Communication with the Public
Policy 2010
April 26, 2005

The Board of School Trustees acknowledges the right of citizens to full, objective, and timely information, and the obligation of the Board to provide such information about its programs and policies.

The affairs of the School District are considered public unless specifically declared confidential.

Matters which are not dealt with in public include personnel reports (staff or student), property and contract negotiations, law enforcement, and situations requiring protection of the legitimate interest of the community.

Guidelines

The Board will:

1. hold regular meetings of the Board in an open manner before assembled public and press;

2. provide agendas of regular meetings to all persons in attendance and to groups and individuals requesting such agendas;

3. publicize the deliberations and decisions of Board meetings by distributing copies of minutes of the regular meetings (or a report based on the minutes) to all schools, Advisory Council Chairs, and making them available to all individuals or groups upon request;

4. develop and maintain a regular community relations and information programs which informs the community regarding the activities for the school district and encourages each school in its jurisdiction to do the same; and

5. delegate one Board member to act as liaison to the Parent Advisory Council of each school to promote positive three-way communication between home, school, and Board.

The Administration has the responsibility for preparation of School Board News Releases. All News Releases on behalf of the School Board are to be approved by the Chair before being issued to the media.

Delegations to Board Meetings
Policy 2020
April 26, 2005

The Board of School Trustees, as a representative body of the District, wishes to provide an avenue for any individual or group to have access to the decision making process, to express interest in, and concern about the schools or programs, at Board meetings.

A delegate or delegation shall be provided with an opportunity to address the Board.

The Board may choose to receive and file the information presented or, by motion, include any information on a subsequent agenda for discussion.

Guidelines

1. All requests for delegations to be placed on the agenda should be directed to the Superintendent of Schools. Requests should be made at least five (5) business days in advance of a Board Meeting. Delegations are to notify the Superintendent of the nature of the business which is to be discussed with the Board.

2. Wherever possible, prior to meeting with the Board, provision must be made for a member of the delegation or the delegation itself to meet with senior district administration.

3. Senior district administrators must, wherever possible, provide the Board with relevant research and information in regard to the concerns of the delegation.

Parent Advisory Council
Policy 2110
April 26, 2005

School Act Reference – Part 2; Division 2; Section 8

The Board of School Trustees of School District #81 believes that parents are partners in our educational system. The Board believes that parental involvement helps to promote a positive learning environment, and promotes open and two-way communication between parents, schools, the District and the Board. This parental input, advice and feedback are essential elements in the development of a positive relationship between home and school.

PARENT ADVISORY COUNCILS

1. There shall only be one Parent Advisory Council for each school.

2. All parents or guardians whose children attend the school are members of that schools Parent Advisory Council.

3. The Parent Advisory Council, through its elected officers may:
    a. advise the Board and the principal and staff at the school respecting any matter to the school other than matters assigned to the school planning council; and
    b. at the request of the school planning council, assist the school planning council in carrying out its functions under the School Act (School Act: Section 8(4)).

4. Councils shall not discuss individual students, school personnel, parents or other members of the school community.

5. Each Council in consultation with the Principal, shall have a Constitution and Bylaws governing its meeting and the business and conduct of its affairs. Bylaws governing, amendments of the document, and the dissolution of the parent advisory council should also be mentioned.

6. The constitution and bylaws of every parent advisory council shall be filed with the Board.

7. Each parent advisory council should strive to be as inclusive and communicative as possible to its members.

8. Copies of the minutes of meetings are to be kept on file at the school and be available to members of the school community.

9. Representatives from the School Board, District Administration, School Administrators' Association, Teachers' Association, Support Staff and other Community Organizations with an interest in education, may be invited or may request to attend as non-voting members of the Parent Advisory Council.

Funding

1. The Board will allocate the amount of $.75 per student per parent advisory council based on September 30 enrolment (or a minimum $100.00). The parent advisory councils may be asked to report where this money has been spent.

2. The Board allocate~~s~~ $600.00 per parent advisory council to support travel to the Provincial Parent Advisory Meetings. A further one year allocation may be combined with the initial funds to a maximum of $1200.

DISTRICT PARENT ADVISORY COUNCIL

The Board recognizes School District #81, District Parent Advisory Council as representing individual school parents' advisory councils. Such recognition is subject to the understanding that:

1. The District PAC must make bylaws governing its meetings and the business and conduct of its affairs, including bylaws governing the dissolution of council.

