

**Attendance**  
**Policy 5010**  
**09/04/90**

The prime purpose of the Board of School Trustees is to deliver an effective educational program to children in its schools. The Board believes that an effective education cannot be delivered to a child without regular and consistent attendance at school.

While, the Board undertakes to ensure that its staff will make every effort to provide educational programmes to students which are relevant and attractive, the prime responsibility for attendance rests with students and parents.

Guidelines

1. All students registered in a school are expected to attend on every day that instruction is offered.
2. Parents are requested to contact the school if an absence is anticipated.
3. In the event of an unexplained absence, principals are expected to phone the student's parent(s). The school may request a written reason for any unexplained absence.
4. Schools are required to develop written procedures which apply in the event of truancy. School attendance procedures must be lodged with the Board and provided to all students and parents, embracing the concepts of justice and due process. Although principals are expected to use their best professional judgement in selecting an appropriate course of action, it is anticipated that school procedures regarding truancy will contain similar elements such as:
  - 4.1 counselling for the student;
  - 4.2 possible course modification;
  - 4.3 verbal warning;
  - 4.4 written notice to parent(s);
  - 4.5 meeting with parent(s);
  - 4.6 "in school" suspension;
  - 4.7 "short duration" home suspension; and
  - 4.8 suspension referrals to the Board.

**Release of Children to Adults**  
**Policy 5020**  
**09/04/90**

The Board of School Trustees believes that the safety of children is paramount. Accordingly, the release of children from school into the care of adults will only be authorized when the regulations below are met.

Guidelines

1. All student records must contain up to date information regarding the custodial parent. Such information will include address, home phone number, and work phone number. In addition, the records shall show an appropriate contact person for situations when the custodial parent cannot be reached. Any additional parental "access arrangements" shall be included in the student file.
2. Teachers may not authorize the release of students from school.
3. Where a valid reason exists to release the student from school the principal is authorized to make this decision. The principal shall only release a child to adults duly authorized in the student record. The principal may only release a child to another adult when the principal is in possession of written approval from the custodial parent.

**International Students**  
**Policy 5030**  
**November 23, 2004**

The Board of School Trustees supports the enrolment of international students. We believe that the inclusion of international students will enhance the learning experience of students and staff, building a greater understanding and appreciation for other's perspective and life experiences.

The enrolment of international students is subject to the Regulations accompanying this policy and is subject to the condition that a student residing in the school district is not displaced from his/her program or course of study by an international student.

Regulations

The School District must receive a notarized Custodianship Declaration Form.

The student should submit the following:

1. A completed registration form
2. Proof of age
3. a recent photograph
4. any English test result
5. copy of immunization record
6. copy of latest report card (if available)

Students must:

1. Be competent to achieve at grade level in academic studies.
2. Be able to function in a cultural environment without the direct supervision of parents.
3. Receive a Study Permit from the Canadian government (forms available at [www.cic.gc.ca](http://www.cic.gc.ca) or 1-800-242-2100).
4. Show proof of BC medical coverage.
5. Be responsible for all travel and accommodation arrangements.

Tuition:

1. The tuition fee has been established at \$11,000 per year. Payment may be made in two installments of \$5,500. The first installment must be paid by September 1<sup>st</sup> and the second installment by February 1<sup>st</sup>.

2. Payment is to be made by Bank Draft, Certified Cheque or Bank Wire Transfer (Bank Account number and information will be provided to individuals).

Refund of payment will be made as follows:

1. Full refund if student authorization is not approved by Canadian Immigration.
2. Full refund of first installment fee (\$5500) if the student withdraws prior to September 1<sup>st</sup>; second installment by February 1<sup>st</sup>.
3. One half of first installment fee (\$2750) if the student withdraws prior to September 30<sup>th</sup>; second installment by February 28<sup>th</sup>.
4. No refund of the first installment fee if the student withdraws after September 30<sup>th</sup>; second installment by February 28<sup>th</sup>.
5. No refund if the student is dismissed from the School District for significant behavioral infractions.

International students will be enrolled without a fee if they fall into one of the following categories:

- Students on a recognized, reciprocal exchange program, recognized by the Ministry of Education
- Students accompanied by a parent(s) who lives within the School District and who holds work authorization papers
- Students who have an official guardian who lives in the School District (this must be done through the family court)

International students, like all students, will be required to pay for such things as school supplies, team or band travel, and special event costs as they occur.

