



## AGENDA

Wednesday, November 27, 2024, 9:30 AM – 11:00 AM  
**Policy Committee – SD 64 (Gulf Islands)**

Called to order:

- 1. Adoption of Agenda**
- 2. Approval of October 30, 2024, Summary (*attachment*)**
- 3. Policy Section**
  - a. Policy Renovation Project Overview (*attachment*)
  - b. Section 3 Update
    - i. **Policy 400 Student Behaviour and Discipline / AP L4 Student Behaviour and Discipline**
  - c. Section 4 Draft Renovated Policies
    - i. *4.30 Severe Allergic Reaction (to replace Policy 3150 Severe Allergies/Anaphylaxis) (*attachments*)*
    - ii. *4.40 Provision of Menstrual Products (to replace 4270 Provision of Menstrual Products to Students) (*attachments*)*
    - iii. *4.50 Video Surveillance (to replace Policy 3650 Monitoring for the Safety and Security of People and Property) (*attachments*)*
- 4. Other Business / Business Arising**
- 5. Next Meeting:** January 29, 2025, Online
- 6. Adjournment**



Summary  
**Policy Committee – SD 64 (Gulf Islands)**  
October 30, 2024 | 9:30 am

**In attendance:**

**Committee:** Deborah Luporini (committee chair), Rob Pingle, Chaya Katrensky, Tisha Boulter (chair, ex-officio)  
**Trustees:** Jeannine Georgeson (trustee), Greg Lucas (trustee), Nancy Macdonald (trustee)  
**Staff:** Jill Jensen (superintendent), Jesse Guy (secretary-treasurer), Boe Beardsmore (associate superintendent), Lori Deacon (director of corporate services), Anna Szul (executive assistant)  
**Guests (in person):** Katherine Hazen (DPAC), Adrian Pendergast (GIPVP)  
**Guests (online):** Angela Thomas (CUPE), Ian Mitchell (GITA)  
**Regrets:** Lyall Ruehlen (director of instruction)

The meeting was called to order at 9:30 a.m. by Committee Chair Luporini. Chair Luporini acknowledged that this meeting is held on the traditional territories of the Coast Salish peoples. – huy tseep q'u.

**1. Adoption of Agenda**

Adoption of agenda as presented by consensus.

**2. Approval of Summary**

Amended to include DPAC representative Katherine Hazen as being in attendance online. September 25, 2024, Summary adopted by consensus as amended.

**3. Policy Section 3.0: Students, Instruction, and School Operations**

**(a) Draft New Policy**

i. 3.40 District Specialty Programs

There were questions raised to address whether a timeline for review of specialty programs should be added to the policy, or if the information is better suited as an administrative practice.

**ACTION:** Staff will consult Anne Cooper. If recommended to keep as a policy, then the recommendation for Notice of Motion and circulation for feedback will be brought to the November meeting for the Board's consideration.

**(b) Draft Renovated Policies**

i. 3.10 Indigenous Education (to replace current [Policy 530](#) Aboriginal Education)

The policy was renumbered, reorganized and updated to reflect current language.

**ACTION:** Policy Committee recommends that Policy 3.10 Indigenous Education be brought to the next board meeting for circulation and Notice of Motion for adoption.

ii. 3.20 Residential Catchment Areas (to replace current [Policy 525](#) Residential Catchment Areas)



The policy was renumbered and updated to reflect current catchment areas. Amendments were made to remove “children in grades K-8” from the opening paragraph and remove references to “residential” within the title and body of the policy.

**ACTION:** Policy Committee recommends that Policy 3.20 Catchment Areas be brought to the next board meeting, as amended, for circulation and Notice of Motion for adoption. Staff will amend the draft AP A5 as needed.

- iii. 3.30 Fee Paying Students (to replace current Policy 5350 International Education)  
Amendments were made to the draft policy to remove reference to Gulf Islands International Program and highlight Indigenous education.

