally, we have secured hiring incentive funds in the amount of \$50,000 as an encouragement to work in our region. We feel that all positions will be addressed before the summer break.

RECOMMENDATION

None. For information only.

"Honouring, Celebrating and Keeping Students in the Centre of all Decisions"



TO: SD87 Stikine - Superintendent

FROM: Donna Mortimer –
District Vice Principal of Indigenous Education and Learner Support

DATE: April 16, 2024

RE: Provincial School Outreach Program (PSO)

BACKGROUND

The Provincial School Outreach Program (PSO) team will visit our schools in person in the last week of May. The on-site visit planning is underway. It will primarily focus on each school's needs and provide whole school/classroom consultations.

DISCUSSION

The PSO is a multi-disciplinary team of specialists who provide in-person and virtual support to school districts across the province, including case consultations, professional development sessions, and linking school and school district staff to regional and provincial resources and services. The team includes a school psychologist, occupational therapist, speech-language pathologist, learning services teacher and board-certified behaviour analyst. The team aims to prioritize services and support for rural and remote districts.

There is a need for specialist support services for our students and resources for our staff and schools. This is another program the schools can utilize that provides access to a multi-disciplinary team of specialists.

We will continue to support our Student Support Services team through the introduction of the PSO team and prioritize the needs of our students. PSO is an extended resource with outreach to rural and remote areas, such as School District 87 Stikine.

RECOMMENDATION

None. For information only.

"Honouring, Celebrating and Keeping Students in the Centre of all Decisions"



TO: SD87 Stikine - Superintendent

FROM: Donna Mortimer –
District Vice Principal of Indigenous Education and Learner Support

DATE: April 24, 2024

RE: Accessibility BC - SD87

BACKGROUND

In June 2021, British Columbia became the fifth province in Canada to introduce comprehensive accessibility legislation with the Accessible British Columbia Act. This legislation provides a framework to identify, remove, and prevent barriers to accessibility, allowing British Columbia to continue working towards becoming a more inclusive province.

Operating within the K-12 sector, Stikine School District has partnered with other school districts in Northern British Columbia to work towards meeting legislative requirements, namely:

- Establish an Accessibility Committee
- Develop an [Accessibility Plan](#), and
- Establish a process for receiving public feedback

DISCUSSION

The accessibility committee for our Northern District Schools has successfully developed an accessibility plan and a process for receiving public feedback. The feedback form and plan can be found on the Sd87 website. The public can access this link and provide feedback at any time.

The Northern BC School District Accessibility Plan provides three priority areas for development and improvement. These are:

- Priority #1 – Accessibility Inventory
 - Through the development of surveys, online feedback forms, working groups, etc., each district will gather information to identify attitudinal, physical, communication, systemic, technology, and sensory barriers to develop strategies, action plans, and timelines to prevent and remove barriers that people with disabilities face when interacting in and with our organizations.
- Priority #2 - Policies and Practices Scan
 - Through the development of surveys, focus groups, online feedback forms, working groups, etc., each district will review existing policies and practices to:
 - understand to what extent current policies and practices align with the principles of accessibility,
 - identify gaps in staff training or knowledge on accessibility issues,
 - summarize and celebrate existing accessibility practices and
 - inform actions and timelines for improvement.

- Priority #3 - Accessibility and Inclusion Education
 - In the fall of 2023, school districts, including SD87 Stikine, publicized their commitment to removing barriers to accessibility through the creation of the Northern BC School District Advisory Committee and the Northern BC School District Accessibility Plan.

SD87 and Northern District Schools are exploring inventory surveys to target priority #1 in our accessibility plan. This is our next step to identifying, removing and preventing barriers to individuals in or interacting with the organization through inclusion, adaptability, diversity, collaboration, self-determination, and universal design considerations.

RECOMMENDATION

None. For information only.



TO: SD87 Stikine - Superintendent

FROM: Donna Mortimer –
District Vice Principal of Indigenous Education and Learner Support

DATE: April 24, 2024

RE: Student Scholarships, Bursaries & Awards Handbook for 2023/2024

BACKGROUND

The Student Scholarships, Bursaries & Awards Handbook for 2023/2024 has been updated and distributed to schools with graduating students.

DISCUSSION

Student Scholarships, Bursaries & Awards Handbook for 2023/2024 consists of six categories:

- **Stikine Teachers' Association Scholarship**
- **District/Authority (District Scholarship) Stikine District Bursary**
- **Law 12 Scholarship-Harris and Company**
- **Philip Louie Bursary**
- **Stikine Fine Arts Scholarship**

As confirmed and passed by the Board last year, the District/Authority (District Scholarship) Stikine District Bursary is available to one student in Atlin and one in Dease Lake, and funds are available for up to five years. The remaining scholarships, bursaries and awards are available to all graduating students in 2024. The awarded candidates must enter a post-secondary institution, training and/or program by September 15, 2026, as stated within each category requirements.

Candidates are encouraged to review the application with the specific scholarship, bursary and/or award to submit no later than May 16, 2024.

The District Scholarship Committee will review the application and present it to the successful candidates at the graduation ceremony.



RECOMMENDATION

None. For information only.



School District 87 Stikine

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Dease Lake, BC V0C 1L0

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 (250) 771-4441

We would like to acknowledge that the lands on which we live, work, and learn are the unceded traditional territories of the Tāltān, Kaska, and Taku River Tlingit First Nations.

April 9, 2024

Re: Staffing Update / New Vice Principal

Dear Students, Staff, Parents and Guardians of Dease Lake School:

We are pleased to announce that the Vice Principal competition for Dease Lake School has been completed. Following the interview process, the staffing committee offered the position to Ms. Katherine Paridaen. She accepted the offer and is now the new Vice Principal of Dease Lake School.

Ms. Paridaen was the Acting Vice Principal and, in that role, did excellent work. We are confident that as she settles into this permanent position, she will achieve good results and continue to build a positive relationship with students, staff, parents and guardians. Her previous leadership experience will serve her well in this position. Additionally, her past experience as Literacy Lead in other schools in Alberta and her experience as a Learning Support Teacher will be an asset. Furthermore, we wish her well as she completes her Master of Education from the University of Calgary.

Congratulations Ms. Paridaen!

Mēduh / Gunałcheesh / Souga Sin La / Thank You.

Superintendent of Schools
School District No.87 (Stikine)



March 15, 2024

Ref: 297326

To: Secretary-Treasurer and Superintendent
School District No. 87 (Stikine)

Capital Plan Bylaw No. 2024/25-CPSD87-01

Re: Ministry Response to the Annual Five-Year Capital Plan Submission for 2024/25

This letter is in response to your School District's 2024/25 Annual Five-Year Capital Plan submissions for Major Capital Programs and Minor Capital Programs and provides direction for advancing supported and approved capital projects. **Please see all bolded sections below for information.**

The Ministry has reviewed all 60 school districts' Annual Five-Year Capital Plan submissions for Major Capital Programs and Minor Capital Programs to determine priorities for available capital funding in the following programs:

- Seismic Mitigation Program (SMP)
- Expansion Program (EXP)
- Replacement Program (REP)
- Site Acquisition Program (SAP)
- Rural District Program (RDP)
- School Enhancement Program (SEP)
- Food Infrastructure Program (FIP)
- Carbon Neutral Capital Program (CNCP)
- Building Envelope Program (BEP)
- Playground Equipment Program (PEP)
- Bus Acquisition Program (BUS)

The following tables identify major capital projects that are supported to proceed to the next stage, if applicable, as well as minor capital projects that are approved for funding and can proceed to procurement.