## **Choice School Policy**

### **Policy 5040**

**February 22, 2005**

*Cross Reference with Policy 5050 Class Size Policy*

The Board of School Trustees believes in the concept of neighbourhood schools designed to meet the general needs of all school-age students in the area. Student admission is to be guided by the following principles:

- Access to neighbourhood school: The admission process will maximize the number of students able to attend their catchment area school in accordance with their wishes.
- Choice: The admission process will maximize the student's and parent's ability to choose the school and educational program which best meets the student's educational needs.
- Certainty, stability, and continuity: The admission process will support certainty, stability and continuity for students and families.
- Efficient resource allocation: The admission process will 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.

The board will endeavour to provide programs that meet the interests and needs of district students.

### **Regulations: Student Admission and School Choice**

#### **1. Definitions**

- 1.1 "Catchment area child" means a person:
  - a. of school age, and
  - b. resident in the catchment area of the school
- 1.2 "Continuing student" means a school age student in attendance at the school or designated feeder school during the previous school year who is expected to continue in the educational program for the succeeding year, but does not include:
  - a. a non-school district child or
  - b. a child who withdraws or transfers from the school or educational program before the end of the previous school year; or
  - c. a student who attended during the previous year on a disciplinary transfer.
- 1.3 "Non-catchment area child" means a person:
  - a. of school age,
  - b. resident in the school district, and
  - c. non resident in the catchment area of the school

- 1.4 “Non-school district child” means a person (ie. International, eLearning):
  - a. of school age,
  - b. resident in British Columbia, and
  - c. not resident in the school district
- 1.5 “Place of residence”: For purposes of this policy, a student’s place of residence is deemed to be that of the student’s parent, unless satisfactory evidence is produced that the student’s ordinary place of residence during the school year is elsewhere.

## **2. Determination of Available Space and Facilities**

Section 74.1 of the School Act establishes priorities for enrolment to apply if the board determines that space and facilities are available in a school.

- 2.1 The board of trustees delegates to the Superintendent of Schools or his or her designate, the decisions whether space and facilities are available in individual schools and educational programs for purposes of section 74.1(6) and (7) of the School Act.
- 2.2 Decisions will be made in consultation with the principal of the affected school and will be based on program capacity, including consideration of the following factors:
  - the operating capacity of the school as defined by the Ministry of Education
  - staff assigned to a school by the district
  - the physical space in which instructional programs operate in the school
  - the ability of the school to provide appropriate educational programs for the applicant and other students
  - the needs of other programs located in the school
- 2.3 After enrolment of continuing students, if the required space and facilities are determined to be available, transfer applications and applications from new students will be accepted in the following priority order:
  - catchment area child
  - non-catchment area child
  - non-school district child

provided application deadlines and other requirements have been met.

- 2.4 If space and facilities are inadequate to accommodate all continuing students, continuing students will be re-enrolled in the following descending order or priority: (Reference Class Size Policy #5050 )
  - continuing catchment area student
  - continuing non-catchment area student
  - continuing non-school district student.

2.5 Waitlists will be established for those not accepted, to be maintained until 3:00 pm on the third Friday of September.

2.6 Applicants for enrolment in Kindergarten will be separately prioritized in accordance with the priorities set out in 2.3

### **3. Tie Breaking**

3.1 When two or more applications have the same priority, priority as between them will be determined by the time and date of application.

### **4. Alternate enrolment process for continuing school district students**

4.1 Continuing students are not required to apply. They will be automatically enrolled in the applicable educational program or school, subject to space availability and to meeting program requirements, unless transferred or withdrawn. (Non-school district children are required to submit a School Transfer Application annually.)

### **5. Dates for Applications to Enroll and Enrolment**

5.1 The Board has established the following timelines in order to accommodate the registration, enrolment and placement of students in the district schools. The School Transfer Application will be given to the Principal of the school.

First school day in March – the first date by which School Transfer Applications will be received at schools for the coming school year.

Last school day in March – the deadline by which a student must submit a School Transfer Application to attend a non-catchment area school in order to be eligible for enrolment in that school.

Second Friday in June – deadline by which a newly arrived catchment area student must be registered to be either enrolled or placed on the priority list as per 2.3.

First Monday after school opening – the date by which a student is removed from the school register if not in attendance by 3:00 pm and no prior communication has been received by the school from the parent/guardian.

5.2 Late applications will be placed on a separate list and prioritized as set out in section 2.3 until 3:00 pm on the third Friday of September, at which point a determination will be made, and thereafter as they are received if space and facilities are available.

