



1.0 GOVERNANCE

1.1 VISION

Our Vision is a community engaged in the pursuit of lifelong learning and educational excellence.

1.2 MISSION

Our Mission is to enable and inspire our students to realize their full potentials, as knowledgeable, confident and contributing citizens in a global community.

1.3 VALUES STATEMENT

1.3.1 Engaged, Lifelong Learning for an Engaged Community. We believe in a dynamic invigorating and current educational environment that engages learners educationally, intellectually, physically, socially and emotionally. We support and enhance the Sunshine Coast's identity as a centre for innovation, creativity, critical thinking, environmental awareness, and participation in community, volunteerism and the arts. Families and communities play a key role in the education of children, and it is vital that our public schools are welcoming, inclusive centres for family involvement and lifelong learning. We are excited about the opportunities and choices our students will have in the global community – as responsible, informed, skilled and compassionate citizens.

1.3.2 Accessibility, Diversity and Equity of Opportunity. Public education on the Sunshine Coast is an authentic reflection of our unique local communities – yet also reaches far beyond. No other educational choice or organization on the Sunshine Coast offers the exposure to opportunities and genuine diversity that we do. We ensure that every student has the support, resources, options and teaching in order to realize and reach his or her full potential. The cultural diversity of our students, staff and communities is an asset to be treasured and respected in our schools. We feel honoured to operate on the traditional territories of the Sechelt and Squamish Nations, to welcome their cultures into our schools, and to work together for our students' educational needs and values.



1.3.3 **Health, Social Responsibility and Environmental Sustainability.** It is essential that our students are safe, healthy and comfortable in their learning environments. Emotional and physical health must be free from bullying and discrimination, and enriched through physical activities, extra-curricular opportunities, positive social interactions and community connections. Environmental sustainability is key to both responsible citizenship and a healthy future, and we play a fundamental role in advancing it through education, from our schools on out to our local and global communities.

1.3.4 **Transparency, Accountability and Fiscal Responsibility.** Clear, respectful and reciprocal communications are central to public education, from student expectations through to board expectations. The best way to achieve accountability is by the community being aware of and openly engaged in decisions, budgets, challenges and other aspects of public education governance. We take the responsibility for public education – and the public’s trust – very seriously, as a significant tax investment, and a far greater societal investment. Programs and services must be delivered as efficiently and effectively as possible.

1.3.5 **Honesty, Trust and Recognition.** Co-operation holds our local public education system together. For a function as imperative and sensitive as the education of our children, we place strong ethics in high regard. Especially in a small “community of communities,” it is critical that we foster and maintain an atmosphere of mutual trust and respect. The contributions and achievements of students, staff, parents and other community members are to be recognized, celebrated, and cherished.

1.4 **ROLE OF THE BOARD**

On behalf of the students and citizens of the Sunshine Coast, the Board shall:

- 1.4.1 Ensure the school district operates with a clear set of Values, a Vision and a Mission Statement that are reflective of our community, and our students’ needs.
- 1.4.2 Develop, carry forward and regularly evaluate a Strategic Plan that sets direction and other planning for School District No. 46 (Sunshine Coast).



- 1.4.3 Adopt and review policies and long-term planning that establish a clear assignment of roles, responsibilities, accountability and evaluation among the Board and senior administration.
- 1.4.4 Protect the integrity of the community, students and public education by fostering an atmosphere of trust, respect and confidence free of discrimination, harassment, and any financial or ethical impropriety.
- 1.4.5 Make decisions as a corporate body, with individual trustees having no authority to direct staff, or act or speak for the Board or school district.
- 1.4.6 Adopt an annual budget.
- 1.4.7 Select and evaluate the Superintendent of Schools.
- 1.4.8 Take responsibility for the appointment and reassignment of key administrative personnel, including principals and vice-principals, after being presented with recommendations from the Superintendent.
- 1.4.9 Comply with other statutory responsibilities such as the appointment of an auditor, and submission of Achievement Contract, School Growth Plans, School Calendar and Capital Plan.
- 1.4.10 Emphasize strong and balanced communications in support the Board's Vision, Mission, Values and Strategic Plan, informing the community about (a) education issues; (b) services, programs and processes; (c) local and provincial goals, plans and policies; and facilitating community involvement in district and school planning.
- 1.4.11 Create appropriate partnerships with other agencies to facilitate effective and efficient delivery of education and other services to the citizens of the Sunshine Coast.
- 1.4.12 Promote the continuity of governance capability by training and developing its trustees, including prompt orientation of new members.

1.5 ROLE OF THE TRUSTEE

The Board and Trustees shall operate in an ethical, respectful and professional manner. Consequently, trustees shall:



- 1.5.1 Be prepared for the work of the Board by devoting time, thought and study to meeting agendas, policies and bylaws, rules of order, provincial educational issues, community issues, the Board strategic plan and other relevant information.
- 1.5.2 Attend all Board meetings, working sessions, and meetings of all committees of which they are Board-appointed members, except when absence is necessary.
- 1.5.3 Be loyal and accessible to the community at large, superseding any conflicting loyalties to employee, advocacy or interest groups; political parties; other councils or boards; individual employees, schools, electoral areas or communities; or personal interests.
- 1.5.4 Work harmoniously with all other trustees in the spirit of openness, cooperation and trust; respect and encourage the free and appropriate expression of opinions by other trustees; and not withhold from the Board any information necessary to make an informed decision.
- 1.5.5 Abstain from discussing or voting on issues when in a conflict of interest, as defined by legislation, policy or personal declaration, always disclosing the nature of any conflict to the Board.
- 1.5.6 Be knowledgeable and respectful of the roles of those who work with and for the Board.
- 1.5.7 Endeavour to fairly, impartially and equitably ensure the district and schools are administered by the most qualified and appropriate personnel.
- 1.5.8 Respect and maintain the confidentiality of confidential business of the Board and School District No. 46 (Sunshine Coast), including individual statements and opinions expressed in closed sessions.
- 1.5.9 Immediately share with the Board and/or senior administration, through the Board Chair, any significant information that may impact the Board or School District No. 46 (Sunshine Coast).
- 1.5.10 When appointed to a liaison position, faithfully keep apprised of any concerns or circumstances of the particular school, PAC or external organization that are relevant to the Board, and report them to the Board Chair for the arrangement of appropriate discussion, decision or delegation.
- 1.5.11 Share any materials or ideas gained from external professional development activities with the Board.



- 1.5.12 Recognize that any interactions they have as individuals with staff, the public, press or other entities lack board authority; and always clarify, within reason, that personal, individual opinions do not reflect the corporate position of the Board.
- 1.5.13 Refrain from getting involved in or expressing judgments on any school-level disputes or concerns, but listen to complainants and refer them to the district's Complaints and/or Appeals process.
- 1.5.14 Carry out their fiduciary duty to vote on every motion before the Board, expressing their opinions during Board debate, but always abiding by majority decisions of the Board.
- 1.5.15 Make no disparaging remarks or accusations, in or out of Board meetings and including in election campaigns, about other members of the Board or their opinions, nor about Board employees.
- 1.5.16 Conduct themselves in a manner that represents the Board and School District No. 46 (Sunshine Coast) in a positive light, taking no action that compromises, or will compromise, the Board and its decisions.
- 1.5.17 Comply with Policy 1.5 (Role of the Trustee), and all policies and bylaws of the Board of School District No. 46 (Sunshine Coast).