MINOR CAPITAL PROJECTS (SEP, FIP, CNCP, BEP, PEP, BUS)

Below are tables for the minor capital projects that are approved. The table identifies School Enhancement Program (SEP), Food Infrastructure Program (FIP), Carbon Neutral Capital Program (CNCP), Building Envelope Program (BEP), Playground Equipment Program (PEP), as well as the Bus Acquisition Program (BUS), if applicable.

New projects for SEP, FIP, CNCP, BEP, PEP

Facility Name	Program Project Description	Amount Funded by Ministry	Next Steps & Timing
Atlin School	SEP - Interior Construction Upgrades	\$300,000	Proceed to design, tender & construction. To be completed by March 31, 2025.

An Annual Programs Funding Agreement (APFA) accompanies this Capital Plan Response Letter which outlines specific Ministry and Board related obligations associated with the approved Minor Capital Projects for the 2024/25 fiscal year as listed above.

In accordance with Section 143 of the *School Act*, Boards of Education are required to adopt a single Capital Bylaw (using the Capital Bylaw Number provided at the beginning of this document) for its approved 2024/25 Five-Year Capital Plan as identified in this Capital Plan Response Letter. For additional information, please visit the Capital Bylaw website at:

<https://www2.gov.bc.ca/gov/content/education-training/k-12/administration/capital/planning/capital-bylaws>

The Capital Bylaw and the APFA must be signed, dated, and emailed to the Ministry's Capital Management Branch at CMB@gov.bc.ca as soon as possible. Upon receipt the Ministry will issue Certificates of Approvals as defined in the APFA.

As the 2024/25 Capital Plan process is now complete, the Capital Plan Instructions for the upcoming 2025/26 Annual Five-Year Capital Plan submission process (using the Ministry's Capital Asset Planning System (CAPS) online platform) will be available on the Ministry's [Capital Planning](#) webpage by April 1st, 2024.

School districts' capital plan submission deadlines for the 2025/26 fiscal year, using the CAPS online platform, will be as follows:

- **June 30, 2024**
 - Major Capital Programs (SMP, EXP, REP, RDP, SAP)
- **July 1, 2024**
 - Major Capital Programs (BEP)
- **September 30, 2024**
 - Minor Capital Programs (SEP, CNCP, PEP, BUS)
- **October 1, 2024**
 - Minor Capital Programs (FIP)

The staggered deadlines are intended to provide the Ministry with input required to initiate planning for the next budget cycle, while enabling school districts additional time and flexibility to plan over the summer.

Additionally, the Annual Facility Grant (AFG) project requests for the 2024/25 fiscal year are to be submitted using the CAPS online platform, on or before May 31, 2024.

NOTE: It is strongly encouraged that school districts discuss the draft versions of their intended capital projects and AFG project requests with Ministry staff well in advance of submission deadlines.

Please contact your respective Regional Director or Planning Officer as per the [Capital Management Branch Contact List](#) with any questions regarding this Capital Plan Response Letter or the Ministry's capital plan process.

Sincerely,

A handwritten signature in blue ink that reads "Damien Crowell". The signature is written in a cursive, flowing style.

Damien Crowell, Executive Director
Capital Management Branch

pc: Geoff Croshaw, Acting Director, Major Capital Projects, Capital Management Branch
Michael Nyikes, Director, Minor Capital Projects, Programs and Finance, Capital Management Branch

**CAPITAL BYLAW NO. 001
CAPITAL PLAN 2024/25**

WHEREAS in accordance with section 142 of the *School Act*, the Board of Education of School District No. 87 (*Stikine*) (hereinafter called the "Board") has submitted a capital plan to the Minister of Education (hereinafter called the "Minister") and the Minister has approved the capital plan or has approved a capital plan with modifications,

NOW THEREFORE in accordance with section 143 of the *School Act*, the Board has prepared this Capital Bylaw and agrees to do the following:

- (a) Authorize the Secretary-Treasurer to execute a capital project funding agreement(s) related to the capital project(s) contemplated by the capital plan or the capital plan with modifications;
- (b) Upon ministerial approval to proceed, commence the capital project(s) and proceed diligently and use its best efforts to complete each capital project substantially as directed by the Minister;
- (c) Observe and comply with any order, regulation, or policy of the Minister as may be applicable to the Board or the capital project(s); and,
- (d) Maintain proper books of account, and other information and documents with respect to the affairs of the capital project(s), as may be prescribed by the Minister.

NOW THEREFORE the Board enacts as follows:

- 1. The Capital Bylaw of the Board for the 2024/25 Capital Plan as approved by the Minister, to include the supported capital project(s) specified in the letter addressed to the Secretary-Treasurer and Superintendent, dated *May 2, 2024*, is hereby adopted.
- 2. This Capital Bylaw may be cited as *School District No. 87 Stikine Capital Bylaw No.001*.

READ A FIRST TIME THE 2nd DAY OF May 2024
READ A SECOND TIME THE 2nd DAY OF May 2024;
READ A THIRD TIME, PASSED THE 2nd DAY OF May 2024.

APPLY CORPORATE SEAL

Board Chair

Secretary-Treasurer

I HEREBY CERTIFY this to be a true and original *School District No. 87 Stikine Capital Bylaw No. 001* adopted by the Board the 2nd day of May 2024.

Secretary-Treasurer



Policy No. 7 104

BOARD POLICY DEVELOPMENT

POLICY STATEMENT

The Board of Education of School District No. 87 Stikine has the right and the obligation under the *School Act* to determine policy for the District. All policy shall express the will of the Board, taking into consideration the opinions of the public and staff, **and shall be consistent with provincial guidelines, legislation and regulations**. The Board considers the development and on-going review of its policy to be one of the Board's major roles.

GUIDING LEGISLATION/REGULATIONS

- *School Act*, Section 169 (3)
- Order in Council (OIC) 1280/89, Effective September 1, 1989
- Ministry of Education and Child Care: Policy Site

REGULATIONS

1. All Board policy will be supported with accompanying regulations, **as required**.
2. Suggestions and reasons for policy will be received by the Board from any committee of the Board, any Trustee, the Superintendent of Schools, the Secretary Treasurer, the Stikine Principal's and Vice-Principal's Association, the Stikine Teacher's Association, C.U.P.E. Local 3234-2052-02, the Parent Advisory Councils, and from the general public.
3. The Board's Policy Committee will be responsible for drafting policy proposals or policy ~~options~~ **revisions** for the Board's consideration. Prior to developing a policy proposal, consultation may take place, with referenced groups in order to obtain information and ideas with respect to a specific ~~proposed~~ policy.
4. Policies will be presented in draft form to the Board for their consideration and discussion.
5. All draft policies which have been considered by the Board will be circulated throughout the district to all interested parties.
6. ~~Generally~~, The circulation and response period will **normally** extend until the next meeting of the Board. During this time, all interested parties are free to submit written commentary on the proposed policy to the Policy Committee.

7. Following the distribution, as outlined above, and discussion by the Board, policies may be approved by ~~them~~ **Board motion**.
8. ~~Where changes have been made to a policy a revised draft will then be re-circulated to all interested parties.~~
9. In special **or emergent** circumstances, as determined by the Board, policy may be discussed and approved without ~~following some of the above steps~~ **public consultation**.