## **6. Commitment**

- 6.1 Applicants may apply for more than one educational program but may only be enrolled in one. When an applicant is offered and accepts enrolment in an educational program (in or out of the school district), applications for all other programs either become invalid or they are placed on a waiting list as per 2.5

## **7. Discretionary Acceptance: Suspended or Expelled Non-School District Students**

- 7.1 Enrolment applications from non-school district children may be refused if the child:
- (a) is under suspension from a BC public school or school district, or
  - (b) has been refused an educational program by a BC public school board under section 85(3) of the School Act for refusing to comply with the code of conduct and other rules and policies of the board or has failed to apply himself or herself to his or her studies.
- 7.2 Such applications will be referred to the superintendent or designate for a decision on admission. Admissions may be made subject to terms and conditions. A student who has been admitted under this section is not entitled to the status of a continuing student in the following year unless approved by the school principal or superintendent's designate.

## **8. Communication**

- 8.1 Application periods and enrolment dates will be communicated to the school communities and to the community at large and may also be communicated to other communities within and outside the school district.

## **9. Transportation**

- 9.1 Transportation of a student outside his/her catchment area will be the responsibility of the parent/guardian.
- 9.2 Winter In-town Bussing – to and from all elementary schools, in the catchment area; restrictions are in place, stops are identified annually in the Winter bus schedule. Depending on available space provision is made to accommodate Fort Nelson Secondary School students, in some areas in the morning.

## **Catchment Areas**

J.S. Clark – all students southeast of Airport Drive and northeast of the Alaska Highway (includes Midtown, East Sub, Cottonwood and Reservoir Subdivisions)

G.W. Carlson – all rural students, all student northwest of Airport Drive and southwest of the Alaska Highway (includes Southridge Park, Angus, Mountainview, Gairdner and Industrial Subdivisions).

**Class Size Policy**  
**Policy 5050**  
**February 22, 2005**

*Cross Reference with Policy 5040 Choice School Policy*

The Board of School Trustees believes that it is in the best interest of student learning to have class sizes that provide reasonable student/teacher interaction and adequate space for student learning activities.

**1. School Act Section 76.1 Class Sizes**

The School Act Section 76.1 Class Size states – a Board must ensure that the average size of its classes, in the aggregate, does not exceed:

Kindergarten	19
Grades 1 – 3	21
Grades 4 – 12	30

And

The Board must ensure that the size of any primary grades class in any school in the school district does not exceed:

Kindergarten	22
Grades 1 – 3	24

**2. District Class Sizes**

Without contravention of the School Act, and in light of the beliefs stated above it is the intention of the Board of School Trustees to endeavour to have final class sizes at the following numbers:

Kindergarten	21
Grades 1 – 3	24
Grade 4 – 12	27

**Assessment and Grading**  
**Policy 5110**  
**25/06/84**

The Board of School Trustees believes that it is essential for sound and thorough assessment and grading procedures to be part of the education of children. In this light it is essential that teachers use a variety of assessment tools.

Guidelines

The following norm reference tests are to be given to assist teachers with student programming:

1. In October, the Canadian Test of Basic Skills at grades 4, 6, 7, 8, and 10.
2. The Provincial Learning Assessment Program for grades 4, 7, and 10.

**Promotion/Retention**  
**Policy 5120**  
**22/10/84**

Because the public schools of the district are dedicated to the best total and continuous development of each pupil enrolled, the professional staff is expected to place pupils at the grade level best suited to them academically, socially, and emotionally.

Pupils will normally progress annually from grade to grade. Exceptions may be made when, in the judgement of the professional staff, such exceptions are in the best educational interest of the pupils involved. Prior notification and explanation must be made to each pupil's parents, but the final decision will rest with the school administration.

**Awards for Achievement/Scholarship**  
**Policy 5150**  
**25/06/84**

The Board of School Trustees wishes to encourage academic excellence, citizenship, and sportsmanship. To this end the Board of Trustees encourages its professional staff to develop recognition mechanisms for each school in the system.

## **Student Behavior and Discipline**

### **Policy 5210**

### **December 9, 2003**

The Board believes that all children have a right to receive an education in a safe and positive learning environment. The Board affirms that appropriate behavior is essential to the operation of effective schools and to the development of responsible, self-disciplined young people.

The School Act requires every student to comply with the school standards authorized by the principal of the school and with the code of conduct and policies of the Board.

The Board anticipates the cooperation and support of parents/guardians in the application of this policy.