**ACTION:** Policy Committee recommends that Policy 3.30 Fee Paying Students be brought to the next board meeting, as amended, for circulation and Notice of Motion for adoption.

- iv. 3.60 Student Restraint and Seclusion (to replace current Policy/Procedure 402 Student Restraint and Seclusion)  
Discussion regarding ministry standards, ethical concerns, training requirements, and a suggestion to consult legal and Inclusion BC on the necessity of this policy. There was a shared commitment to minimize the use of restraint and seclusion in schools. It was agreed that the title of the draft policy should be amended to “Emergency Student Restraint and Seclusion”.

**ACTION:** Policy Committee recommends that legal counsel be consulted on Policy 3.60 Student Restraint and Seclusion.

**(c) Policies and Procedures to be Repealed**

- i. Policy 500 Planning for Learning

**ACTION:** Policy Committee recommends that Policy 500 Planning for Learning be repealed.

- ii. Policy 512 Independent Directed Study and Board Authorized Courses

**ACTION:** Policy Committee recommends that Policy 512 Independent Directed Study and Board Authorized Courses be repealed.

- iii. Policy 520 Learning Services  
Inclusive Education will be making this work visible and accessible on the district website.

**ACTION:** Policy Committee recommends that Policy 520 Learning Services be repealed.

- iv. Policy 575 School Calendar

**ACTION:** Policy Committee recommends that Policy 575 School Calendar be repealed.

- v. Policy and Procedure 430 Student Records



**ACTION:** Policy Committee recommends that Policy and Procedure 430 Student Records be repealed.

- vi. Policy and Procedure 5400 Scholarships, Bursaries and Awards  
The board discussed the substantial funds are distributed to graduating students and the importance of transparency and accountability. Staff have identified a need and will create an administrative practice to guide accounting processes for the receipt of bursary and scholarship donations.

**ACTION:** Policy Committee recommends that Policy and Procedure 5400 Scholarships, Bursaries and Awards be repealed in favour of an administrative practice in development.

- vii. Policy 420 Student Interviews by Outside Agencies

**ACTION:** Policy Committee recommends that Policy 420 Student Interviews by Outside Agencies be repealed.

**(d) Policies and Procedures to be Repealed in Favour of Administrative Practices**

- i. Procedure 300 Health and Safety
- ii. Policy and Procedure 400 Student Behaviour and Discipline
- iii. Procedure 420 Student Interviews by Outside Agencies
- iv. Procedure 525 Residential Catchment Areas and Form 525-1
- v. Procedure 5350 International Education

**ACTION:** Policy committee recommends that Procedure 300 Health and Safety, Policy and Procedure 400 Student Behaviour and Discipline, Procedure 420 Student Interviews by Outside Agencies, Procedure 525 Residential Catchment Areas and Form 525-1 and Procedure 5350 International Education be repealed in favour of administrative practices.

**(e) Overview of Administrative Practices**

- i. AP S3 Creating and Managing a Healthy and Safe Workplace
- ii. AP L4 Student Behaviour and Discipline
- iii. AP A5 Student Registration and Out-of-Catchment Requests
- iv. AP L6 International Education
- v. AP L5 Student Interviews by Outside Agencies

**4. Other Business / Business Arising**

**5. Next Meeting:** November 27, 2024, Microsoft Teams

**6. Adjournment:** 11:12 a.m.

# SD 64 (GULF ISLANDS) POLICY REVISION PROJECT



## POLICY RENOVATION WORKING SESSION NOVEMBER 27, 2024

### A. SECTION 3 POLICIES – UPDATE

In light of the conversation regarding Policy 402 Student Restraint, and the emergency nature of the actions of restraint and seclusion, that policy will be renumbered and included in Section 4 Health and Safety as policy 4.20 Student Physical Restraint and Seclusion in Emergency Circumstances. Further investigation regarding this topic is underway.

[Policy 400 Student Behaviour and Discipline](#) was returned to the policy committee from the Board for further discussion. Procedure 400 was repealed and [AP L4 Student Behaviour and Discipline](#) is now published on the District website.