DRAFT

Date: 2009.06.04
Revised: 2024.05.02



Policy No. 307

STUDENT USE OF PERSONAL INTERNET-CONNECTED DEVICES

POLICY STATEMENT

The Board of Trustees expects a learning environment with limited distractions and the responsible use of digital technology. It recognizes the research that shows that frequent cellphone interruption in the classroom, social media platforms with addictive algorithms and an increasing level of cyberbullying and online exploitation of young people, are having a negative impact on instruction, learning, and student mental health.

The District will develop restrictions, programming, and procedures for student use of personal internet-connected devices that are age-appropriate and support the development of good digital citizens.

“*Personal Internet-Connected Devices*” include, but are not limited to, cell phones, smartphones, tablet computers, smartwatches, and portable video game systems.

REGULATIONS

1. All students will have access to school/district-owned technology at an age-appropriate level that supports learning and the development of digital technology skills and digital citizenship.
2. As outlined in an Individual Education Plan (IEP), schools will exempt specific students from restrictions on the use of personal internet-connected devices when they are needed for full inclusion in a specific learning activity.
3. At the elementary school level, the use of and access to personal internet-connected devices will not be permitted at any time during the school day.
4. At a minimum, access to and the use of, personal internet-connected devices at the middle and secondary levels will not be permitted during instructional time. At the teacher’s discretion, an exemption may be made when the use of such devices supports a specific curricular objective and is part of instructional planning.
5. The security and storage of personal internet-connected devices is the sole responsibility of the owner/user. The District assumes no responsibility for the safety, security, loss, repair or replacement of such devices.

Developed: 2024.05.02



Policy No. 308

SOCIAL MEDIA

POLICY STATEMENT

The Board of Education is committed to ensuring that all students and staff, who utilize social media technology for professional purposes, do so in a safe and responsible manner. School District 87 Stikine strives to create professional social media environments that mirror the academically supportive environments of our schools.

Social media technology can serve as a powerful tool to enhance education, communication, and learning. This technology can provide both educational and professional benefits, including preparing students to succeed in their educational and career endeavors.

This Social Media policy provides direction regarding recommended practices for professional social media communication between employees, as well as social media communication between employees and students. In recognition of the public and pervasive nature of social media communications, as well as the fact that in this digital era, the lines between professional and personal endeavors are sometimes blurred, this policy also addresses caveats for use of personal social media by staff.

This policy is not designed to serve as a code of conduct for social media use. However, all existing policies and procedures, and legislation that cover employee conduct may be applicable in the social media environment.

This policy does not address student-to-student communication via social media. Each school has a procedure that is specific to student use of technology and social media.

GUIDING LEGISLATION/REGULATIONS

- *Freedom of Information and Protection of Privacy Act (FIPPA):* Sections 8, 17, 20, 22, 65 and 85
- *Copyright Act*

REGULATIONS

Definition of Social Media

Social media is defined as any form of online publication or presence that allows interactive communication, including, but not limited to, social networks, blogs, internet websites, internet forums, and wikis. Examples of social media include, but are not limited to, Facebook, Twitter, YouTube, Google+, Flickr, TikTok, Snapchat and Instagram.

1. **Professional social media** is a work-related social media activity that is either support services based or school based (e.g., a principal establishing a Facebook page for his/her school or a teacher establishing a blog for his/her class).
2. **Personal social media** use is a non- work-related social media activity (e.g., a employee establishing a Facebook page or a Twitter account for his/her own personal use).

Professional Social Media Use

1. Maintenance of separate Professional and Personal Email Accounts

Employees who engage in professional social media activities must maintain separate professional (district) and personal email addresses. As such, employees must not use their personal email address for professional social media activities. The professional social media presence will utilize a district email address and must be completely separate from any personal social media presence maintained by the employee.

2. Communication with Students

Employees who work with students and choose to communicate with students through professional social media sites will follow these guidelines:

- a. Professional social media sites that are school-based will be designed to address reasonable instructional, educational or extra-curricular program matters;
- b. Professional social media sites that are non-school based will have a reasonable relationship to the mission and function of the organization creating the site;
- c. Employees will inform their supervisor before setting up a professional social media presence and acknowledge they have read and understood the Social Media Policy; and
- d. Professional social media sites should include language identifying the sites as professional social media sites. For example, the professional sites can identify the school, department or particular grade that is utilizing the site and be linked to the school or district website.

3. Guidance Regarding Professional Social Media Sites

- a. Employees will treat professional social media space and communication like a classroom and/or a professional workplace. The same standards expected in School District 87 Stikine's professional settings are expected on professional social media sites.
- b. Employees will exercise caution, sound judgment, and common sense when using professional social media sites.
- c. Employees will use privacy settings to control access to their professional social media sites to ensure that professional social media communications only reach the employees' intended audience. However, employees should be aware that there are limitations to privacy settings. Private communication

published on the internet can easily become public. Furthermore, social media sites can change their current default privacy settings and other functions. Employees are responsible for understanding the rules of the social media site being utilized prior to utilizing the site.

- d. Professional social media communication must be in compliance with existing school district regulations, policies and applicable laws, including, but not limited to, prohibitions on the disclosure of confidential information and prohibitions on the use of harassing, obscene, discriminatory, defamatory or threatening language.
- e. No personally identifiable student information may be posted by any employee on professional social media sites, including student photographs, without the consent of the students' parents.

4. Monitoring of Professional Social Media Sites

- a. Employees using professional social media have no expectation of privacy with regard to their use of such media.
- b. School and District administration reserve the right to remove, disable, and provide feedback regarding professional social media sites that do not adhere to the law or do not reasonably align with this Policy.
- c. To assist in monitoring, as a recommended practice to the extent possible, the default setting for comments on professional social media sites should be turned off or moderated regularly. If the default setting for comments is turned on, the comments on the site must be monitored on a daily basis by the user.
- d. When establishing professional social media sites, staff will consider the intended audience for the site and consider the level of privacy assigned to the site, specifically, whether the site should be a private network (for example, it is limited to a particular class or particular grade within a school) or a public network (for example, anyone within the school or a larger group within the school community can participate). It is a recommended practice for professional social media sites to be private networks, unless there is a specific educational need for the site to be a public network.
- e. School and/or District administrators will maintain documentation of all reported noncompliant communications as well as any violations that are otherwise brought to the supervisor's attention.

5. Media Inquiries

Any media inquiries received via professional social media sites should be referred to the Superintendent and/or Secretary Treasurer.

Personal Social Media Use

1. Communication with Students

In order to maintain a professional and appropriate relationship with students, employees should not communicate with students who are currently enrolled in schools on personal social media sites.

2. Guidance Regarding Personal Social Media Sites

Employees should exercise caution and common sense when using personal social media sites:

- a. As a recommended practice, employees are encouraged to use appropriate privacy settings to control access to their personal social media sites. However, be aware that there are limitations to privacy settings. Private communication published on the internet can easily become public. Furthermore, social media sites can change their current default privacy settings and other functions. As a result, employees have a personal responsibility to understand the rules of the social media site being utilized.
- b. Employees will not “tag” photos of other employees without the prior permission of the individuals being tagged.
- c. Personal social media use, including off-hours use, has the potential to result in disruption at school and/or the workplace, and can be in violation of the Information and Technology Management Acceptable Use Policy.
- d. The posting or disclosure of personally identifiable student information or confidential information via personal social media sites is prohibited.



REIMBURSEMENT OF EXPENSE

POLICY STATEMENT

The Board will reimburse Trustees and employees for out-of-pocket expenses incurred while on authorized business of the Board. Reimbursement will be in accordance with the Regulations noted in this policy.