Legal References:     *School Act 6 (1) a, b 85 (2) c, d 85 (3) a, b*  
                                  *School Regulation 265/89*

#### Code of Conduct

Students in School District #81 are expected to:

1. Treat others with dignity, respect, tolerance, and courtesy.
2. Respect the rights of others to learn and work in an environment free from abuse, intimidation, harassment, discrimination or disruption.
3. Act in a safe and responsible manner towards themselves, others and other's property.
4. Comply with classroom and school standards for attendance, promptness, language and behavior.

#### Guidelines

1. School Standards for Student Behavior
    - 1.1 Administrative Officers are expected to develop and apply age appropriate standards for the implementation of the District Code of Conduct with the input of staff, the Parent Advisory Committee, and students (where appropriate).
    - 1.2 School consequences for misbehavior must be consistent with Board Policy and provisions of the School Act and Regulations.
    - 1.3 School standards must be communicated to students, staff, and parents/guardians at the beginning of each school year.
  2. Behavioral Interventions
    - 2.1 Student behavioral interventions should reinforce appropriate, and discourage inappropriate, behavior.
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- 2.2 Appropriate interventions may include:
    - a. a student conference;
    - b. short term removal from class;
    - c. in school detention;
    - d. parent conference/contact;
    - e. in school suspension;
    - f. referral for school based student services;
    - g. counseling for the student;
    - h. course or program modification; or
    - i. referral to District staff for programs or services.
  - 2.3 Parents/guardians are to be apprised regarding interventions c through i above, or for repetitive interventions.
  3. Student Home Suspensions
    - 3.1 Home suspension is to be used only when other forms of intervention have been unsuccessful or with a significant breach of the school standards.
    - 3.2 Short term home suspensions are to be administered as follows:
      - 3.2.1 Administrative Officers are authorized to suspend a student for up to five (5) school days.
        - a. Elementary students will be provided with home study materials and secondary students will be provided with assignments from the office.
        - b. Parents/guardians are to be contacted verbally followed by written confirmation.
        - c. A copy of the suspension letter is to be sent to the District Vice-Principal, Student Services.
    - 3.3 Longer term home suspensions are to be administered as follows:
      - 3.31 Administrative Officers may suspend a student indefinitely with immediate referral to the Discipline Review Committee.
        - a. The Administrative Officer is required to prepare and forward an appropriately documented report.
        - b. Study materials are to be provided to the student.
        - c. Parents are to be contacted verbally with written confirmation.
  4. Refusal to offer an Educational Program
    - 4.1 In accordance with Section 85 (2) c, d 85(3) a, b of the School Act, the Board may refuse to offer an educational program to a student 16 years of age or older where the student:
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- 4.11 has refused to comply with the student Code of Conduct, or the school standards; or
  - 4.12 has failed to apply him/herself to his/her studies.
- 4.2 If an Administrative Officer considers that a student meets either of the above criteria, the Administrative Officer shall:
- 4.21 give the student a verbal warning indicating a timeline for improvement.
    - 4.211 The date and time of the warning is to be documented.
  - 4.22 provide a written warning, by letter, which shall include the identification of the reasons for the issuance of the warning and consequences of failure of the student to reform his/her behavior.
    - 4.221 The parent/guardian must be sent a copy of the letter by registered mail;
    - 4.222 A copy of the letter is forwarded to the Superintendent; and
    - 4.223 Where applicable and practicable, the Administrative Officer shall arrange for a meeting with the parent/guardian of the student at the school.
- 4.3 If the student fails to make a reasonable effort to correct behavior within a reasonable period of time the Administrative Officer shall issue an indefinite suspension and refer the matter to the Discipline Review Committee.
5. Significant violations of The Student Code Of Conduct.
- 5.1 Student violations of the Code of Conduct that threaten the safety or health of students or staff and/or constitute criminal acts are serious infractions. These include:
    - 5.11 violent behavior, assault, intimidation, harassment, or possession of weapons,
    - 5.12 possession, exchange, or being under the influence of alcohol, or
    - 5.13 possession, exchange, or being under the influence of illegal drugs.
  - 5.2 When these types of infractions occur on school property or at school functions on or off the school grounds, they shall be immediately addressed.
    - 5.21 Students will be suspended and referred to the Discipline Review Committee.
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- 5.22 If there is evidence that a student under school supervision is in possession of, or is trafficking, an illicit drug, or has violated a federal or provincial statute, the Administrative Officer shall notify the RCMP.
- 5.23 If a student uses a weapon to threaten another student or staff member, the RCMP shall be notified.
- 5.24 If a student threatens to bring a weapon to school or suggests that he/she has access to a weapon (or even wishes they have access to a weapon) so that they could kill another student or staff member the RCMP shall be notified.