2. Membership and participation in the Council and its activities is open to all parents' advisory councils established pursuant to this policy.

3. Each parents' advisory council may elect annually one of its members to be a representative on the district parents' advisory council for a term of not more than one year.

4. A Superintendent of schools for the district, a designate of the superintendent or a Trustee of the School District may attend any meeting of the district parents' advisory council.

5. The provision of this policy relating to parents' advisory councils also applies to the District Parent Advisory Council.

6. The District Parent Advisory Council's activities will be carried out at the district level, rather than at the local school level.

7. Individual school parents' advisory councils have the right and authority under the School Act to approach the Board directly.

School District #81, District Parent Advisory Council Function

The stated objective of the School District #81, District Parent Advisory Council is to encourage cooperation and communication among parents, students, educators and school district appointed and elected representatives. In meeting this objective School District #81, District Parent Advisory Council, as the recognized district representative group, shall:

1. Promote the interests of the public school system throughout the district.

2. Liaise with the Board, district staff assigned this responsibility by the Board or the Superintendent and other partner groups.

3. Liaise with the British Columbia Confederation of Parent Advisory Councils.

4. Advise the Board on district-wide matters relating to the education and well-being of students.

5. Provide a vehicle for communication among parents' advisory councils and provide assistance to councils as requested.

Board Support for the District Parent Advisory Council (DPAC)

1. The Board shall provide access to copy services annually to support the publication of newsletters and other materials.

2 The Board shall provide access to the school district mail system to DPAC to enable the to distribute mail to and from schools and district offices.

3. The Board shall provide to the School District #81, District Parent Advisory Council, without charge, a copy of all Regular Board meeting agendas and a copy of the Board Policy Manual with amendments as necessary.

4. An annual amount will be designated by the Board after the DPAC presents their plan of activities for that year.

DISTRICT COMMITTEES THAT INCLUDE PARENT MEMBERS

1. District committees which call for parent members will include the following:
   (a) Representatives appointed by the District Parent Advisory Council;
   (b) Members of the parents' advisory council where the district committee's mandate deals with a program or service that is located at a specific school;
   (c) Other parent representatives as determined by the Board's terms of reference for a specific district committee.

   (The number of each to be determined by the Board upon establishment of each new committee

2. The District Parent Advisory Council shall appoint representatives to district committees for a one-year term.

3. Where applicable, the parents' advisory council shall appoint representatives to district committees for a one-year term.

4. Where possible, appointments should be made by September 30 of each year.

5. With the District Parent Advisory Council's endorsement, a PAC representative may also serve as the DPAC representative on district committees.

Visits to the Schools
Policy 2120
April 26, 2005

The Board requires that all visitors to schools, including district staff, administration office personnel, maintenance staff, and itinerants report to the office and state their business for being there.

It is the policy of the Board to encourage all citizens to take an active interest in the district's schools, and the schools welcome visits from parents and other members of the community. However, because a school is primarily a place for teaching and learning, visitors are requested to arrange classroom visits in advance with the principal and the teacher. Teachers are not expected to take class time to discuss individual students with parents or to interrupt their teaching in order to entertain visitors. If a parent wishes to discuss a specific concern, a parent-teacher conference outside regular class time should be arranged.

Guidelines:

1. Appropriate signage will be in place at schools to direct visitors to report to the office.

2. Any individuals on school district property who have not registered with the office are illegally on school property and are to be asked to identify themselves or to leave. If a visitor refuses to leave and/or creates a disturbance, the principal or building manager has the authority to request aid from the RCMP.

Public Inquiries / Concerns
Policy 2230
April 26, 2005

Constructive criticism, based on a sincere desire to improve the quality of education, is welcome.

The Board places trust in its employees in such a manner that employees are freed from unnecessary, spiteful, or negative criticism and concerns. The Board recognizes that misunderstandings and disagreements are usually best handled at the teacher/parent/student level. Employees involved in a concern will be given every opportunity for explanation and comment.

In the resolution of a concern only those facts directly related to the situation will be discussed.

Guidelines

1. If a concern can be resolved through the cooperation of the complainant, the Principal and/or District staff it shall be so resolved. Concerns in the area of school organization, curriculum, programming, etc. fall into this category. General concerns by an Association or Union shall be addressed in accordance with collective agreement provisions.