REGULATIONS

1. Travelling and accommodation expenses incurred by Trustees and employees shall be paid at the rates in effect at the time of travel.
2. Receipts must be submitted for all items except private accommodation, meal per diems, and mileage claims.
3. Claims must be made on the required form in a timely manner. Claims submitted more than six (6) weeks after occurrence may be refused.
4. Travel advances will only be issued under necessary circumstances. When advances are issued, any outstanding advance will be deducted from the next travel expense claim or from other amounts owing to the Trustee or employee.

Accommodation

- a. A Trustee or employee may claim the cost of the hotel, less any personal items charged. The Board will reimburse the cost of the accommodation up to the single government rate of that hotel.
- b. Where private accommodation is used, a per diem of \$30.00 for in-district and \$50.00 for out-of-district accommodation may be claimed.
- c. Additional accommodation expenses will only be reimbursed if travel to the Trustee or employee's destination of business is not possible, would be unsafe and/or would create undue hardship on the first day of business and/or if travel home is not possible, would be unsafe and/or would create undue hardship on the last day of business.

Transportation

- a. Trustees or employees will be reimbursed for the most economical method of transportation available. Carpooling is encouraged and expected where possible.
- b. While travelling in a private vehicle, the Trustee or employee may claim mileage per kilometre, at the rate specified on the District's current expense form.
- c. Expenses for plane, taxi, car rental, shuttle, public transit, and parking may be claimed.

- d. In cases where the most economical means of travel is via air, but for personal reasons, the Trustee or employee has chosen to drive; additional costs due to the extended time required for travel will not be reimbursed.
- e. When travelling between the airport and their home, Trustees or employees may claim the rate for travel to and from the airport, at the rate specified on the District's current expense form.
- f. If the Board has requested a Trustee or employee to use their personal vehicle for work-related duties and business insurance is required, the Trustee or employee may claim the additional costs.

Meals

- a. While travelling on Board business, the Trustee or employee may claim the per diem amounts for meals, at rates specified on the District's current expense form.
- b. Should meals be paid on behalf of district or non-district people for district related business, the amount will be reimbursed to the Trustee or district employee upon submission of receipts.
- c. School or District Administration may host group meals. Current per diem guidelines should be followed whenever possible.

Incidentals

- a. A per diem for incidentals may be claimed for travel extending beyond 24 hours, at the rate specified on the District's current expense form.

Developed: 2024.05.02



Policy No. **4 107**

TRUSTEE REMUNERATION

POLICY STATEMENT

The Board of Education for School District No. 87 (Stikine), in accordance with Section 71 of the *School Act*, will authorize and pay an annual remuneration to each trustee.

GUIDING LEGISLATION/REGULATIONS

- *School Act, Section 71*
- *Income Tax Act, Section 81 (3)*

REGULATIONS

1. Trustees in School District No. 87 (Stikine) will be paid an annual remuneration on a 12-month basis while in office.
2. Trustee remuneration will be reviewed and adjusted annually in consideration of the Canadian Price Index (CPI) applicable to Whitehorse. Any increase in trustee remuneration must be passed by Board motion on/before December 31, with changes to take place effective January 1.
3. Trustee remuneration will be paid as follows:

Board Chair	\$13,300
Vice Chair	\$11,460
Trustee	\$10,040

Trustees will receive a per diem of \$260.00 per day or \$130.00 per half day for time spent on School District business as directed by the Board, including time spent attending scheduled Board meetings.

4. In the event, a trustee is absent without reason and/or notice from a board meeting, including conference calls, their indemnity will be reduced 25% the following month. The second meeting missed without reason and/or notice will result in another 25% reduction. If the trustee misses the third consecutive board meeting, there will be no indemnity paid until the month following the next board meeting, which they attend. Valid reasons for missing a board meeting include, but are not limited to, deaths, births, unavoidable travel scenarios and illness.
5. Trustees are responsible to ensure they cancel their reservations for flights and/or rooms if they are not able to attend a meeting. If a cancellation is not done, the cost for the flights and/or rooms will be deducted from the trustee's following month's remuneration.

Date: 2011-10-07
Revised: 2024-03-08



FINANCIAL PLANNING, BUDGET PLANNING AND REPORTING

POLICY STATEMENT

The Board of Education is responsible for the effective use of public funds in providing the best possible education to students in the district. There is a duty to govern the district in a fiscally responsible manner, while carrying out strategies to achieve its goals.

The annual operating budget is a financial plan reflecting the implementation and maintenance of the Board's educational and operational objectives. The financial allocations included in the annual budget should be consistent with the strategic directions identified in the Board's Strategic Plan.

In accordance with Section 156(12) of the School Act, the Board must not incur a deficit of any kind unless the Board has approval of the Minister of Education and Child Care (Minister) or meets criteria prescribed by order of the Minister of Education.

Section 156(1) of the School Act requires the Board of Education to prepare an annual operating budget in the prescribed form, and containing the content specified by the Minister of Education. The Board will adhere to all statutory and contractual requirements in the preparation of the budget.

A budget reflects the best estimate of planned revenues and expenses as of a point in time. Salary and benefit increases, inflation and other estimated changes must be budgeted. In addition, the budget must include all recurring and one-time revenues and expenditures for the full fiscal year

GUIDING LEGISLATION/REGULATIONS

- *School Act, Section 156*

REGULATIONS

Ministry Financial Planning and Reporting Requirements

1. The Board will develop, implement, and annually provide to the Ministry multi-year financial plans that outline how funding and resources will be used to support their strategic plans and operational needs including improved student educational outcomes.
2. When developing financial plans, the Board will post information on its website on how the local community and education partners, including local First Nations and Métis Nation BC will be engaged on financial planning and how it will keep those groups

informed on the Board's progress towards aligning funding and resources with its strategic plans.

3. Boards will use the Ministry's existing financial reporting framework (including a Financial Statement Discussion and Analysis Report) to annually report on Boards' progress (e.g. post on website) towards meeting Board objectives as outlined in their multi-year financial plans.
4. The Board of Education authorizes the Superintendent and the Secretary Treasurer to
5. develop and monitor the annual budget.
6. The Superintendent and the Secretary Treasurer are delegated responsibility for the over all management of the educational and operational programs that are supported by the annual budget, with the Secretary Treasurer being specifically responsible for the financial management of the budget and all financial reporting.

Budget Development

1. The annual budget shall be developed in a planned, collaborative and open manner with consultations and discussions at appropriate levels of school and district.
2. The Board shall provide opportunity for local First Nations, partner groups and the public to provide input in the development of the annual budget.
3. The budget for any fiscal year shall not deviate materially from the Board's policies and strategic priorities.
4. Annual recurring expenditures must not be funded from non-recurring revenues, and revenues and expenditures must be projected in a manner that avoids fiscal jeopardy.
5. Board approved preliminary and amended budget documents shall be posted on the school district website.

Budget Monitoring and Reporting

1. Communication, implementation and monitoring of Board approved budget is the responsibility of the Superintendent and Secretary Treasurer. The Board provides appropriate flexibility to enable management to maximize the use of fiscal resources while exercising effective budget control.
2. The Secretary Treasurer is authorized to approve budget transfers within the Board approved budget in order to facilitate meeting contractual obligations, statutory requirements, approved staffing complement, or approved educational/operational objectives.
3. Permanent budget transfers that are not formula driven and result in increased or decreased staffing levels must be approved by the Board. In addition, budget transfer

requests that would materially alter the Board approved fiscal plan must be approved by the Board.