## 6. Discipline Review Committee

### 6.1 Membership

6.11 The Discipline Review Committee shall be comprised of the following:

- the District Vice-Principal for Student Services or designate
- two administrative officers from a school not attended by the offending student

6.12 Members of this committee shall not participate in any subsequent appeal process regarding a Committee decision to the Board of School Trustees.

### 6.2 Purpose of the Hearing:

6.21 To review information on the suspension of a student.

6.22 To ensure that both the school and student have an opportunity to present information regarding the nature and circumstances of the case, relevant background information, and the impact of the behavior requiring discipline.

6.23 To allow both the school and student to answer questions that the Discipline Review Committee may have regarding the incident.

6.24 To make decisions regarding the student's future educational program.

### 6.3 Presentations to the Committee

6.31 The District Vice-Principal for Student Services (or designate) will advise the parents/guardians and students of the time and date of the meeting with the District Discipline Review Committee.

- 6.32 The incident is not to be discussed with any Committee member prior to the meeting.
- 6.33 A school Administrator (or designate) will introduce the parents/guardians and student to the Committee Chairperson. The Chairperson will introduce Committee members.
- 6.34 The Chairperson will outline the purpose of the meeting. All information that is distributed or given at the meeting is to be viewed or heard for the first time at the hearing.
- 6.35 The student or parent/guardian will provide his/her version of circumstances that took place at the school or school activity leading to the student's suspension.
- 6.36 A school Administrator (or designate) will present the school's version of the incident leading to the suspension. The Administrator (or designate) shall provide a written statement for this purpose.
- 6.37 Committee members will ask questions of either party at the meeting. The student, administrator, and parent/guardians may also ask questions.
- 6.38 The parents/guardians, student and Administrator (or designate) will then be excused from the meeting. The Committee will review information that was presented at the meeting and make a decision.

#### 6.4 Scope of the Committee

The Discipline Review Committee is authorized to:

- 6.41 Suspend a student for up to an additional 20 days beyond any suspension that may have been imposed by the principal;
- 6.42 Reassign a student to a program;
- 6.43 Direct that a student's educational program be delivered at home or through distance learning;
- 6.44 Impose conditions which must be met before a student is permitted to return to school; and/or
- 6.45 Refuse to offer an educational program to any student who has reached the age of 16 and to stipulate if, when, and under what conditions such student may be re-admitted to an educational program.

#### 6.5 Disposition

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- 6.51 The District Vice-Principal for Student Services (or designate) will advise the school Administrator (or designate) of the decision and the parents/guardians within 48 hours. A letter is also forwarded by the District Vice-Principal for Student Services formalizing the Committee's decision.
  - 6.52 The Board of Trustees is advised of the disposition of the student's case, names withheld.
- 6.6 Appeal
- 6.61 In all cases, the student and parent/guardians have access to the formal Appeal process outlined in Board by-law No. 1.

## **Student Conduct on Buses**

### **Policy 5220**

### **22/01/97**

The Board believes that the provision of appropriate transportation for students is a necessary part of its function in providing an educational service to children.

The Board believes that a school bus is an extension of the school. Student safety is paramount.

#### Guidelines

1. Students will conduct themselves in an orderly manner; follow all instructions given by the bus driver; remain seated until they reach their destination; and follow safe bus procedures and rules.
2. Parents shall ensure that their child: is at the correct pick-up location approximately five minutes early; waits for, and boards the bus in a safe manner; returns home safely from the designated bus stop at the end of the school day; and understands that bus drivers are given authority to appropriately report the misbehavior of students placed in their charge.
3. School personnel will anticipate that bus drivers will address rule infractions; will utilize written discipline procedures which apply fairly and consistently to student conduct; and while using their best judgement, follow consequences which include the steps outlined in guideline 4.
4. Student discipline consequences.
  - 4.1 Verbal Warning
    - 4.1.1 Normally a verbal warning will be given by the Bus Driver to correct student behavior while aboard the bus.
  - 4.2 Written Warning
    - 4.2.1 Should the verbal warning be ignored and student conduct continues to be unacceptable, the driver will issue a written warning. Written warnings may also be given where misconduct is serious enough to warrant parents/guardians of the student being advised of the student's behavior.
  - 4.3 Suspension
    - 4.3.1 Should the written warnings not be heeded or extreme behavior occurs, the driver will request a suspension of riding privileges. The driver will not determine the length of the suspension but will provide input to the Transportation Supervisor.
    - 4.3.2 Once a request for suspension is received, the Transportation Supervisor and the Administrative Officer will discuss the

incident.  
and

A suitable period of suspension may then be determined  
notifications given as required.