Policy 3.30 Fee Paying Students will be revisited at a later meeting. The current [policy 5350 International Education](#), and the newly published AP A14 Fee-Paying Student Registration and Program Delivery are in place and sufficient until June 30<sup>th</sup> and/or new Policy language is adopted.

Once Student Behaviour/Discipline and Fee Paying Student policies are addressed, Section 3 Students, Instructions and School Operations of policy renovation will be concluded.

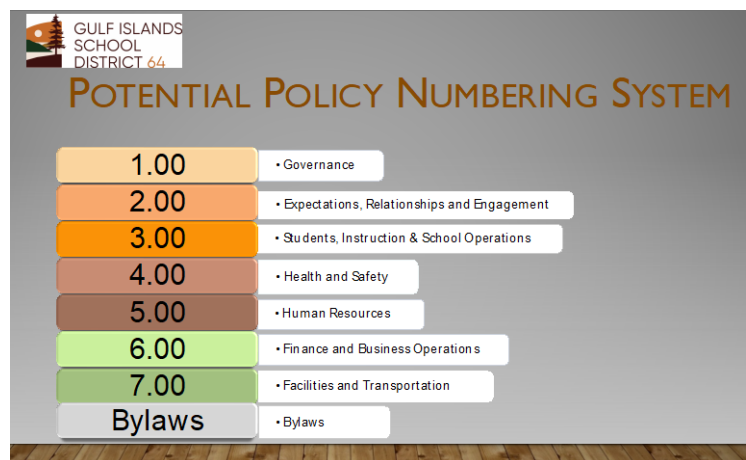
### B. SECTION 4.00 HEALTH AND SAFETY – ANALYSIS AND INITIAL ORGANIZATION

The committee may recall our tentative organization for the overall policy manual, as summarized to the right. Section 4.00 content is to be considered at this meeting.

All current policies have been reviewed and those that would be suitable for Section 4.00 Health and Safety have been identified. Current documents exist in Sections 300, 3000 and 4000.

For this meeting, we also wish to have a robust discussion regarding the prevalence of documents within current policy and procedures that can be repealed or established as Administrative Practices. The suggested organization of policies to be retained within this section is outlined below.

Groupings have been made with the first decimal place flagging a key topic. Policies reviewed by the committee are highlighted in green. *Current procedures are noted in italics*. Policies for consideration at this meeting have blue highlighting with the corresponding current documents hyperlinked in the right



column.

Suggested Policy Number and Name	Previous Policy or Procedure
4.10 Healthy and Safe Environments	<a href="#">300 Health and Safety</a>
4.20 Student Physical Restraint and Seclusion in Emergency Circumstances	<a href="#">402 Student Restraint and Seclusion</a> <i><a href="#">Procedure 402 Student Restraint and Seclusion</a></i>
4.30 Severe Allergic Reaction	<a href="#">3150 Severe Allergies/Anaphylaxis</a>
4.40 Provision of Menstrual Products	<a href="#">4270 Provision of Menstrual Products to Students</a>
4.50 Video Surveillance	<a href="#">3650 Monitoring for the Safety and Security of People and Property</a>

### C. SECTION 4 POLICIES/PROCEDURES THAT ARE RECOMMENDED FOR REPEAL IN FAVOUR OF ESTABLISHING THE CONTENT AS AN ADMINISTRATIVE PRACTICE:

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The current policies and *procedures* below are recommended to be repealed and the content moved to an Administrative Practice to provide the necessary guidance to the system. References to related 'written guidance' is provided in red italics, as a hyperlink, to assist with drafting of administrative practices.