4. Under the approval of the Secretary Treasurer, expenditure estimates may be exceeded where directly related revenue sources fully provide for the increased expenditure.
5. Management will present to the Board, financial reports at every Board meeting that provide a summative status of performance against budget. Reports will include an analysis of budget variances with an explanation of any variance in excess of 5% of budget amount.

HOUSEKEEPING

Developed: 2022.12.05



ACCUMULATED OPERATING SURPLUS

POLICY STATEMENT

The School Act requires boards of education to prepare a balanced annual budget. Estimated spending in the annual budget must not exceed estimated revenue plus accumulated operating surplus. Operating surplus, with consistent rules and guidelines in place, enables the board to engage in long-term planning, mitigate financial risk and support consistent service to all students.

The purpose the Accumulated Operating Surplus Policy is to ensure a clear and transparent understanding of the reasonable accumulation and planned use of the district's operating surplus, contingency reserve, and local capital surplus. The Board will also notify how the local community and education partners, including local First Nations and Metis Nation BC can be engaged on this subject.

Healthy surplus levels are important in achieving the strategic objectives identified in the district's Strategic Plan and to ensure the district's long-term financial health and stability. Surplus fund balances and changes shall be reported in the Annual Financial Statements.

The Board authorizes the Secretary Treasurer to develop and implement all procedures required for the management of the Board's accumulated operating surplus policy.

GUIDING LEGISLATION/REGULATIONS

- *School Act, Section 156*

REGULATIONS

1. Operating Surplus

- a. A board achieves an operating surplus when its annual revenue exceeds annual expenses. An operating surplus means that the board has financial resources that can be used to operate schools for a period longer than one year.

2. Internally Restricted Operating Surplus

- a. Boards may restrict operating surplus for use in future years within ministry-specified guidelines. The ability to internally restrict operating surplus funds allows the board to support multi-year strategic objectives to ensure enhanced educational outcomes for students.

- b. Internal restrictions of Operating Surpluses are made for only defined operational needs, with defined timelines, and to increase transparency, every appropriation requires a Board motion.

3. Contingency Reserve (Unrestricted Operating Surplus or Local Capital Surplus)

- a. The Board is responsible for ensuring the district is protected financially from extraordinary circumstances which would negatively impact school district operations and the education of students. To discharge this responsibility, the Board shall establish a contingency reserve from available operating surplus which would be used to mitigate any negative impact such circumstances might cause.
- b. The Board shall maintain a contingency reserve of at least 5% of operating expenditures to mitigate short term volatility and provide financial security for unexpected costs in current or subsequent years.
- c. To support major capital projects that are identified in Boards' 5-year Capital Plan and approved by the Ministry for concept plan or business case development, the Board may restrict operating surplus to satisfy capital project cost share expectations at the time the project is brought forward for funding approval. Capital cost share expectations can be found within the Ministry's Capital Planning Instructions.

4. Local Capital

- a. Local Capital includes the Board's portion of any proceeds from the disposition of capital assets, transfers from operating funds and interest earned on Local Capital funds restricted for the purchase of tangible capital assets. Transfers from operating funds to Local Capital are made only for specific initiatives that have a clear linkage to the Board's strategic goals, or that address capital assets investment, or that meet the specified needs of the school district.
- b. If these transferred funds are not linked to strategic goals, or they have not been used within the timelines identified for the relevant initiative, the Ministry may require boards to use these Local Capital funds for other capital project priorities.
- c. Boards are also required to provide the Ministry with an annual report on their budget allocation decisions, (including operating surplus and Local Capital), demonstrating that approved allocations support Boards' strategic objectives.



Policy No. **28 206**

PROVISION OF FEMININE HYGIENE ~~menstrual~~ PRODUCTS

POLICY STATEMENT

The Board of Education of School District No. 87 Stikine is committed to providing feminine hygiene ~~menstrual~~ products to students who may require them.

GUIDING LEGISLATION/REGULATIONS

- Ministerial Order M127/19 Amended April 3, 2019: Support Services for Schools Order
- Ministry of Education and Child Care Policy: Provision of Menstrual Products

REGULATIONS

The Board will:

1. ensure feminine hygiene ~~menstrual~~ products are made available to students of all gender identities or expressions in a manner that protects student privacy;
2. provide for barrier free, easily accessible feminine hygiene ~~menstrual~~ products at no cost to students;
3. provide feminine hygiene ~~menstrual~~ products in all school washrooms; and,
4. consider student feedback with respect to the provision of feminine hygiene ~~menstrual~~ products.

School district staff will develop procedures regarding the provision of feminine hygiene products to students.

Date: 2019.10.10
Revised: 2024.05.02



WHISTLE BLOWER PROTECTION

POLICY STATEMENT

The Board of Education is committed to the highest standards of ethical conduct, integrity and accountability. The Board has a responsibility for the stewardship of District resources. The Board encourages employees, acting in good faith, to report what the employee reasonably believes to be true and reasonably believes to be a substantive improper activity.

Reportable Activity

- An unlawful act, whether civil or criminal;
- Questionable accounting practices;
- Falsifying District records;
- Theft of cash, goods, services, time or fraud;
- Inappropriate use of District assets or funds;
- Decision making for personal gain;
- A dangerous practice likely to cause physical harm or damage to property, and,
- Retaliation, repercussion or reprisal for reporting under the Policy

This list is not all-inclusive but is intended to give an indication of the kind of conduct which may be considered as 'reportable activity.'

The responsibility for the day-to-day administration and enforcement of this policy rests with the Superintendent and the Secretary Treasurer as authorized by the Board of Education.

The provisions of this policy are independent of and supplemental to, the provisions of collective agreements between the Board and its Unions relative to grievance procedures, and to any other terms and conditions of employment.

REGULATIONS

Duty to Disclose

The Board expects that an employee who is aware of or witnessed any improper activity or wrongdoing will bring the matter to the attention of Superintendent, Secretary Treasurer or Board Chair and give the District a reasonable opportunity to investigate and take corrective actions appropriate to the circumstances.

All reports are considered confidential and may be made anonymously.

Protection of Employee and Employer

Employee

Any employee(s) who files a report under this Policy will be protected if the employee(s):

- Provided the information in good faith;
- Believes it to be substantially true;
- Does not act maliciously or make false allegations; and,
- Does not seek any personal or financial gain.

All reports under this policy will be handled with strict confidence and personally identifiable information from the report will only be shared to the extent necessary to conduct a complete and fair investigation.

No retaliation, including dismissal or demotion may result from reporting in good faith under this Policy.

If an investigation reveals that the report was frivolously, fraudulently or maliciously made or undertaken for improper motives or made in bad faith or without reasonable and probable basis, disciplinary action may be taken.

Employer

Nothing in this Policy shall be deemed to diminish or impair the rights of the District to manage its employees under any policy or collective agreement; or to prohibit any personnel action which otherwise would have been taken regardless of the reporting of the information.

Reporting a Complaint

1. Employees and stakeholders should submit claims about any reportable activity to the Superintendent, Secretary Treasurer or Board Chair at the School Board Office by either confidential email or regular mail.
2. The report should contain particulars of the alleged improper activity and the name(s) and affiliation of each person involved.

Investigation Procedure

1. Upon receiving a complaint, the Superintendent, Secretary Treasurer or Board Chair will record the receipt of the complaint and determine whether the matter is, in fact, a reportable activity under this procedure.
2. If the complaint is determined to be a legitimate reportable activity, he or she will open an investigation file and commence an investigation in a timely manner.
3. The investigation will include, but will not be limited to, discussions with the reporting employee, the party against whom the allegations have been made and witnesses, as appropriate.
4. Employees will not impede or obstruct any investigation.
5. The Superintendent, Secretary Treasurer or Board Chair may enlist outside legal, accounting or other advisors, as appropriate, to assist in conducting the investigation.