1.6 ROLE OF THE CHAIR

- The Chair shall protect the integrity of Board process, co-ordinate the business of the Board through agenda-setting, represent the Board to outside parties, and speak on behalf of the Board. Consequently, the Chair shall:
- 1.6.1 Maintain a strong understanding of the Board's policies, bylaws, rules of order and strategic plan, and holds the Board to its rules.
 - 1.6.2 Ensure that meeting agendas and discussions are limited to those issues which, according to Board and provincial policy, are clearly in Board jurisdiction.
 - 1.6.3 Facilitate reasonable opportunity of every trustee to be heard and understood by the Board, and takes responsibility for developing and articulating a collective Board position.
 - 1.6.4 Chair Board meetings with all the commonly accepted powers (e.g. ruling, recognizing), and keeps deliberation timely, fair, orderly, thorough and efficient.



- 1.6.5 Vote while presiding over a meeting only when it will change the outcome of the decision.
- 1.6.6 Make decisions and representations on behalf of the Board which fall within and are consistent with any reasonable interpretation of Board policy, motions and planning, and will keep the Board informed of such decisions and representations.
- 1.6.7 Coordinate and encourage input, concerns, ideas and information from trustees and senior administration, and oversee either the placement of these items on Board agendas, or appropriate delegation of them to the Superintendent, Secretary-Treasurer or Board committee in accordance with Board policy.
- 1.6.8 Establish a professional, working relationship with the Superintendent that emphasizes the clarification of Board directives; the sharing of information and trustee/community concerns; determination of accurate, thorough and up-to-date information to support Board decision-making; and a coherent and consistent division of district leadership.
- 1.6.9 Appoint members of Board Standing Committees and Ad-hoc Committees, and representatives/liaisons to external organizations and committees.
- 1.6.10 Delegates duties to the Vice-Chair, including facilitating the transfer of all duties when the Chair is to be absent.

1.7 ROLE OF BOARD COMMITTEES

- The Board shall appoint standing committees and ad hoc committees to help carry out its governance responsibilities in accordance with Procedural Bylaw 8000. Consequently, committees:
- 1.7.1 Are constituted to directly assist the Board by preparing policy alternatives, considering implications and recommending possible actions to be taken by the Board.
 - 1.7.2 Shall not interfere with the wholeness of the Board's job, nor speak or act for the Board except when formally given such authority for specific, time-limited purposes.
 - 1.7.3 Shall operate within the Terms of Reference approved by the Board, except when given other assignments by Board motion.
 - 1.7.4 Shall have their agendas managed and set by Committee chairs, but every item must be either assigned by the Board, or by the Board's agenda-setting process.



- 1.7.5 Should provide a means of receiving stakeholder/community input, when appropriate, in an open, inviting and efficient manner.
- 1.7.6 May serve as venues for staff, external or trustee presentations, within each committee's Terms of Reference.
- 1.7.7 Shall be appointed by the Chair annually at the January regular Board meeting.
- 1.7.8 Shall include but not be limited to:
- i) Policy Standing Committee:
Terms of Reference: The Policy Committee shall draft revisions to existing policies and bylaws, review draft regulations prior to receipt by the Board and present all such drafts to the Board for its consideration. By board motion, the Policy Committee shall be directed to draft and revise specific policies and bylaws. The Committee shall maintain a constant, orderly review of all Board policies.
 - ii) Finance, Facilities and Transportation Standing Committee:
Terms of Reference: The Finance, Facilities and Transportation Committee shall review the district budget, proposed plans related to school sites and buildings and the Annual Facilities Grant; make recommendations regarding the Annual Capital Plan budget submission to the Ministry of Education; consider all matters related to community use of school facilities; and review levels of service and cost of our busing system.
 - iii) Education Standing Committee:
Terms of Reference: The Education Committee shall review and consider the governance of educational issues including curriculum, programs, assessment and student achievement. The Education Committee may, when appropriate, consult with stakeholders on the governance of these issues.
 - iv) Trustee Honorarium Ad-hoc Committee:
Terms of Reference: At the beginning of the second year of each Board's term, the Chair will strike an ad hoc committee to review trustee honorariums and the committee shall bring recommendations to the Board on or before the regular Board meeting in March of that year.



1.8 SCHOOL PLANNING COUNCILS

The Board of School Trustees of School District No. 46 (Sunshine Coast) supports the establishment of School Planning Councils for the purposes set out in the *School Act*.

The Board recognizes its responsibility to ensure that School Planning Councils function effectively and in accordance with ethical standards and the *School Act* to represent the school community in the process of school planning.

- 1.8.1 Where a school is able to supply volunteer representatives as contemplated by the *Act*, the Board of School Trustees will establish a School Planning Council for that school. Where no teacher or parent representatives are put forward within a reasonable period, the School Board shall consider whether it will make appointments to a School Planning Council for that school.
- 1.8.2 No remuneration to members shall be provided other than reasonable and necessary expenses.
- 1.8.3 The Board of School Trustees shall consult with the School Planning Council as required by the *School Act*. Consultation here is defined as the process where the School Board seeks advice from the School Planning Councils, the Board considers the advice and accepts, modifies or rejects the advice given the best information available.

1.9 TRUSTEE ORIENTATION

The Board believes an orientation program is necessary for effective trusteeship.

- 1.9.1 The district will offer an orientation program prior to January 31 after an election for all newly elected trustees that provides information on:
 - (a) role of the trustee and the Board;
 - (b) organizational structures and procedures of the district;
 - (c) Board policy, agendas and minutes;
 - (c) existing district initiatives, annual reports, budgets, financial statements, and long-range plans;
 - (d) district programs and services;
 - (e) Board's function as an appeal body; and
 - (f) statutory and regulatory requirements, including responsibilities with regard to conflict of interest.
- 1.9.2 The Board will provide financial support for trustees to attend British Columbia School Trustees' Association-sponsored orientation seminars.



- 1.9.3. The Board Chair and Superintendent are responsible for developing and implementing the District's orientation program for newly elected trustees.
- 1.9.4. Incumbent trustees are expected to participate in orientation and help newly elected trustees become informed about functions, policies, and procedures.

8000 PROCEDURAL BYLAW

8000-1.0 INAUGURAL MEETINGS

- 1.1 The Secretary-Treasurer for the school district shall convene a first meeting of the Board within thirty (30) days from December 1 immediately following a general local election.
- 1.2 The Secretary-Treasurer shall announce the results of trustee elections and confirm that all trustees have completed the declaration and taken the oath of office as required by the *School Act*.
- 1.3 The Secretary-Treasurer shall call for nominations for Board Chair (seconding is not necessary) and conduct a vote by ballot in which that person receiving a clear majority shall be elected Board Chair for the ensuing year. If no person receives a clear majority, further ballots shall be taken until the same is achieved or, if after a second ballot a tie shall occur, the election shall be decided by drawing lots.
- 1.4 The Chair so elected shall assume the chair for the remainder of the meeting.
- 1.5 The Board shall proceed to elect a Vice-Chair, a BC Public School Employers' Association representative and a BC Trustees' Association representative in the same manner as the election of the Chair.
- 1.6 Following the elections the order of business shall be:
 - (a) passage of banking resolutions and appointment of signing officers;
 - (b) appointment of time and place for meetings.