- C.1. [3050 Emergency Management and Response](#)
- C.2. [3050-1 Student Release- Information Form](#)
- C.3. [3050-2 Student Release – Action Form](#)
- C.4. [3051 Fire Management and Response](#)
- C.5. [3052 Earthquake Management and Response](#)
- C.6. [3053 Critical Incident Management and Response \(already AP S2\)](#)
- C.7. [3054 Search and Seizure](#)
- C.8. [3054 Search and Seizure](#)
- C.9. [3055 Weapons and Dangerous Objects](#)
- C.10. [3055 Weapons and Dangerous Objects](#) (*probable cause moved to search and seizure AP– rest captured critical incident content to be included in S2*)
- C.11. [3056 Unwelcome Visitors/Intruders](#)
- C.12. [3056 Unwelcome Visitors/Intruders](#)
- C.13. [3060 Emergency School Closures](#)
- C.14. [3060 Emergency School Closures](#)
- C.15. [3100 Intoxicating and Controlled Substances](#)
- C.16. [3100 Intoxicating and Controlled Substances](#)

*Tobacco and Vapour Products*  
*Coastal Health resources*

- C.17. [3150-1 Severe Allergies/ Anaphylaxis](#)
- C.18. [3150-1 Severe Allergies/ Anaphylaxis Action Form](#)  
*Reporting Child Abuse*  
*BC Handbook for Action on Child Abuse and Neglect*
- C.19. [3550 First Aid and Accident Reports](#)
- C.20. [3550 First Aid and Accident Reports](#)
- C.21. [4260 Student Illness/Injury](#)
- C.22. [4260 Student Illness/Injury](#)  
*WorkSafe: Report a workplace injury and disease*
- C.23. [3650 Monitoring for the Safety and Security of People and Property](#)
- C.24. [4250 Student Medical Care Plan and Medication](#)
- C.25. [4250 Student Medical Care Plan and Medication](#)
- C.26. [4250-1 Care Plan for Serious Medical Condition Form](#) *Form*
- C.27. [4250-2 Administration of Oral/Topical Medication Form](#) *Form*
- C.28. [4250-3 School Log of Actions and Administration of Medications](#) *Form*
- C.29. [4250-4 Diabetes Support Plan](#) *Form*  
*Coastal Health School Health Medical Management Resources*  
*Island Health – Healthy Schools*

## D. POLICIES/PROCEDURES INFORMED BY PROVINCIAL LEGISLATION, MINISTERIAL ORDERS, OR MINISTRY POLICY RECOMMENDED FOR REPEAL:

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The policies noted below are informed by Ministry of Education and Child Care Policy, Ministerial Orders, Coast Health guidance and Worksafe BC guidance. They are recommended for repeal. The reference to related 'written guidance' is provided in red italics, as a hyperlink.

- D.1. [303 Accident Prevention and Safety Procedures](#)*WorkSafe BC Health & Safety Programs*  
*Managing Safety from the Supervisor's Perspective*
- D.2. [3050 Emergency Management and Response](#)  
*Emergency Management Planning for Schools, Districts and Authorities*
- D.3. [3051 Fire Management and Response](#)  
*Fire Prevention Officers' Association of BC Fire Safety Planning*
- D.4. [3052 Earthquake Management and Response](#)  
*BC Earthquake Preparedness*
- D.5. [3053 Critical Incident Management and Response](#)
- D.6. [3120 Communicable Diseases](#)
- D.7. [3120 Communicable Diseases](#)  
*Provincial Communicable Disease Guidelines for K-12 setting*  
*Island Health – Communicable Disease Prevention and Control*
- D.8. [3700 School Pest Management](#)
- D.9. [3700 School Pest Management](#)  
*WorkSafeBC Pesticides & Fumigants*

D.10. [3850 Pediculosis \(Head Lice\)](#)

*Island Health Head Lice*

## E. ADMINISTRATIVE PRACTICES TO BE DEVELOPED:

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Administrative Practices will be developed and shared for information in accordance with our Administrative Practice A1 Development of Administrative Practices section 4.3 *“For Administrative Practices that have broad affect and are replacing existing policy, and represent a significant change to policy or Practice, the Superintendent will provide an overview, or a walk-through of the practice, with the Policy Committee of the Board.”*





### Policy 4.30 Severe Allergic Reaction

The Board of Education recognizes that it has a duty of care to students who are at risk from life-threatening allergic reactions while under school supervision. The Board also recognizes that this responsibility is shared among the student, parents, the school system and health care providers.