6. It is the obligation of all employees to cooperate in an investigation.
7. Confidentiality will be maintained, and the identity(s) of the person(s) involved, subject to the need to conduct a full and impartial investigation and remedy any violations of law or the Board's Policies.
8. If the investigation establishes that improper activity has occurred, the Board will take appropriate corrective action in a timely manner.
9. Records of all formal and informal resolutions, hearings and reviews will be kept by the Superintendent or Secretary Treasurer.

Annual Report

The Superintendent or Secretary Treasurer shall submit to the Board, in an 'in-camera' meeting, an annual summary of actions taken under this Policy. The summary will include reports received and acted upon during the school year, July 1st to June 30.

Developed: 2021-04-26



PUBLIC INTEREST DISCLOSURE

POLICY STATEMENT

The Board of Education of School District No. 87 (Stikine) is committed to honesty, integrity and accountability in its operations, programs and services, and to promoting a culture of openness and transparency. The School District encourages and supports all personnel in bringing forward reports of unlawful acts and acts of wrongdoing in a manner consistent with the provisions of the British Columbia *Public Interest Disclosure Act* ("PIDA").

The purpose of this Policy and related Procedures is to establish a process, in compliance with PIDA, for employees and trustees to report, in good faith, wrongful or unlawful conduct without fear of retaliation or reprisal.

1. Scope of Policy

This Policy applies to alleged wrongdoing related to the School District's operations or personnel. This Policy does not displace other mechanisms set out in School District Policy for addressing and enforcing standards of conduct, disputes, complaints, or grievances, including issues of discrimination, bullying and harassment, occupational health and safety, or disputes over employment matters or under collective agreements.

2. Definitions

In this Policy and the Procedures, the following capitalized terms are defined as indicated:

"Advice" means advice that may be requested in respect of making a Disclosure or a complaint about a Reprisal under this Policy or PIDA;

"Discloser" means an Employee or Trustee who makes a Disclosure or seeks Advice or makes a complaint about a Reprisal;

"Disclosure" means a report of Wrongdoing made under this Policy and includes allegations of Wrongdoing received by the School District from the Ombudsperson or another government institution for investigation in accordance with PIDA;

"Employee" refers to a past and present employee of the School District;

"FIPPA" means the *Freedom of Information and Protection of Privacy Act*, and all regulations thereto;

"Investigation" means an investigation undertaken by the School District under this Policy or by the Ombudsperson under PIDA;

"Personal Information" has the same meaning set out in FIPPA, namely "recorded information about an identifiable individual", and includes any

information from which the identity of the Discloser or any person who is accused of Wrongdoing or participates in an Investigation can be deduced or inferred;

“**PIDA**” means the *Public Interest Disclosure Act* of British Columbia, and all regulations thereto;

“**Procedure**” means the School District’s Administrative Procedure associated with this Policy, as amended;

“**Reprisal**” means the imposition of, and any threat to impose, discipline, demotion, termination or any other act that adversely affects employment or working condition of an Employee or Trustee because they made a Disclosure, sought Advice, made a complaint about a Reprisal or participated in an Investigation;

“**Trustee**” means a past or present member of the School District’s Board of Education; and

“**Wrongdoing**” refers to:

- a. a serious act or omission that, if proven, would constitute an offence under an enactment of British Columbia or Canada;
- b. an act or omission that creates a substantial and specific danger to the life, health or safety of persons, or to the environment, other than a danger that is inherent in the performance of an employee’s duties or functions;
- c. a serious misuse of public funds or public assets;
- d. gross or systematic mismanagement;
- e. knowingly directing or counselling a person to commit any act or omission described in paragraphs (a) to (d) above.

3. Statement of Principles

- The School District is committed to supporting ethical conduct in its operations, and seeks to foster a culture in which Employees and Trustees are encouraged to disclose Wrongdoing, including by receiving, investigating and responding to Disclosures and by providing information and training about PIDA, this Policy and the Procedures.
- The School District will investigate Disclosures that it receives under this Policy. Investigations under this Policy will be carried out in accordance with the principles of procedural fairness and natural justice.
- The School District will not commit or tolerate Reprisals against any Employee or Trustee who, in good faith, makes a request for Advice, makes a Disclosure, participates in an Investigation or makes a complaint under this Policy.
- The School District is committed to protecting the privacy of Disclosers, persons accused of Wrongdoing and those who participate in Investigations in a manner that is consistent with its obligations under PIDA and FIPPA.

4. Privacy and Confidentiality

All Personal Information that the School District collects, uses or shares in the course of receiving or responding to a Disclosure, a request for Advice, a complaint of a Reprisal,

or conducting an Investigation will be treated as confidential and will be used and disclosed as described in this Policy, the Procedures, PIDA or as otherwise permitted or required under FIPPA and other applicable laws.

5. Reporting

Each year, the Superintendent shall prepare, in accordance with the requirements of PIDA, and make available, a report concerning any Disclosures received, Investigations undertaken and findings of Wrongdoing. All reporting under this Policy will be in compliance with the requirements of FIPPA.

6. Responsibility

The Superintendent is responsible for the administration of this Policy, and shall ensure that training and instruction is available to all Employees and Trustees concerning this Policy, the Procedures and PIDA.

In the event that the Superintendent is unable or unavailable to perform their duties under this Policy, the Superintendent may delegate their authority in writing to the Secretary Treasurer or other senior members of the School District.

Developed: 2023.12.07



CODE TRUSTEE OF CONDUCT

POLICY STATEMENT

The School Act states that the rights, powers, duties, and liabilities of the Board rest only with the legally constituted Board as a whole, and not with individual Trustees or its committees. As members of the Board, Trustees exercise their powers and responsibilities as a matter of public trust, and only when the Board is officially in session.

In order for the Board to operate successfully as an effective corporate entity, and be viewed as such in the eyes of the community members they serve, Trustees must demonstrate the highest standards of conduct, acting honestly, ethically, and must instill confidence and trust among the public, and not bring the District into disrepute.

The Code of Trustee Conduct represents the commitment of the Board to meet this obligation, and is designed to provide Trustees with principles and standards for expected behaviour in accordance to the District's mission, vision, values and priorities.

GUIDING LEGISLATION/REGULATIONS

- *School Act, Part 6*

REGULATION

1. Stikine Board of Education – Composition, Roles and Conduct

- a) The Stikine Board of Education is composed of five (5) members elected for four-year terms.
- b) The members are elected to govern the educational affairs of the whole district.
- c) The Board is considered to be a body politic and corporate having the rights, powers, duties and liabilities set forth in the School Act and as detailed in **Policy No. 103 – Role of a Board of Education**. Only the legally constituted Board and not committees of trustees or individual trustees is endowed with such authority.
- d) The Board exercises its authority in delegating specific and general administrative duties to appropriate employees of the Board, and individual trustees will respect the lines of communication established by the whole Board.

2. Role of Chair

- a) The main duty of the Board Chair is to ensure that each member of the Board has a full and fair opportunity to be heard and understood by his/her peers so that a collective opinion can be developed which is truly based on the thinking of the group.