8000-2.0 REGULAR MEETINGS

- 2.1 A regular meeting shall be held at least once per month September to June. Additional meetings shall be held as the Board may decide.
- 2.2. At the appointed time for commencement of a meeting the presiding officer shall ascertain that a quorum (as defined in the *School Act*) is present before proceeding to the business of the meeting. If a quorum has not been made within one-half hour after the



- appointed time, the meeting shall stand adjourned until the next regular meeting date or until another meeting shall have been called in accordance with this bylaw.
- 2.3 The agenda and notice of meetings shall be prepared under the direction of the Chair, who shall consult with the Superintendent. Agenda items are to be submitted to the Chair, in writing, at least eight (8) working days before the scheduled meeting. Written notice of each meeting, together with the proposed agenda, must be given at least forty-eight (48) hours in advance to each trustee by delivery to the place designated by him or her. Non receipt by a trustee shall not void the proceedings.
- 2.4 A change in the order of business may be made if a resolution is passed by a simple majority.
- 2.5 A regular meeting shall stand adjourned at two and one-half (2-1/2) hours after its commencement unless a resolution is passed by a two-thirds (2/3) majority to extend the hour of adjournment.
- 2.6 *Scheduled Presentations*
- 2.6.1 Requests to make a presentation before the Board shall be submitted to the Chair at least eight (8) working days before the scheduled meeting.
- 2.6.2 After the scheduled presentation, Board members may ask questions. Except in extraordinary circumstances, no formal response will be given until a later date.
- 2.6.3 Presentations at regular meetings may include objective criticism of school operations and/or programs, but may not include complaints about school personnel or other persons.
- 2.6.4 Speakers shall be allotted fifteen (15) minutes for a presentation, although the time allotment may be extended up to an additional fifteen (15) minutes more by a majority vote of the Board.
- 2.7 *Unscheduled Presentations*
- 2.7.1 Individual members of the public attending a regularly scheduled Board meeting may be permitted to address the Board spontaneously for a five (5) minute period.
- 2.7.2 Spontaneous addresses shall be permitted in the following circumstances:
(a) if the issue is urgent;



(b) if the information is significant to a decision to be made by the Board at that meeting;

(c) if the issue has arisen since the deadline in 2.6.1;

(d) if new information has come to light since the deadline in 2.6.1.

8000-2.7.3 Decisions to permit a spontaneous address or to extend the time limit shall be made by Board motion.

8000-3.0 SPECIAL MEETINGS

3.1 A special meeting of the Board may be called by the Chair or, upon written request by a majority of the trustees, shall be called by the Secretary-Treasurer. No business other than that for which the meeting was called shall be conducted at the meeting.

8000-3.2 Written notice of a special meeting and an agenda shall be given to each trustee at least forty-eight (48) hours in advance of the meeting. Delivery of a written notice and the agenda may be waived by resolution, provided all reasonable steps have been taken to notify all trustees of the meeting.

8000-4.0 CLOSED MEETINGS

4.1 Business will be conducted in closed session when, in the opinion of the Board, it is of such a nature that the public interest so requires. Unless otherwise determined by the Board, the following matters shall be considered in closed session:

(a) salary claims and adjustments and consideration of requests of employees and Board officers with respect to collective bargaining procedures;

(b) accident claims and other matters where Board liability may arise;

(c) legal opinions respecting the liability or interest of the Board;

(d) the conduct, efficiency, discipline, suspension, termination or retirement of employees;

(e) medical reports of a personal nature;

(f) matters pertaining to individual students including the conduct, discipline, suspension or expulsion of pupils, truancy and indigent pupils;

(g) staff changes including appointments, transfers, resignations, promotions and demotions;



- (h) purchase of real property including the designation of new sites, consideration of appraisal reports and accounts claimed by owners, determination of Board offers and expropriation procedures;
 - (i) lease, sale or exchange of real property prior to finalization thereof;
 - (j) matters pertaining to the safety, security or protection of Board property;
 - (k) such other matters where the Board decides that the public interest so requires.
- 4.2 Notwithstanding any rule limiting reconsideration of the agenda, a trustee may make a motion to move a matter from the agenda of a closed meeting or session to the agenda of the open meeting, or the reverse. The motion requires a seconder, is debatable, and requires a simple majority in order for the matter to be considered in closed meeting or session.

8000-5.0 PRESIDING OFFICERS

- 5.1 A Chair and a Vice-Chair shall be elected annually, at the first public meeting of the Board in December, according to the procedure outlined in Bylaw 1.3 During the second and third years of the Board's term of office, the elections will occur as the last item of business at the December public meeting.
- 5.2 The Board may elect a new Chair and/or Vice-Chair at any time.
- 5.3 If the Chair is absent or unable to act, the Vice-Chair shall preside at meetings of the Board. If the Vice-Chair is absent or unable to act, the members present shall elect one of their number to preside at the meeting.
- 5.4 The Chair may vacate the chair to enter debate or propose or second a motion, in which case the Vice-Chair, if present, or another member appointed by the Chair shall preside until the issue is disposed of (which should seldom be done).
- 5.5 The chair votes only when either:
- (a) The vote is by ballot, in which case the chair votes along with and at the same time as all other members, or
 - (b) The chair's vote will change the result of the vote.
- 5.6 The chair shall declare the question to be resolved in the negative should there be an equal number of votes for and against the motion.



8000-6.0 RULES OF ORDER

- 6.1 The current edition of Robert’s Rules of Order shall govern points of order and procedures not provided for in the *School Act* or in this bylaw. Where there is an inconsistency between the *School Act* and this bylaw, the *School Act* shall apply.
- 6.2 The Board may adopt or suspend a procedural rule for a specific period of time in that meeting by resolution approved by two-thirds (2/3) of the trustees present at the meeting.
- 6.3 The rules contained in this bylaw may be amended by bylaw only.
- 6.4 The presiding officer’s ruling on a point of order shall be based on rules of order as stated in Bylaw 6.1. The ruling shall be subject to an appeal to the Board if requested by a trustee immediately after the ruling and before resumption of business.
- 6.5 A motion to appeal a ruling of the presiding officer requires a seconder and shall be decided without debate by a majority vote of the trustees present. The challenger and the presiding officer have the right to state briefly the reason for their positions.
- 6.6 A copy of the Board’s procedural bylaw shall be available for inspection at all reasonable times by any person.

8000-7.0 BYLAWS

- 7.1 The Board shall not give a bylaw more than two (2) readings at any one (1) meeting unless the members of the Board who are present at the meeting unanimously agree to give the bylaw all three (3) readings at that meeting. The following matters shall be dealt with only by bylaw:
 - (a) adoption of the budget;
 - (b) a capital bylaw;
 - (c) the acquisition or disposal of property;
 - (d) ordinary rules of procedure of the Board and rules relative to the organization of meetings of the Board;
 - (e) amendments to bylaws;
 - (f) where required by the *School Act*.
- 7.2 Written notice of intention to propose a bylaw shall be given in the notice of the meeting where the bylaw is to be proposed.



- 7.3 Every bylaw shall be dealt with in the following stages:
- (a) First reading: no debate or amendment;
 - (b) Second reading: discussion of the principle of the bylaw;
 - (c) Third reading: consideration of amendments and final decision.
- 7.4 The Secretary-Treasurer shall certify on a copy of each bylaw the readings and the times thereof and any amendment passed.
- 7.5 A proposed bylaw or amendment may be withdrawn at any stage with unanimous consent of the Board.

8000-8.0 MOTIONS

- 8.1 Unless expressly required to be exercised by bylaw, all powers of the Board shall be exercised by resolution (motion).
- 8.2 A motion, when introduced, brings business before the meeting for possible action. A motion should be worded in a concise, unambiguous and complete form and, if lengthy or complex, should be submitted in writing.
- 8.3 The presiding officer may divide a motion containing more than one subject and it shall be voted on in the form in which it is divided.
- 8.4 An amendment is a motion to modify the wording of a pending motion. An amendment must be germane, i.e. closely related to or having a bearing on the subject of the motion to be amended. A motion can be amended more than once; however, there can be only one amendment on the floor at a time and it shall be dealt with before another amendment is presented or the motion is decided. An amendment to an amendment must be germane to the first amendment and cannot be amended.
- 8.5 A motion to reconsider can be made by any trustee from the winning side of the original vote at the meeting during which the motion was passed or defeated. It may be seconded by any member. It is debatable if the motion proposed to be reconsidered is debatable and the debate can be on the merits of the original question. No question can be reconsidered more than once, unless materially amended by the previous reconsideration.
- 8.6 Motions to rescind or to amend something previously adopted will be considered only if notice has been given at the previous meeting or in the call for the present meeting and if



- no action has been taken which it is too late to undo. Such motions are debatable and debate can go into the merits of the original question. There is no time limit for these motions and they can be moved by any member.
- 8.7 Motions to rescind or to amend something previously adopted for which notice has been given require a two-thirds (2/3) majority vote to pass.
- 8.8 A motion that has been defeated at a previous meeting can be moved again at a subsequent meeting only if notice is given in the call of the meeting.