The purpose of this policy is to minimize the risk to students with severe allergies to potentially life-threatening allergens without depriving the severely allergic student of normal peer interactions or placing unreasonable restrictions on the activities of other students in the school.

While the Board cannot guarantee an allergen-free environment, the Board will take reasonable steps to provide an allergy-safe, allergy-aware and supportive environment for students with life-threatening allergies.

The Superintendent is responsible to develop Administrative Practices designed to ensure that:

- students at risk are identified,
- records are kept for each identified anaphylactic student,
- emergency procedure plans and education plans are established,
- strategies are in place to minimize the potential for accidental exposure,
- storage and medication administration processes are established
- staff and key volunteers are trained consistent with the Anaphylactic Framework
- processes are in place for principals to monitor and report information about anaphylactic incidents to the board in aggregate form

Principals are responsible for ensuring that schools create and maintain as safe, healthy, and inclusive an environment as possible for students who suffer from life-threatening allergies that can result in an anaphylactic reaction.

#### **Definition**

Anaphylaxis refers to a collection of severe allergies affecting multiple systems in the body. The most dangerous symptoms include breathing difficulties and a drop in blood pressure or shock, all of which are potentially fatal.



## Policy ~~3150-4.30~~ Severe Allergic Reactions/Anaphylaxis

### **Rationale:**

The Board of Education recognizes that it has a duty of care to students who are at risk from life-threatening allergic reactions while under school supervision. The Board also recognizes that this responsibility is shared among the student, parents, the school system and health care providers.

The purpose of this policy is to minimize the risk to students with severe allergies to potentially life-threatening allergens without depriving the severely allergic student of normal peer interactions or placing unreasonable restrictions on the activities of other students in the school.

While the Board cannot guarantee an allergen-free environment, the Board will take reasonable steps to provide an allergy-safe, allergy-aware and supportive environment for students with life-threatening allergies.

The Superintendent is responsible to develop Administrative ProceduresPractices designed to ensure that:

- students at risk are identified.
- records are kept for each identified anaphylactic student.
- emergency procedure plans and education plans are established.
- strategies are in place to minimize the potential for accidental exposure.
- storage and medication administration processes are established
- staff and key volunteers are trained consistent with the Anaphylactic Framework
- processes are in place for principals to monitor and report information about anaphylactic incidents to the board in aggregate form

Principals are responsible for ensuring that schools create and maintain as safe, healthy, and inclusive an environment as possible for students who suffer from life-threatening allergies that can result in an anaphylactic reaction.

### **Definition**

Anaphylaxis refers to a collection of severe allergies affecting multiple systems in the body. The most dangerous symptoms include breathing difficulties and a drop in blood pressure or shock, all of which are potentially fatal.



~~"Anaphylaxis is a serious allergic reaction that is rapid in onset and can possibly be fatal. Food and insect stings are the most common allergens to trigger such a reaction. The highest incidence of anaphylaxis occurs in school-aged children, making it essential that schools have an anaphylactic safety plan."~~

### **Definitions:**

- ~~1. **Anaphylaxis** refers to a collection of severe allergies affecting multiple systems in the body. The most dangerous symptoms include breathing difficulties and a drop in blood pressure or shock, all of which are potentially fatal.~~
- ~~2. Common examples of potential **allergens** include certain foods, animals, plants, insect stings, or a wide range of other substances, including scented products, cleaners, chemicals, and other materials affecting air quality.~~

~~This policy ensures that students at risk are identified, strategies are in place to minimize the potential for accidental exposure, and staff and key volunteers are trained to respond in an emergency situation.~~

~~The board authorizes the Superintendent of Schools to create and oversee implementation of all procedures and forms required under this Policy.~~