4.3.2.1 Level One Action - A suitable disciplinary action,  
normally a one (1) to five (5) day suspension.

4.3.2.2 Level Two Action - Normally a two ( 2) to ten (10)  
day suspension of bus riding privileges.

## **Damage or Theft Related to Buildings, Grounds or Equipment**

### **Policy 5230**

### **09/04/90**

The Board believes that children have a right to receive an education in an environment which is conducive to learning. Accordingly, it undertakes to provide students with the best possible facilities and equipment, consistent with sound financial management.

Students committing acts of vandalism or theft will be subject to normal school procedures plus the following guidelines.

Members of the public committing acts of vandalism and theft will be subject to the appropriate common law plus the following guidelines.

#### Guidelines

1. Vandalism, for the purposes of these regulations is defined as the act of willfully, or carelessly, mutilating or destroying any school property or equipment.
2. Theft, for the purposes of these regulations, is defined as the removing of any funds, school equipment, or materials without authorized permission.
3. All acts of theft or vandalism will be reported to the Maintenance Supervisor by the Principal of the school.
4. Perpetrators of vandalism or theft will be held financially responsible for all or parts of the costs of repairing or replacing items. The charges to be assessed will be determined by the Superintendent upon the recommendation of the Maintenance Supervisor.
5. Where an act of vandalism or theft occurs during the regular school day or at a school sponsored event, the Principal or Teacher in charge shall contact the R.C.M.P.
6. Where an act of vandalism or theft committed outside the school day (including a break-in) is discovered this shall be reported to the R.C.M.P. immediately.

The following information is to be included in the report:

- a. time of discovery and by whom;
- b. estimated date and time of entry;
- c. estimated time and date of actual break-in or act of vandalism;
- d. list of articles damaged or missing with serial numbers, identifying marks and estimated value;
- e. estimate of damage to premises; and
- f. any other information that may be pertinent.

## **Illicit Substances**

### **Policy 5240**

**09/04/90**

The Board of School Trustees for School District #81 (Fort Nelson) promotes the development of healthy lifestyles for employees and students.

The Board further endorses all efforts to prevent the consumption and/or possession of illicit substances in its schools or at any school function.

**Inspection of Student Lockers**  
**Policy 5250**  
**09/04/90**

In the interests of health and safety, the Board believes that the inspection of lockers on its premises by appropriate school personnel is a reasonable and necessary action. Such inspections should be guided by the following guidelines.

Guidelines

1. Students will normally be in attendance when a locker inspection takes place.
2. Inspections will normally be done by the school principal with another staff member present.
3. A student may not reasonably refuse to have the locker assigned to them opened.
4. Where school safety is threatened, a student lock may be removed by force.
5. The Board reserves the right to open the lockers on its premises, where, in the opinion of an Administrative Officer there are grounds for suspecting that illicit or stolen goods are stored in the locker. A principal may seek the assistance of the RCMP to conduct a locker inspection.

**Student Dress**  
**Policy 5260**  
**09/04/90**

While the Board recognizes that dress is a legitimate avenue of individual expression, acceptable student dress will be subject to the following guidelines.

Guidelines

1. Principals may restrict the wearing of clothing, adornments, and hairstyles where safety is placed at risk.
2. Principals must ensure that students wear appropriate safety clothing and equipment when required.
3. Principals may restrict the wearing of clothing and adornments which contravene acceptable standards.
4. Principals may require students to return home and change their appearance. When this occurs the student may re-attend school without penalty.

## **School Fundraising /Non Profit and Corporate Partnerships Policy 5310 March 4, 2003**

### **Fundraising**

The Board of School Trustees understands that a number of school activities require fundraising. The Board is mindful that there must be realistic expectations around the quantity of fundraising and amount of money raised at an individual school and within the district as a whole. The School Fundraising Policy applies to all school based groups inclusive of P.A.C.'s.

The Board believes that fundraising is seen as most acceptable when it provides a service or a product in the community. Solicitation of donations is not sanctioned by the Board, unless indicated on the fundraising plan and approved by the Board.