3. Specific Duties of the Chair

- a) To demonstrate leadership and facilitate effective operation of the Board by helping Board members operate together as a group to accomplish their goals and by helping to resolve differences in philosophy through meaningful debate.
- b) To convene Board meetings and, with the Vice-Chair and Superintendent of Schools, develop the agenda for these meetings. To make certain that trustees are provided with sufficient information to assess the matters before them by arranging for an agenda and information package to be distributed in advance of meetings.
- c) To preside at all regular Board meetings and establish and maintain, with Board members, an atmosphere conducive to permitting calm deliberation with effective and timely conduct of the Board's affairs. To know the basics of parliamentary procedures, to refer to rules of order when necessary and to ensure that all questions are decided with due consideration. To monitor the implementation of directives.
- d) To accept the prime responsibility for the establishment of procedures which have dignity and meaning to members of the public who are in attendance at meetings. To act as a cordial host to delegates, ensuring their presentation is appropriately heard by the Board.
- e) To encourage the Board's attention to policy questions rather than administrative matters.
- f) To encourage the Board to develop and keep up-to-date, the Board's bylaws and policy file to meet the changing needs of the school system. To provide continuing direction for the administration by clarifying the intent of Board policy. To protect the senior administration and staff from inappropriate demands from individual trustees. To work for support and trust of the administration and staff.
- g) To enlist the interest of Board members in the education programs being offered in the schools so that policy making at Board meetings is done intelligently. To keep up-to-date on changes affecting the local education system.
- h) To foster the development of good relationships between the Board and:
 - i) official groups such as the Ministry of Education and Child Care, the local Indigenous communities, and the local municipal government bodies; and
 - ii) the general public, including local community and parent groups.
- i) To assume some responsibility for the orientation of new trustees by introducing them to key representatives of the system and by providing them with background information concerning the operation of the Board and the system.
- j) To act as official spokesperson for the Board and to present the corporate viewpoint on matters relating to Board policy. To represent public school education in the community and to promote public interest and participation in the operation of the school system. To ensure that the press are provided with the information needed to accurately report on Board meetings.

CODE OF TRUSTEE CONDUCT

1. *I will observe the bylaws, policies and regulations of the Stikine Board of Education; the School Act, Regulations and Orders; and other relevant statutes.*
2. *I will devote time, thought and study to trusteeship so that I may render effective and credible service as an advocate for students and public education.*
3. *I recognize that the expenditures of public funds is a public trust and will see that such expenditures are done efficiently, economically and for the best interest of students in my district.*
4. *I will be cognizant of legislation and policy concerning conflict of interest and will abstain from discussing or voting on issues where such conflict exists.*
5. *I will remember at all times that as an individual, I have no legal authority outside the meetings of the Board. My relationships with staff, citizens and media will be conducted on this basis.*
6. *I will abide by majority decisions of the Board and will accept these decisions as essential to the democratic process and will not undermine these decisions.*
7. *I will hold the closed business of the Board in strictest confidence and shall continue to do so even after retiring from the Board.*
8. *I will observe proper decorum and behavior at all times.*
9. *I will treat my fellow Trustees with respect and consideration in order to facilitate a full and open discussion of the business at hand.*
10. *I will endeavor to attend all Board, Committee and external agency meetings to which I am appointed. As a courtesy, I will notify the Board Office or Chair of any absences.*
11. *I will recognize the role of the Superintendent as Chief Executive Officer responsible for the day-to-day administration of the school district and will not in any way interfere with, or undermine his or her authority.*
12. *When members of the public raise concerns regarding the school system, I will refer them to the appropriate Principal or the Superintendent.*



CODE EMPLOYEE OF CONDUCT

POLICY STATEMENT

The Board of Education of School District No 87 (Stikine) is committed to honesty, integrity and accountability in its operations, programs and services, and to the creation of a safe and respectful learning environment for students and a safe and respectful working environment for all employees.

GUIDING LEGISLATION/REGULATIONS

- Professional Standards for BC Educators
- BC Teachers Federation Code of Ethics
- Provincial Standards for Codes of Conduct Order M341/16, September 7, 2016;
Authority: *School Act* 85(1.1), 168(2)(s.1)

REGULATION

1. Employees are placed in a position of trust and act as role models for the students. The Board expects that employees will at all times conduct themselves with personal integrity, honesty and diligence in their interactions with students and in carrying out their duties. It is essential that employees maintain and are perceived to maintain the highest standards of trust and integrity.
2. All employees who hold certificates of qualification issued by the Ministry of Education shall embrace and adhere to the Professional Standards for BC Educators; the BC Teachers Federation Code of Ethics; and individual school Codes of Conduct.
3. Each employee is personally responsible for following the legal, professional and ethical standards that apply to their job function.
4. The conduct and language of employees should meet acceptable social standards common to any professional business environment. Employees are expected to apply the principles of human rights, equity, dignity and respect to their everyday interactions.
5. Employees are expected to come to work wearing appropriate and professional attire. Common sense, reasonableness and good judgment should prevail when selecting work attire that is appropriate for the intended educational activity and in accordance with WorkSafeBC and other safety considerations.
6. Employees are expected to attend work on a regular and consistent basis. The Board will support programs and practices that promote wellness, aid in helping employees to return to work from an absence and promote early intervention strategies to assist employees in improving their attendance.

Developed: 2023.12.07



Extraordinary Field Trip Approval Form

Must be submitted to the Superintendent of Schools a minimum of two months prior to departure.

A. Extraordinary Field Trip Qualification <i>Please note that if you answer YES to ANY of the question in section A your field trip qualifies as extraordinary.</i>			
1. The field trip will be beyond British Columbia, Alberta, Yukon or Alaska.	<table style="width: 100%; border: none;"> <tr> <td style="text-align: center; border: 1px solid black; border-radius: 50%; width: 40px;"><input checked="" type="radio"/> Yes</td> <td style="text-align: center; border: none;">No</td> </tr> </table>	<input checked="" type="radio"/> Yes	No
<input checked="" type="radio"/> Yes	No		
2. The field trip is more than five(5) school days in duration.	<table style="width: 100%; border: none;"> <tr> <td style="text-align: center; border: 1px solid black; border-radius: 50%; width: 40px;"><input checked="" type="radio"/> Yes</td> <td style="text-align: center; border: none;">No</td> </tr> </table>	<input checked="" type="radio"/> Yes	No
<input checked="" type="radio"/> Yes	No		
3. The trip involves special safety considerations (e.g. water, back country, firearms, snowmobiles)	<table style="width: 100%; border: none;"> <tr> <td style="text-align: center; border: none;">Yes</td> <td style="text-align: center; border: 1px solid black; border-radius: 50%; width: 40px;"><input checked="" type="radio"/> No</td> </tr> </table>	Yes	<input checked="" type="radio"/> No
Yes	<input checked="" type="radio"/> No		
B. Trip Information <i>Please note that failure to complete this section with all relevant information may result in rejection of the proposed field trip.</i>			
1. School Name :	Tahltan		
2. Group (Grades):	7-11		
3. Type of Activity:			
4. Purpose of Activity:	Cultural / Curriculum		
5. Departure Date:	May 27 2024		
6. Return Date :	June 4 2024		
7. Schedule of events: (Please attach if inadequate space)			
8. Teacher Supervisors :	Ms. Williams-Freeman		
9. Other School District Supervisors:	Mr. McDowell		
10. Other Non -District Supervisors:	Josh Grimard		