~~All schools in School District No. 64 must implement the steps outlined in school district procedures on anaphylaxis, which include:~~

- ~~1. a process for identifying anaphylactic students;~~
- ~~2. a process for keeping a record with information relating to the specific allergies for each identified anaphylactic student to form part of the student's Permanent Student Record;~~
- ~~3. a process for establishing an emergency procedure plan, to be reviewed annually, for each identified anaphylactic student to form part of the student's student record;~~
- ~~4. an education plan for anaphylactic students and their parents to encourage the use by anaphylactic students of Medic Alert identification;~~



- 5. ~~procedures for storage and administering medications, including procedures for obtaining preauthorization for employees to administer medication to an anaphylactic student; and~~
- 6. ~~a process for principals to monitor and report information about anaphylactic incidents to the board in aggregate form.~~



## Policy 4.40 Provision of Menstrual Products

The Board of Education is committed to making menstrual products available to students of all gender identities or expressions who may require them, in a manner that protects student privacy.

The Board will provide for barrier free, easily accessible menstrual products at no cost to students in school washrooms and will consider student feedback with respect to the provision of menstrual products.

The Superintendent will establish Administrative Practices regarding the provision of menstrual products to students.



## Policy ~~4270-4.40~~ Provision of Menstrual Products ~~to Students~~

### Rationale:

The ~~School District No. 64~~ Board of Education is committed to ~~providing~~ making menstrual products available to students of all gender identities or expressions who may require them, in a manner that protects student privacy.

The Board will provide for barrier free, easily accessible menstrual products at no cost to students in school washrooms and will consider student feedback with respect to the provision of menstrual products.

The Superintendent will establish Administrative Practices regarding the provision of menstrual products ~~to students~~.

### Policy:

~~The Board will:~~

- ~~a. — ensure menstrual products are made available to students of all gender identities or expressions in a manner that protects student privacy;~~
- ~~b. — provide for barrier free, easily accessible menstrual products at no cost to students;~~
- ~~c. — provide menstrual products in school washrooms; and,~~
- ~~d. — consider student feedback with respect to the provision of menstrual products.~~

~~School district staff will develop procedures regarding the provision of menstrual products to students.~~



### Policy 4.50 Video Surveillance

For reasons of enhancing the safety of students, staff and others on school premises and maintaining, protecting and otherwise controlling and securing district property, the Board of Education authorizes the use of video surveillance equipment, where circumstances indicate that it supports these purposes.

The Board recognizes their responsibility to provide a learning and working environment for students, staff and others that recognizes the right to assemble and associate without undue intrusion on personal privacy balanced with commitment for the protection of District property and the property of others.

The use of video surveillance shall comply with all federal and provincial legislation and regulation. In no case, is video surveillance intended to monitor the work of employees.



### Policy 3650-4.50 ~~Monitoring for the Safety and Security of People and Property~~ Video Surveillance

For reasons of enhancing the safety of students, staff and others on school premises and maintaining, protecting and otherwise controlling and securing district property, the ~~School District No. 64~~ Board of Education authorizes the use of video surveillance equipment ~~on district property~~, where circumstances ~~have shown that indicate that~~ it is ~~necessary supports for these purposes, and that the benefits outweigh the impact on the privacy of those observed.~~

The Board recognizes their responsibility to provide a learning and working environment for students, staff and others that recognizes the right to assemble and associate without undue intrusion on personal privacy balanced with commitment for the protection of District property and the property of others.

~~The board recognizes both its legal obligation to provide appropriate levels of supervision in the interests of student safety, and the fact that students have privacy rights, which are reduced but not eliminated while at school or participating in school functions wherever held.~~

The use of video surveillance shall comply with all federal and provincial legislation and regulation. In no case, is video surveillance intended to monitor the work of employees. Thus video surveillance, like other forms of supervision, must be carried out in a way that respects the privacy rights of students, staff and others. Recordings made are subject to the provisions of the Freedom of Information and Protection of Privacy Act (FIPPA).