### Guidelines

1. Extensive fundraising plans must be submitted annually to the Board by October 31<sup>st</sup>. Amended extensive fundraising plans and limited plans (under \$1000) may be submitted, for Board approval, throughout the school year but prior to the event.
  - 1.1. These plans will include a description of the fundraising goals, the target amounts and the methods by which funds are to be raised.
  - 1.2. The plan must include a letter of support from the School Principal.
2. It is the expectation that once the target is reached the fundraising group will limit its activity to non-profit events that will not generate any additional funds, in the current school year.

### **Non Profit and Corporate Partnerships/Agreements**

1. Non Profit and Corporate Partnerships are viewed favorably by the Board if they have an identified educational value. Resources available from these organizations are intended to compliment, not replace, public funding for education; nor will they produce inequality between individual schools.
2. If partnerships are entered into they must clearly define the roles and responsibilities for all partners.
3. All agreements reached must be approved by the Board of School Trustees.

## **School Graduation Policy**

### **Policy 5330**

### **13/12/94**

The Board of School Trustees believes that a graduation ceremony should be a significant and important occasion recognizing the achievements of its Grade 12 students. While official graduation status can only be confirmed subsequent to government exams, the Board wishes to give special recognition to those students who demonstrate a commitment to their studies throughout the school year.

The Fort Nelson Secondary School graduation ceremonies shall be held on a date after completion of Grade 12 government examinations. It is the belief of the Board that such a commitment and choice of date will also enhance the likelihood of success on the Grade 12 government exams. The Board recognizes the conflict that arises between the Fort Nelson Secondary School and the Toad River School Graduation Ceremonies. In October of each year the Administration of the Toad River School, in consultation with the Toad River Graduation Committee, will recommend a Graduation Ceremony date to the Board.

#### Guidelines

1. For students to receive special recognition, they must:
  - 1.1 be enrolled with an appropriate course load which will satisfy Ministry graduation requirements by June 30 of that school year. No student may enrol in Ministry recognized correspondence courses to satisfy graduation requirements, after March 31.
  - 1.2 have the potential to pass each course which they are using to meet graduation requirements. Students enrolled in correspondence courses must have a reasonable expectation to complete and pass each course.
2. Notification of all those who will receive special recognition will be made on or before May 31st. Notwithstanding the above, a final list will be distributed five (5) days prior to the commencement of school based final exams.
  - 2.1 Notification at Toad River School will be made thirty (30) days prior to the date of the graduation ceremony.
  - 2.2 Any student who is not eligible, or who has lost their right to receive special recognition shall be advised immediately of their right to appeal the decision to the Board of School Trustees of School District #81 (Fort Nelson).

## **School Graduation Finances**

### **Policy 5331**

**08/11/94**

The Board wishes all students that are eligible for participation in the graduation ceremony to be able to attend the activities on an equal basis. The Board further believes that graduation should not be a financial burden on parents.

#### Guidelines

1. The Graduation Class will be expected to develop a reasonable budget outlining expenditures and anticipated revenues for their graduation ceremonies. This budget must be presented for Board approval by the second Board Meeting in October.
2. The Board will provide \$1800.00 annually to the graduating class of FNSS and \$300.00 for the graduating class of Toad River School to compensate for the following expenses:
  - a. gown and cap rental
  - b. dinner for the graduate
  - c. dinner for official guests, plus spouses

**Nutrition in Schools**  
**Policy 5405**  
**January 29, 2008**

The Board of School Trustees believes that the school has an important role to play in improving the health of students by reinforcing sound nutrition principles through both their food services and their education programs.

Nutrition has a strong impact on the ability to educate children. A student's physical and mental health and development, susceptibility and resistance to disease, reaction to stress, energy level and general morale, are all affected by the state of nutrition.

Positive nutrition must begin in early education when lifelong habits and attitudes are formed. Nutrition education should be a cooperative effort between home and school with practice reinforcing theory. It is expected that principals and teachers in consultation with parent groups consider issues surrounding the provision of foods in schools, lunchtime arrangements and related matters. To do this community resources may be utilized when appropriate.

The Board believes that the school's role should be to provide nutrition programs and to encourage the consumption of nutritious foods by the students in our schools. This objective can be achieved by educational programs suitable to the various age levels and by ensuring that the school's food services reflect a commitment to sound nutritional practices. Each school is responsible to develop a policy for their school following the guidelines set out in this policy.

**Guidelines:**

In order to implement the objectives of a nutrition policy, schools should base their decisions on the selection of foods for sale or for serving on the Ministry of Education and Ministry of Health Guidelines for Food and Beverage Sales in BC Schools (Revised September 2007) ActNowBC found at [www.bced.gov.bc.ca/health](http://www.bced.gov.bc.ca/health).