8000-9.0 DEBATE

- 9.1 Debate shall be strictly relevant to the question before the meeting. The presiding officer shall warn speakers who violate this rule or who persist in tedious or repetitious debate.
- 9.2 Speakers shall be recognized by the Chair and shall address all remarks to the Chair.
- 9.3 Each trustee has the right to speak twice on the same question on the same day but cannot make a second speech if any trustee who has not spoken on that question desires to speak.
- 9.4 No trustee shall speak for more than five (5) minutes at one time.
A matter of privilege (dealing with the rights or interests of the Board as a whole or of a trustee personally) may be raised at any time and shall be dealt with forthwith before resumption of business.
- 9.5 No trustee shall interrupt another trustee who has the floor except to raise a point of order, a point of privilege or to disclose a conflict of interest.

8000-10.0 VOTING

- 10.1 It is expected that all trustees present at a meeting will vote on each issue unless they are in a conflict of interest.
- 10.2 If a trustee has a conflict of interest they must not vote and the quorum will not be affected.
- 10.3 Any declared conflicts of interest shall be recorded.
- 10.4 Voting shall be by show of hands and votes in the negative shall be recorded.
- 10.5 All questions shall be decided by a majority of the votes of the trustees present and voting unless otherwise provided by these bylaws or by the *School Act*.



- 10.6 When a trustee cannot be present, the Chair may permit a speakerphone vote where that is deemed necessary and appropriate.

8000-11.0 REPORTS

- 11.1 The Executive report will be received by motion which requires a seconder and is not debatable. The motion requires a simple majority to pass.
- 11.2 Reports from task groups and Board representatives will be received by motion and are not debatable. Recommendations contained therein require a motion to adopt and are debatable.
- 11.3 A Committee of the Whole report will be received by motion, requires a seconder and is not debatable. Recommendations contained within the report require a motion to adopt, require a seconder and are debatable. Motions require a simple majority to pass.

8000-12.0 COMMITTEES

- 12.1 Appointments to Committees shall be made annually at the January Regular Board Meeting and otherwise as required.
- 12.2 Committee meeting agenda packages will be distributed to all trustees at least 7 days prior to committee meetings. Public committee meetings will have their corresponding agenda packages published on the School District No. 46 (Sunshine Coast) website at that time.
- 12.3 Standing Committees shall provide written reports to the Board on any matters discussed by the Committee. It is the responsibility of the Standing Committee Chair (or designate) to record and confirm the minutes prior to the adjournment of the Committee meeting.
- 12.4 Each Standing Committee shall make recommendations to the Board in writing, with final wording agreed upon at the Committee meeting.
- 12.5 Each Standing Committee shall meet regularly throughout the school year. The Committee Meetings will take place prior to the Board's regularly scheduled meeting day so that written Committee Meeting reports can be included in the next Board agenda package.



- 12.6 Each of the Standing Committees shall elect a chairperson. If no Chair is elected, the Board Chair shall appoint one.
- 12.7 The Chair of the Board shall be an ex-officio member of all Standing Committees.
- 12.8 The Board will establish the mandate of each of the Standing Committees. Each of the Standing Committees shall determine its Terms of Reference and submit it to the Board for approval.
- 12.9 There shall be no more than three trustees on any Standing Committee. Any trustee may attend any meeting of any Standing Committee and may participate in the discussion.
- 12.10 The Superintendent of Schools and/or designate, should attend all Committee meetings.
- 12.11 No action of any Committee of the Board shall be binding on the Board until the action is formally approved by the Board.
- 12.12 All information discussed in a Committee meeting will be treated as confidential until distributed to the full board. Committee attendees, both trustees and non-trustees, will be asked to respect this confidentiality.
- 12.13 All Ad hoc Committees are to be appointed by the Board Chair and shall follow the same operating procedures as those of our Standing Committees. Ad hoc committees are time-limited and normally appointed to complete a task, at which time they cease to exist.
- 12.14 Board Committees will be open to public attendance and participation, except when a committee is specifically addressing confidential matters covered in Bylaw 4.1.

8100 INDEMNIFICATION BYLAW

- Because they are members of an agency of government whose powers and duties can only be exercised by a decision of the majority of trustees and only when the Board is officially in session, trustees and the Board's employees act as agents of the Board. None of these individuals should be placed in a position of personal liability for the performance of responsibilities vested in them by the *School Act* or assigned them by the Board.
- 1.0 The Board may indemnify a trustee, officer, or employee of the Board



- (a) against a claim for damages against a trustee, officer or employee of the Board arising out of performance of his/her duties; or
 - (b) where an inquiry under Part 2 of the Inquiry Act or other proceeding involves the administration and conduct of the business of the School District; and, in addition, may pay legal costs incurred in proceedings arising out of the claim or inquiry or other proceeding.
- 2.0 A Board may, by an affirmative vote of not less than two-thirds of all its members, pay
- (a) any sum required to indemnify a trustee, officer, or employee of the Board where a prosecution arises out of the performance of his/her duties for the Board; and
 - (b) costs necessarily incurred; but the Board shall not pay a fine imposed on a trustee, officer or employee as a result of his/her conviction.
- 3.0 A Board shall not seek indemnity against a trustee, officer or employee of the Board in respect of any action of the trustee, officer or employee that results in a claim for damages against the Board; but the Board may seek indemnity.
- (a) against a trustee, officer or employee where the claim for damages arises out of the gross negligence of the trustee, officer or employee; or
 - (b) against an officer or employee where, in relation to the action that gave rise to the claim for damages against an officer or employee, the officer or employee wilfully acted contrary to:
 - i. the terms of his/her employment, or
 - ii. an order of a superior.

8200 APPEALS BYLAW

The *School Act* requires that the Board set up a procedure enabling a student or his/her parents/guardians to appeal any decision made by a Board employee that significantly affects the education, health or safety of the student. The Board expects its employees to make any necessary decisions regarding students but appreciates that those affected may not always agree, hence the need to provide for appeals. For the purpose of this bylaw, the failure to make a decision may be considered as a decision in that a non-decision



may have a significant effect on a student.

Objectives

- To provide a means of appealing decisions.
- To safeguard the rights of students and their parents and to ensure their fair treatment.
- To ensure that procedural and administrative fairness is adhered to and conforms to Board policy.