2. Parents, students and/or the public are encouraged to take concerns directly to the staff member involved, or to the Principal, who shall address the concern.

3. All employees are expected to take concerns to the staff member involved or to notify the staff member that they intend to take their concern to the staff member's supervisor.

4. Concerns regarding school level matters made to District Office shall be immediately referred to the Principal who shall notify the pertinent staff member and address the concern.

5. Concerns made to a Trustee shall be immediately channeled to the Superintendent.

6. Concerns made to a P.A.C. executive shall be immediately channeled to the Principal.

7. In the event a concern remains unresolved at the school level, it shall be addressed by the Superintendent.

8. If a concern remains unresolved subsequent to the Superintendent’s involvement, an in camera session of the Board may be convened to resolve the concern. The person who has the concern, the staff member, the Principal and the Superintendent shall have the opportunity to express their views.

Advertising / Promotion and Communication
Policy 2260
May 30, 2006

The Board believes that students must be protected from possible exploitation and will take the necessary action to ensure that students are protected from such advertising and promotion.

The Board believes that students must be protected from possible exploitation related to advertising and promotion and will take necessary steps to do so.

The Board also recognizes that it enjoys a privileged relationship with families by virtue of their access to transmit information to those families through students and has the responsibility to protect this relationship from abuse.

Students and their families, and Staff of the schools are to be protected from intrusions by announcements, posters, bulletins, and communications of any kind from individuals and organizations not directly connected with the schools**.**

It is the responsibility of the Board to make it clear that schools are intended to serve children, not other interests.

Guidelines

Pupils must be protected from possible exploitation in considering requests that they be used in advertising or promoting the interest of any non-school agency, organization, or activity. Within that context:

1. The schools may co-operate in furthering the work of any non-profit community social service agency, provided that such co-operation does not restrict or impair the educational program of the schools.

2. The schools may use films or other educational materials bearing only simple mention of the producing firm and providing such materials can be justified on the basis of their actual educational values.

3. The schools may, upon approval of the Board, co-operate with any agency in promoting activities in the general school interest, and that promote the education or other best interests of the pupil, such as school pictures.

4. No advertising material may be distributed to students that in the opinion of school authorities would contribute to the personal gain of an individual, business or company except as follows:

    4.1 educational material used by staff for educational purposes such as companies that provide books to encourage student reading;

4.2 samples, calendars, supply catalogues, etc., which may be distributed to staff for study, purchasing or routine classroom use, with administrative approval.

5. If partnerships are entered into they must ensure that display of corporate logos are limited to non-structural and/or temporary objects in school buildings or on the grounds; (Please refer to Policy 5310)

6. Upon direction from agencies such as Risk Management, the Board of School Trustees may direct schools to distribute materials such as student insurance.

7. Materials sent home must be restricted to educational advertising and promotion, including fundraising initiatives approved by the Board in Policy #5310.

8. Materials distributed in the schools to pupils must not contain advertising which is beneficial to any particular group or business.

9. Surveys, questionnaires, and requests for information require the Superintendent's permission.

10. Not withstanding the above, no advertising, promotional or other material originating from a source not directly under the jurisdiction of the board may be generally displayed or distributed to or through students without the prior approval of the Superintendent or designate.

Use of School Facilities
Policy 2270
06/25/96

School facilities are provided primarily to facilitate the education of young people. In addition to this function the Board wished to make its facilities available to the public on an appropriate basis. The Board welcomes the use of its facilities for organized civic, cultural, welfare, or recreational activities which add to the life of the community.

Guidelines:

1. All activities in school facilities must conform to the laws of British Columbia, Canada and the Canadian Charter of Rights.

2. Priority will be assigned accordingly:
   a. school related activities and functions:
   b. activities and functions involving/or concerned with youth in the community:
   c. activities by other interested parties.

3. All facilities are available for public use from 4:00 pm to 10:00 pm week days at no charge. Facility rental rates are $23.54/hr on weekends and holidays.

4. All user groups MUST fill out an Application for Use of Facilities, Grounds and Equipment Form, and sign the indemnity clause.

5. This form must be approved by the Principal or designate.

6. This form must be authorized and filed at the School Board Office.

7. Signed copies of the application for use will be sent to the school, the user group and the janitor.

8. The party signing on behalf of the user group must be over 19 years of age and may not be a student in the school district.