11. Number of Students:	11	
12. Are there students who are opting out of the field trip? (If no proceed to questions 14)	Yes	No
13. Please indicate the reasons students have opted out of the field trip:		
14. Age Range of Students:		
C. Rationale: <i>Please note that failure to complete this section with all relevant information may result in rejection of the proposed field trip.</i>		
1. Relation of Activity to School Goals: (Please explain in detail, attach a separate sheet if inadequate space)	Core Competencies - building mental health Cultural - attending indigenous workshop Science - Aquarium Socials - Medieval Times	
2. Relation of Activity to Curriculum: (Please explain in detail, attach a separate sheet if inadequate space)	First peoples principles social Studies social emotional	
3. Is school time loss a reasonable and justifiable amount?	Yes	No
D. Substitutes:		
1. Are substitutes required?	Yes	No
2. Is a suitable substitute available?	Yes	No
3. Have adequate plans been provided for the substitute?	Yes	No
E. Criminal Record Checks:		
1. Have criminal record checks been completed and returned to the Principal by all persons who will accompany the students on any overnight field trip?	Yes	No
F. Funding:		
1. Is funding assistance required from the school? (If no proceed to questions 3)	Yes	No

2. If yes from which program?	131 Account Sched Bank account	
3. Are any charges to students in accordance to school law? (If no proceed to section G)	Yes	<input checked="" type="radio"/> No
4. Please indicate cost of trip to each students:		
5. Have all students been permitted to participate despite financial difficulties?	<input checked="" type="radio"/> Yes	No
G. Transportation:		
1. Are loading, unloading and parking areas safe?	<input checked="" type="radio"/> Yes	No
2. Has adequate adult supervision been provided in accordance with school policy while travelling?	<input checked="" type="radio"/> Yes	No
3. Is the district bus being used for transportation? (If no proceed to question 6)	Yes	<input checked="" type="radio"/> No
4. Is the driver of the bus a school board employee?	Yes	No
5. Does the driver hold a valid class 4 drivers licence?	Yes	No
6. Are private vehicles being used? (If no proceed to question 13)	<input checked="" type="radio"/> Yes	No
7. Has a volunteer driver form been completed for all drivers?	<input checked="" type="radio"/> Yes	No
8. Are all vehicles in good repair?	<input checked="" type="radio"/> Yes	No
9. Has the driver been informed of the Board regulations on seat belts?	<input checked="" type="radio"/> Yes	No
10. Has the driver been instructed to carry a copy of signed permission forms in the vehicle for all passengers?	<input checked="" type="radio"/> Yes	No
11. Will any of the volunteer drivers be transporting students with allergies? (If no proceed to 13)	Yes	<input checked="" type="radio"/> No
12. Has the driver been informed to inspect the vehicle to ensure that the know allergen is not present in the vehicle?	<input checked="" type="radio"/> Yes	No

13. Is a rental vehicle being used? (If no proceed to question 15)	Yes	<input checked="" type="radio"/> No
14. Does the rental vehicle have a valid school bus permit?	Yes	No
15. Does the trip involve cycling? (If no proceed to section H)	Yes	<input checked="" type="radio"/> No
16. Will everyone be wearing an approved helmet and safety vest?	Yes	No
17. Will pre-trip instructions and on-trip procedures conform to CAN-BIKE principals?	Yes	No
18. During on-road situations, will the student/adult ratio be 8:1 or less?	Yes	No
H. Parent Communication:		
1. Has or will the teacher sponsor provide you with completed parental permission forms?	<input checked="" type="radio"/> Yes	No
2. Has suitable arrangements been made to cope with medical situations listed by the parents?	<input checked="" type="radio"/> Yes	No
3. Has an equipment list been provided to students? (If no proceed to question 5)	<input checked="" type="radio"/> Yes	No
4. Have provisions been made to ensure all students have the required equipment prior to departure?	<input checked="" type="radio"/> Yes	No
5. Have arrangements been made with school administration to notify parents if return times cannot be met?	<input checked="" type="radio"/> Yes	No
6. Has or will the teacher discuss, with students, the code of conduct?	<input checked="" type="radio"/> Yes	No
I. Safety:		
1. Have you attempted to anticipate any hazards, dangers etc. involved?	<input checked="" type="radio"/> Yes	No
2. Please indicate your emergency contact procedures:	Call Get in contact with Board Office and School	

3. If this trip involves cycling, skiing or snowshoeing, will an emergency repair kit be available?	<input checked="" type="radio"/> Yes	<input type="radio"/> No
4. Is this an outdoor education trip? (If no proceed to question 6)	<input type="radio"/> Yes	<input checked="" type="radio"/> No
5. Has the outdoor education site and route been reconnoitered prior to the trip by the teacher sponsor?	<input type="radio"/> Yes	<input type="radio"/> No
6. Does an adult accompanying the group have a first aid certificate?	<input checked="" type="radio"/> Yes	<input type="radio"/> No
7. Will a first aid kit be available?	<input checked="" type="radio"/> Yes	<input type="radio"/> No
8. Please inventory first aid kit. (Attach a separate sheet if inadequate space)		
9. Will firearms be used as a safety precaution on the trip? (If no proceed to question 13)	<input type="radio"/> Yes	<input checked="" type="radio"/> No
10. Please list number of firearms being taken.		
11. Please list gun details including caliber.		
12. Please list all individuals who will be responsible for the firearms and hold a valid FSA certificate.		
13. Does the trip involve swimming or boating? (If no proceed to question 18)	<input checked="" type="radio"/> Yes	<input type="radio"/> No
14. Does at least one adult accompanying the group possess a water safety certificate or will there be a full time life guard?	<input checked="" type="radio"/> Yes	<input type="radio"/> No
15. Does at least one adult accompanying the group possess a pleasure craft operators licence if motor boats are involved?	<input type="radio"/> Yes	<input checked="" type="radio"/> No
16. Will adequate life-saving equipment be available including life jackets for all students?	<input checked="" type="radio"/> Yes	<input type="radio"/> No
17. Will the trip include travel outside the country? (If no please proceed to question 24)	<input type="radio"/> Yes	<input checked="" type="radio"/> No
18. Have parents been advised of the requirement for "out of country" medical insurance?	<input type="radio"/> Yes	<input type="radio"/> No

19. Have the parents been advised of the requirements for verification of citizenship (Passport)?	Yes	No
20. Has a declaration been completed for all students?	Yes	No
21. Have parents been informed of recommended travel vaccines for out of country of travel?	Yes	No
22. Have cultural differences been discussed with students?	Yes	No
23. Have parents been informed of all potential dangers involved in the country of travel?	Yes	No
24. Will ATV's or Snowmobiles be involved in the trip? (If no please proceed to section J)	Yes	No
25. Will all students have helmets?	Yes	No
26. Do you feel that all students who will be operating the ATV's or snowmobiles have the skills and knowledge to do so?	Yes	No
27. Have you reviewed snowmobile and ATV safety with the group?	Yes	No
J. Misc:		
1. Is there anyone attending the trip younger than 19 years of age who is not a student? (If no proceed to question 3)	Yes	No
2. Please list all participants under the age of 19 and reasons for attending.		
3. Have you discussed any potential liability issues with the Secretary Treasurer? (If no proceed to end)	Yes	No
4. Please list all liabilities discussed with the Secretary Treasurer:	Theme park - making sure parents are aware of this activity	

Teachers _____ Date: _____
Signature: _____

Administrator's _____ Date: April 19/2024
Signature: [Handwritten Signature]

Approved Rejected

Superintendent's _____ Date: April 30/2024
Signature: [Handwritten Signature]

Approved Rejected

Board of _____ Date: _____
Trustees _____
Signature: _____

Approved Rejected