- 1.0 The Board requires that an appeal of any decision made by its employees which significantly affects the education, health or safety of a student be heard first at the school level and then, if necessary, at the district administrative level on a consultative basis. If the matter cannot be resolved to the satisfaction of the student and/or the student's parents, the Board will then listen to the appeal.
- 1.1 If the Administrative Regulation No. 1750 Appeal Process fails to satisfy the student and/or parent/guardian bringing the appeal, he/she/they may appeal to the Superintendent of Schools. The basis of the appeal to the Superintendent is to be filed in writing.
- 1.2 If the appeal to the Superintendent cannot be resolved to the satisfaction of the complainant, the Board will then listen to the appeal within a reasonable time limit.
- 1.3 The Superintendent or designate will prepare a report for the School Board concerning the matter and will provide a copy to the complainant.
- 1.4 The appeal will be heard in-camera at the next Closed Meeting of the Board.
- 1.5 The complainant and/or his/her advocate have the right to appear before the Board. At least forty-eight (48) hours prior to the meeting the complainant must notify the Superintendent of who will be attending the meeting.
- 1.6 The Board may request the presence of the complainant or any person who was involved in the matter giving rise to the appeal before the Board or in the dispute resolution efforts to date. At least forty-eight (48) hours prior to the meeting the complainant will be advised who will be attending the meeting.
- 1.7 The scope of the review shall be based on the criteria that:
 - (a) the policies of the School Board have been followed;
 - (b) the administrative regulations of the school district have been followed;



- (c) relevant information was considered by administration;
 - (d) the current evidence being presented to the Board supports the decision under appeal;
 - (e) the procedures followed have been fair to the complainant.
- 1.8 The Board will deliberate in the absence of all persons who were involved in the dispute or dispute resolution efforts to date.
- 1.9 The Board shall make a decision on the matter in question as soon as feasible after listening to the appeal and shall give written reasons for the decision to the complainant. Such decision shall be final.
- 1.10 No person shall penalize or otherwise discriminate against a person who brings a complaint, gives evidence or otherwise assists in the investigation, inquiry or reporting of a complaint to the administration or Board.
- 1.11 Information about the appeals procedure provided to a complainant and/or their advocates shall contain information about how to access the office of the Ombudsman and when it is appropriate to do so.
- 1.12 The Board shall conduct an annual review of this bylaw.

8300 SCHOOL CALENDAR BYLAW

The *School Act*, Section 96, provides for boards to make available to parents, on or before May 31st of each school year, a standard school calendar that is in accordance with that set out by the Lieutenant Governor in Council (96.1). The Board has the authority to change the calendar when requests to do so are received from staff and/or parents. In such cases, the Board is required to obtain specific approvals.

Definitions

“Act” means the *School Act*.

“Regulation” means the School Calendar Regulation.

“Representative” means the person or persons chosen by employees of a school or parent groups to represent them for purposes of this bylaw.



“School calendar proposal” means a proposal of the Board to make available a local school calendar which departs from the standard school calendar established by the *Regulation*.

Other words and expressions used in this bylaw have the same meanings as are assigned in the *Act* and *Regulation*.

Bylaw

If the Board intends to: a) offer a calendar that varies from the provisions of the standard school calendar; b) amend a school calendar; or c) refrain from scheduling one or more non-instructional periods that the Minister of Education has ordered to be scheduled and used for a specific purpose; then the Board is required to obtain specific approvals as outlined in this bylaw. (Regulation 189/93)

8300-1.0 PROCEDURES

- 1.1 If the Board plans to consider a school calendar proposal, the Board shall, before seeking the required approvals, provide to the parents of students enrolled in the school, to employees of the Board assigned to the school, and to the employees’ unions and other representatives at least seven (7) days written notice of the Board’s intention to seek that approval.
- 1.2 Notice to parents may be given by distribution of notices to students at school and by notice to the Parent Advisory Council, if any.
- 1.3 Notice to employees may be given by posting on staff bulletin boards within the school, or by distribution of notices through internal mail.
- 1.4 Failure to provide notice to any individual employee or parent, unless bad faith is shown, shall not invalidate any action taken on a school calendar proposal.
- 1.5 Notice to employee’s unions shall be given in accordance with the provisions contained in the relevant collective agreements.
- 1.6 Notice to any other employee representative shall be given in writing in accordance with the designation of the representative.



8300-2.0 SCHOOL STAFF APPROVAL

- 2.1 Approval of the employees of the Board assigned to a school of a school calendar proposal affecting the school is to be determined and expressed by the employees through their respective unions or representatives, in the manner that the employees and their respective unions may provide.
- 2.2 The representative of administrative officers and any other employees assigned to the school who are not represented by a union shall be the Sunshine Coast Administrators' Association, unless an administrative officer or other employee notifies the Superintendent of a different choice of representative, no later than seven (7) days after notice is given under section 1.0, or within a longer time by mutual agreement with the Superintendent.
- 2.3 Unions and representatives representing employees assigned to the school, following their determination of the wishes of the employees they represent, shall report approval and rejection by the employees whom they represent to the Superintendent within thirty (30) days following notice under section 1.0
- 2.4 If a union or representative fails to report the approval or rejection of employees as required under 2.3 within thirty (30) days following notice under section 1.0, the school calendar proposal is deemed to be approved by those employees represented by the union or representative.

8300-3.0 PARENTAL APPROVAL

- 3.1 A school calendar proposal may be referred to parents in one of two ways.
 - (a) It may be referred directly to the Parent Advisory Council under section 1.0. In this case, the representative of the Parent Advisory Council shall determine the wishes of the parents using the guidelines of the Parent Advisory Council constitution and shall inform the Superintendent of the approval or rejection of the parents so represented within thirty (30) days of receiving notice under section 1.0; or
 - (b) The School Board shall notify parents of students in the school as required by section 1.0 and convene a meeting to which parents will be invited and approval will be sought.
- 3.2 Voting at the meeting under 3.1(b) shall be by secret ballot.



- 3.3 Each parent of a student enrolled at the school, present at the meeting under 3.1(b), shall be entitled to one vote.
- 3.4 Approval by a Parent Advisory Council to which the school calendar proposal has been referred under 3.1(a) constitutes approval of parents for purposes of the *Regulation*.

8300-4.0 DISTRIBUTION

- 4.1 Following approval, a local school calendar shall be made available to parents of students in the school on or before May 31st, as required by the *Act*.
- 4.2 An amended school calendar or a local school calendar shall be filed with the Minister of Education within thirty (30) days of receiving all approvals.
- 4.3 An amended school calendar shall not come into effect until at least twenty-eight (28) days after it has been filed with the Minister.

8500 ELECTORAL AREAS BYLAW

Section 30 of the *School Act* establishes the requirement to have a Board of School Trustees for each school district in the province. Section 30 also sets out the composition of the Board and in general terms provides the manner in which trustee electoral areas are to be established. Under the *School Act* the Minister of Education makes the final decision regarding trustee electoral areas. Residents of School District No. 46 (Sunshine Coast) will be best served by electing school trustees from trustee electoral areas that are fair and reasonable. From time to time local boards may receive requests to vary the trustee electoral areas established for the district. The Board of School Trustees of School District No. 46 (Sunshine Coast) desires to have a process in place to evaluate any such requests for electoral area variances. This process needs to be transparent, fair and reasonable, and applied in a consistent manner.

- 1.0 Prior to seeking public consultation, requests for trustee electoral area variances will be evaluated by the Board against the following criteria of: Relative parity of voting power is a prime condition of effective representation (i.e. representation by population).
- 2.0 Additional criteria are:



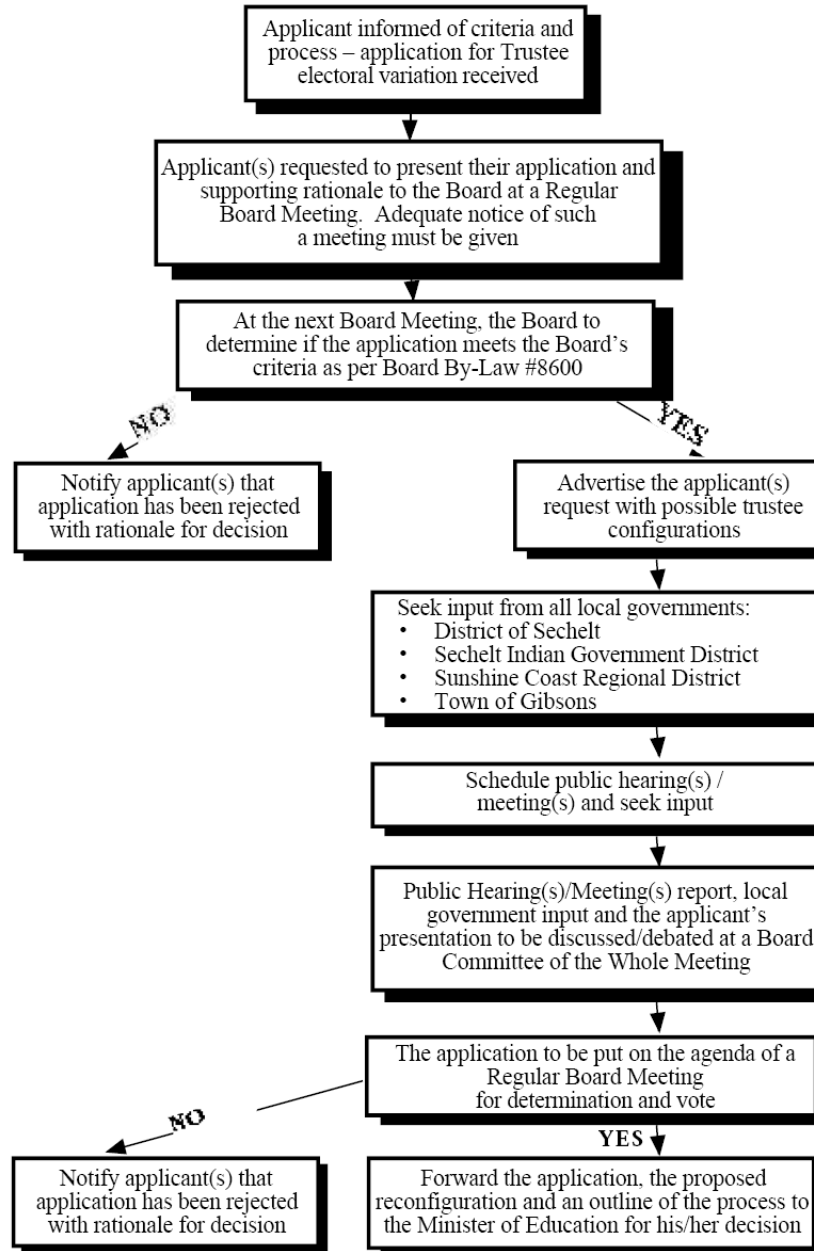
-
- (a) Representation by population balanced by region (i.e. not elected at large).
 - (b) Applicant currently not effectively represented.
 - (c) Positive/neutral impact on governance efficiency/effectiveness/cost.
 - (d) Benefit to school district/students.
 - (e) Similar to other government boundaries/regional/municipal.
 - (f) Regional differences/character/diversity, community and minority differences.

In addition, the Board recognizes there may be requests involving unique circumstances that could support a variance.

3.0 The process used shall be as outlined in the attached “Trustee Electoral Variation Process.”



APPROXIMATELY SIX MONTHS





2.0 ADMINISTRATION

The Board of Trustees of School District No. 46 (Sunshine Coast) defines District Administration as all those excluded staff in a management or supervisory position. The community of School District

No. 46 (Sunshine Coast) must be able to expect service from the District Administration of the Board that is conducted with efficiency, impartiality and integrity.

- 2.01 The Board expects its District Administration to function in a manner that establishes open and professional relationships with the Board and with one another.
- 2.02 District Administration has a duty of loyalty to the elected Board as their employer. As such, District Administration is expected to serve the Board according to the best of their ability.
- 2.03 The high expectations of public responsibility and scrutiny in regards to District Administration demand that there be no conflict between private interests of employees and their responsibility to the public, as per Regulation 5380.

2.1 HIRING PROCESS FOR DISTRICT ADMINISTRATION

The Board believes that in order to achieve and maintain an outstanding educational program, the recruitment, appointment and retention of highly qualified and committed administrative personnel is essential. The selection of district administrative personnel should be as transparent and inclusive as possible.

2.2 ROLE OF THE SUPERINTENDENT

The Superintendent shall function as chief executive officer of School District No. 46 (Sunshine Coast). Board authority for the educational and administrative leadership of the district shall be specifically delegated through the Superintendent. Only decisions, or delegations of decision-making, by the collective Board are binding upon the Superintendent. Authority and accountability of staff, as far as the Board is concerned, is considered to be the accountability of the Superintendent. Included in the Superintendent's role are direct responsibilities to the Board, and on behalf of the Board to the Ministry of



- Education. The Board determines the degree of authority delegated to the Superintendent through its policies and authorizes the Superintendent to lead and manage the school district in compliance with these policies. Consequently, the Superintendent shall:
- 2.2.1 Ensure that all practices, activities, decisions and organizational circumstances are lawful, prudent, and in compliance with Board policies and commonly accepted sound professional and business ethics.
 - 2.2.2 Treat, and ensure the treatment of, students, parents, staff and the public in a way that is ethical, reasonable, fair, dignified and in compliance with Board values and policies.
 - 2.2.3 Maintain a safe, healthy and respectful environment for learning and working.
 - 2.2.4 Tolerate no form of harassment or intimidation of any employee, volunteer, student, family or community member while on school-district related business.
 - 2.2.5 Ensure that decisions on assigning, promoting, evaluating, or disciplining students or staff are based only on fair and consistent criteria.
 - 2.2.6 Adhere to all collective and other staff agreements.
 - 2.2.7 Operate with fair and consistent procedures for hiring and terminating staff.
 - 2.2.8 Make recommendations to the Board on the hiring, retention or re-assignment of principals, vice-principals, or other district administration positions.
 - 2.2.9 Delegate duties and authority to appropriate officials in the school system, holding them responsible for all aspects falling within their purview.
 - 2.2.10 Ensure that succession planning is in place for district administration and executive staff.
 - 2.2.11 Assist the Board in formulating policies and making informed decisions, providing options, implications and recommendations supported by accurate, thorough and up-to-date information.
 - 2.2.12 Submit required information, recommendations and reports in a timely, accurate, and understandable fashion.
 - 2.2.13 Report in a timely manner all matters that are important to the Board including, but not limited to, the following: (a) actual or anticipated non-compliance with any policy of the Board or Ministry of Education directive; (b) relevant trends; (c) anticipated media coverage and public reactions; (d) external and internal changes which have implications



for the Board; (e) significant parent/student/staff complaints and discipline; (f) union grievances.

- 2.2.14 Develop administrative regulations in compliance with Board policies and Regulation No. 1730, and cross-referenced to their corresponding Board policy, clause of the *School Act*, or ministerial order. The Board may request the development or review of regulations by Board motion.
- 2.2.15 Ensure the timely handling of appeals to the Board by students, parents, staff and community when established avenues in policy, regulation and contractual agreement have been exhausted.
- 2.2.16 Commit the Board to significant legal action only with the approval of the Board.

2.3 ROLE OF SECRETARY TREASURER

The Superintendent is ultimately charged with protecting the financial health, assets and stability of the school district, but the Secretary-Treasurer is identified by the *School Act* as the Board's corporate financial officer. Consequently, the Secretary-Treasurer shall:

- 2.3.1 Receive, process or disburse funds under controls which are sufficient to meet the Board-appointed auditor's standards.
- 2.3.2 Permit expenditures to exceed revenues at the end of the fiscal year only if authorized by the Board.
- 2.3.3 Provide the Board with adequate information to make informed decisions regarding staff compensation, benefits and other terms of employment.
- 2.3.4 Consult with the Board before entering into any significant partnerships or contracts.
- 2.3.5 Insure against theft, casualty, and liability losses to Board members, staff or the organization itself in accordance with provincial legislation and policy.
- 2.3.6 Not unnecessarily expose the school district, the Board or staff to claims of liability.
- 2.3.7 Allow only insured personnel to have access to material amounts of School District No. 46 (Sunshine Coast) funds.
- 2.3.8 Provide a program of regular and preventative maintenance of School District No. 46 (Sunshine Coast) assets.
- 2.3.9 Invest or hold funds only in secure instruments.



- 2.3.10 Acquire, encumber or dispose of real property only with Board approval.
- 2.3.11 Take into consideration the Board's intention to protect the cultural, heritage and environmental assets of the school district whenever possible.
- 2.3.12 Undertake staff responsibility and leadership for the annual budget development process.

2.4 ANNUAL BUDGET DEVELOPMENT

The Board of School Trustees of School District No. 46 (Sunshine Coast) recognizes that one of its primary responsibilities is the development and adoption of an annual school district budget, as well as the annual facilities grant budget, that establish authority for all spending in the district.

- 2.4.1 The Board believes that the annual budget development process requires a planned, open and transparent public consultation process that, prior to the presentation of the proposed preliminary budget, will encourage and solicit input from the following groups: a) senior management; b) Sunshine Coast Teachers' Association; c) CUPE Local 801; d) Sunshine Coast Principals and Vice-Principals' Association; e) District Parents Advisory Council; f) community.
- 2.4.2 Within the parameters of Policy 2.5, the Secretary-Treasurer shall assume the responsibility for preparing the annual school district budget and its consultation schedule, for presentation, review and adoption by the Board.
- 2.4.3 The Secretary-Treasurer shall assume the responsibility for preparing the annual facilities grant budget for review and adoption by the Board.
- 2.4.4 The Secretary-Treasurer shall prepare enrolment forecasts in consultation with principals of all schools by December 1, to provide the foundation for the next school year's budget.
- 2.4.5 General budget directions for preparation of the next school year's preliminary budget will be provided to senior administration by the Board by the end of each calendar year. These directions may or may not include the consideration of any program, budget line, or budgeting system.
- 2.4.6 Preliminary budget considerations and scenarios will be developed and presented to the Board by the Secretary-Treasurer, in consultation with the Superintendent, in January and February, including at least one public consultation meeting to solicit input.



- 2.4.7 Within one month of the Ministry of Education's annual operating grant announcement, the Secretary-Treasurer will publicly present the implications to School District No. 46 (Sunshine Coast), soliciting more public input, and will update the Board on the status of previous considerations and scenarios.
- 2.4.8 In April, the Secretary-Treasurer shall present a balanced budget to the Board and in one or more public consultation sessions.
- 2.4.9 The final preliminary budget will be prepared for Board adoption by the May Public Board Meeting.
- 2.4.10 In accordance with provincial deadlines, in the following calendar year the Amended Budget will be proposed to the Board by the end of February, and Audited Budget in September.

2.5 DECENTRALIZED DECISION-MAKING

The Board of School Trustees of School District No. 46 (Sunshine Coast) realizes that the needs of students are diverse and, because of that, school operating decisions generally should be made at the school level rather than at the district level. This also allows for greater input into operating decisions by staff, students, parents and members of the public who are actively involved in the school community and are aware of a community's needs and can be called upon to assist in the local decisions.

- 2.5.1 Accordingly, district funding needs will be kept to the minimum and the balance of funds will be available for direct instruction wherever possible.
- 2.5.2 There will be a fair, equitable and understandable distribution of funding to the local level, along with an understandable explanation of the funds that are at the district level to cover district costs. An initial funding allocation system will be developed, and this will be reviewed on a regular basis.

2.6 EVALUATION OF DISTRICT ADMINISTRATION

The Board of School Trustees of School District No. 46 (Sunshine Coast) recognizes evaluation as a key element of management of high-performing organizations, in order to facilitate feedback and reflection on practice, and planning for individual and professional



- growth. Part 3, Division 1, Section 15 of the *School Act* states that “(1) A board may employ and is responsible for the management of those persons that the board considers necessary for the conduct of its operation,” and “(2) A board must formulate policies for evaluating employees who are not covered by a collective agreement.” As per Policy 1.4.5, the Board evaluates the Superintendent of Schools and other key administrative personnel. As per Policy 2.4.5, the Superintendent is delegated with a responsibility to evaluate staff based only on fair and consistent criteria.
- 2.6.1 Each district administrator shall be evaluated at least every three years.
 - 2.6.2 The Board directly evaluates the Superintendent of Schools, and delegates the evaluation of other District Administration and exempt staff to the Superintendent.
 - 2.6.3 Evaluation of the Superintendent’s performance will be based upon criteria, including but not exclusive to contract, job description, Board policy, the Strategic Plan and the Achievement Contract, and clear timelines set by the Board in consultation with the Superintendent.
 - 2.6.4 The Superintendent will inform the Board on the development of criteria, surveys and processes for the formative evaluations of other District Administration and exempt staff.
 - 2.6.5 Evaluations of District Administration will be considered during personnel re-assignment or organizational reconfiguration.

8400 ACCESS TO INFORMATION BYLAW

School districts are required to institute procedures for managing formal requests for information under the *Freedom of Information and Protection of Privacy Act*.

Objectives

- To provide procedures for managing formal requests for information under the *Freedom of Information and Protection of Privacy Act*.
- To ensure that staff and members of the public are aware of the school district’s obligations regarding access to information and protection of privacy.

The Board designates the Superintendent of Schools as the official head of the school district for purposes of the legislation. The Board will respond to all requests for



information in accordance with the general intent of the legislation and to formal requests for information in accordance with its specific requirements.

The Superintendent will designate a staff member as Coordinator of Information and Privacy.

The Superintendent will establish procedures and fees for accessing information in accordance with the legislation.

The school district will publish a brochure outlining the procedures and fees for accessing information.

Any request for information which may impair the privacy of an individual or an organization will be referred to the Coordinator.

All formal requests made under the *Freedom of Information and Protection of Privacy Act* will be directed to the Coordinator.

Staff will respond to formal requests only as directed by the Coordinator.

responding, or if the request is denied.

If a request is denied, the applicant will be informed of the reasons for the refusal and the right of appeal to the Freedom and Privacy Commissioner.

3.0 STEWARDSHIP

The Board of School Trustees of School District No. 46 (Sunshine Coast) recognizes that the considerate, ethical and strategic stewardship of public finances; human resources; facilities, land and assets; our natural environment; employee and student health; and programs that meet the educational needs of our students are all integral to meeting our vision and mission. Leadership and accountability for this stewardship are specifically delegated to the Superintendent and Secretary-Treasurer in Policies 2.2 and 2.3, from which administrative regulations are prepared to outline operational procedures. On occasion, ministerial direction, clarity in the public interest, or Board decision-making warrant direction-setting Board policy statements for specific issues of stewardship.



3.1 NEIGHBOURHOOD SCHOOLS

The Board of School Trustees of School District No. 46 (Sunshine Coast) believes in the educational value of neighbourhood schools.

- 3.1.1 The Board needs to give continuing attention to: (a) educational program effectiveness, including the integrity of each student's educational program; (b) student safety (c) building modernization needs and operational deficiencies; (c) financial limitations of the school district; (d) demographic changes within School District No. 46 (Sunshine Coast); (e) alternate or enhanced community use of each facility.

3.2 SCHOOL CLOSURES

- 3.2.1 When school closure or consolidation is contemplated based on the criteria listed in Policy 3.2.2, the Board shall ensure that adequate advance notice and opportunities for community consultation are provided.

3.3 SCHOOL ATTENDANCE AREAS/CROSS-BOUNDARY TRANSFERS

- 3.3.1 Student admission in School District No. 46 (Sunshine Coast) is to be guided by the following principles:
- (a) Access to neighbourhood school: The admission process should maximize the number of students able to attend their catchment area school in accordance with their wishes;
 - (b) Choice: The admission process should maximize the student's and parent's ability to choose the school and educational program which best meets the student's educational needs;
 - (c) Certainty, stability, continuity: The admission process should support certainty, stability and continuity for students and families. Siblings will be admitted to the same school wherever possible, subject to the provisions of the *School Act* and the wishes of the family.
 - (d) Efficient resource allocation: The admission process should enable school and district staff to plan the allocation of space and instructional resources to best accommodate demand and minimize adjustments required at the beginning of the school year;



3.4 DISPOSAL OF LAND OR IMPROVEMENTS

The Board may approve the disposal of land or improvements. These disposals include sales of land and buildings, leases, rentals, rights-of way and easements. Property disposals are subject to Ministerial Order M16, the Disposal of Land or Improvements Order, brought into force on January 17, 2003, and the *School Act*.

- 3.4.1 Prior to approving the disposal of land or improvements, the Board must consider the future educational needs of the district, as well as alternative uses of the land including development, rezoning and subdivision. Reasonable effort will be made to maximize the return to School District No. 46 (Sunshine Coast).
- 3.4.2 Disposals must occur through a listing agent. Before any property is listed for sale, at least two evaluations (prepared by licensed realtors), or two appraisals (conducted by certified appraisers) must be conducted.
- 3.4.3 The Board will only approve the disposition of land or improvements at fair market value. Fair market value means the amount, price, consideration or rent that would be obtained by a Board of Education in an arm's length transaction in the open market between willing parties acting in good faith.
- 3.4.4 The Board will approve disposition of land and improvements by a Disposal Bylaw. The Disposal Bylaw will be approved in accordance with the Board's Procedural Bylaw. The Disposal Bylaw authorizing the disposal of property owned or administered by the Board, made pursuant to section 65(5) of the *School Act*, must include:
 - (a) Confirmation that the Board will not require the property for future educational or district purposes;
 - (b) The name and facility number of the property, and;
 - (c) The address and legal description of the property.
- 3.4.5 The Board will inform the Minister of Education of the disposal of land or improvements under section 96(3) of the *School Act*, and provide both a copy of the Disposal Bylaw and the allocation of any proceeds as required under section 100(2) of the *School Act*.



3.5 NAMING OF FACILITIES

The Board of School Trustees of School District No. 46 (Sunshine Coast) shall ensure that the naming of facilities is in keeping with the belief that schools can be the focus of the community for activities and identity. Preference in the naming of schools should be given to names that relate to the location of the school. Consideration may also be given to names of persons who have made outstanding contributions to the country, the community or to public service on behalf of children and have significant meaning to students and members of that community.

3.6 RENTAL OF SCHOOL FACILITIES

The Board of School Trustees of School District No. 46 (Sunshine Coast) welcomes and encourages the use of school facilities by responsible community organizations and groups when not required for school purposes, in support of growth in community spirit, learning and health. The primary consideration of the Board regarding school facilities is their availability and readiness for school activities. The rental of school facilities will be on a cost recovery basis.

3.7 VOLUNTEERS

The Board of School Trustees of School District No. 46 (Sunshine Coast) recognizes that volunteers provide an important role in the life of the education of the students in the schools of the Sunshine Coast and make a critically important contribution to society. Administrators, teachers, support staff, volunteers and students must work together in harmony to deliver effective educational services to children.

3.8 DONATIONS

The Board of School Trustees of School District No. 46 (Sunshine Coast) encourages donations of “gifts” and “gifts-in-kind” to the School District in the form of cash donations and/or used and new equipment that will be valued as having instructional and/or technological benefit to the School District.



3.9 PARTNERSHIPS AND/OR CORPORATE SPONSORSHIPS

The Board of School Trustees of School District No. 46 (Sunshine Coast) encourages partnership arrangements between the school district and the community because they can contribute to broader educational opportunities than those otherwise available. The classroom environment, however, must be preserved for sound educational activities and resources and not for commercial gain.

3.9.1 In order for any partnership or corporate sponsorship to be successful in a school environment, it must be based on an appropriate balance of the following, determined through consultation with the school community:

- the obligation conferred on educators to protect the welfare of students and the integrity of the learning environment in their classrooms;
- the educational opportunities provided.

3.10 FOODS IN SCHOOLS

The Board of School Trustees of School District No. 46 (Sunshine Coast) acknowledges that eating well is linked to good health, and that healthy children are better able to learn. The Ministry of Education and the Ministry of Healthy Living and Sport are jointly responsible for promoting healthy living and improving the health of BC's youth. Promoting students' health is a shared responsibility with parents/guardians, the health sector and the community.

3.11 LOCAL PURCHASING

The Board of School Trustees of School District No. 46 (Sunshine Coast) favours local purchasing of equipment, materials and services when the product or service meets the following factors and suitability: (a) quality; (b) convenience of delivery; (c) past service to the school district; (d) competitive and fair pricing; (e) environmental responsibility and sustainability.



3.12 ENVIRONMENTAL SUSTAINABILITY

The Board of School Trustees of School District No. 46 (Sunshine Coast) expects consideration of environmental impact in the planning of all operational and educational programs and school-based leadership in environmental education at each school. School District No. 46 (Sunshine Coast) will endeavour to work with community and government agencies in supporting good environmental practices.

3.13 LIFE THREATENING ALLERGIES

The Board of School Trustees of School District No. 46 (Sunshine Coast) believes it has a responsibility to provide a safe environment for children with life-threatening allergies. Every reasonable effort should be made to minimize risk, and allow the anaphylactic child (and other children with serious allergies) to attend school with relative confidence.

3.14 HEAD LICE

The Board of School Trustees of School District No. 46 (Sunshine Coast) believes the key responsibility for the control of head lice rests with the parent/guardian. The school has a role to play in educating staff, students and parents about the early detection, treatment and prevention of head lice infestations.

3.14.1 The school shall make information on treatment options available.

3.14.2 Head lice infestation management procedures shall reflect current research on the detection of lice infestations. These procedures shall be reviewed on a regular basis.

3.14.3 All intervention should be collaboratively planned with parent/guardians. The dignity of the student and family shall be respected in the implementation of this policy.

3.15 SUBSTANCE ABUSE

The Board of School Trustees of School District No. 46 (Sunshine Coast) recognizes that in order to provide the greatest opportunity for healthy student growth and development, the school environment must be free from the use of alcohol and drugs. The Board shares



responsibility with students, parents and the community for addressing problems associated with the use and abuse of such substances.

3.15.1 The Board prohibits the use of alcohol and drugs by students while on school property or at school-sponsored events.

3.15.2 The Board supports a proactive and comprehensive approach to substance abuse which emphasizes preventative curriculum, early intervention, counselling and disciplinary actions.

3.16 TOBACCO USE

The Province of British Columbia (Bill 10, *The Tobacco Sales Amendment Act, 2007*), together with the Board of Education of School District No. 46 (Sunshine Coast) believes that tobacco use and smoking are addictive practices and that tobacco use in the school and work environment are unhealthy practices.

3.16.1 The Board therefore bans smoking and the use of tobacco in all its forms, from District premises, property and vehicles.

3.16.2 The exception to this policy is for the ceremonial use of tobacco where the activity has been approved by the Board, and the ceremony is performed in relation to a traditional aboriginal cultural activity, or performed by a group for a purpose approved by government regulation.

3.17 EMPLOYEE FREEDOM OF EXPRESSION

The Board recognizes that respectful debate about educational issues is important. In that regard, judicial and arbitral jurisprudence has clarified that teachers have the right to engage in political discussion and the freedom to express their views to parents on such educational issues under Section 2(b) of the *Charter of Rights and Freedoms* (the Charter).

Any restrictions on expression have to be justified under Section 1 of the Charter.

Administrative regulations for distributing union/political information on educational matters to parents must be considered within the established legal framework.



- 3.17.1 The right of teachers and support staff to further the debate with parents must be valued, but it must also be balanced with society's interest in an effective and efficient school system, which maintains the confidence of students, parents and the public.
- 3.17.2 The Board requires teachers and support staff to obtain prior approval of the Superintendent when distributing union/political information on educational matters on school property to parents or through students.