## **Medical Status of Students**

### **Policy 5410**

**27/05/91**

The Board of School Trustees recognizes that a healthy child will learn more effectively. The Board undertakes to make its staff aware of any medical impediments to learning through the prompt completion and review of appropriate documents and records. Principals will be assisted in this task by the following guidelines.

#### Guidelines

School Medical Registration Forms are to be completed by parent or guardian for every student upon entrance to the school year. One copy to be kept in student's file at the school and one copy is to be forwarded to the Public Health Nurse.

The Public Health Nurse should notify the school of students who have a medical problem.

The Principal must ensure that the student's teacher is aware of a health problem.

#### Procedures for Medical Alert Forms

1. For those conditions which are considered to be life-threatening, the above card will be completed and filed with the Permanent Record Card.
2. Where practical, the Public Health Nurse will have the parent initial the information.
3. Where it is impractical to have the parent initial the information, the parent will be contacted by telephone and a notation written on the card that such contact has been made.
4. The Public Health Nurse will review the P.H. 39 each year to ensure it is complete and up-to-date.
5. The Public Health Nurse should discuss the pupils who require a Medical Alert Card with the principal and school staff to ensure that school personnel are aware of the condition.
6. When a P.H. 39 is received in a school for a pupil who has transferred, the school secretary should advise the Public Health Nurse at once.

#### Medical Conditions that Arise after Registration:

A school referral form (P.H. 33) will be completed by the Public Health Nurse/teacher to ensure that the principal and teacher (s) are aware of the student's medical problem.

Transfer of Medical Forms:

The school secretary will notify the Public Health Nurse and will transfer the Medical Forms to the new school when the student moves.

## **Anaphylaxis Policy**

### **Policy # 5415**

### **December 11, 2007**

The Board is committed to the principle of providing a safe learning environment for its students. This includes a safe environment for all those who have been identified as having the potential for an anaphylaxis event. While the Board cannot guarantee an allergen-free environment, it is expected that school staff, parent(s) / guardian(s) and children will take important steps to establish an environment which minimizes the risk of potentially fatal anaphylactic reactions without depriving the anaphylactic child of normal peer interactions or placing unreasonable restrictions on the activities of other children in the school. Accurate records, staff education, parent(s) / guardian(s) support and classroom and schools rules should all be considered. Schools must take realistic and practical actions which will encourage the support of everyone involved. It is unrealistic and provocative to ban allergens. The goal is to minimize and control allergens through education.

Anaphylaxis is the term used to describe an acute, severe, life-threatening allergic reaction which requires immediate medical treatment. While it is impossible to create a risk-free environment, school staff and parent(s)/guardian(s) can take steps to minimize potentially fatal anaphylactic reactions.

Schools, in conjunction with parents, students and the Public Health will develop “School Plans” when an anaphylactic child is in their care. School plans will include ways of minimizing risk for the anaphylactic child, as well as a procedure for dealing with an anaphylactic event. These plans will be considered in the context of the anaphylactic child’s age and maturity. As a child matures, they should be expected to take increasing responsibility for avoidance to their specific allergens.

Parent(s) / guardian(s) are responsible to inform the Principal of their child’s allergy. The Principal and parents will work in partnership to create a plan that maintains as safe and healthy environment as is reasonably possible for students who may experience anaphylaxis. The Principal of the school is responsible for implementing the plan.

#### **Guidelines:**

- Any student identified as “at risk” must be identified to all staff and lunch providers on an annual basis by providing an up-to-date photo. Anaphylactic alert forms should be posted in the appropriate classrooms, in the staffroom, and in the office. (The posting of photos should occur only after the consultation / permission of parents.)
- Bus Drivers should be notified if an “at risk” student is riding the bus before/after school. The Bus Supervisor should receive a copy of the student’s picture and information

pertaining to the Action Plan.

- All staff in schools with students who have anaphylaxis shall receive an in-service from the Public Health Nurse. Procedures will be put in place in each school to educate TOC's / substitute teaching assistants, secretaries.
- Students should wear Medi-Alert identification (bracelet).
- IF an incident occurs: A debriefing session should take place as soon as possible to ensure all people involved (staff, parent(s) / guardian(s), and student) understand the steps taken, and the outcome. If other students were involved, they should have the opportunity to tell how they felt and what worked for them in assisting a fellow student. A debriefing will provide feedback on what worked and didn't work and will be a positive method of ensuring we do what is best for a student with anaphylaxis.

### **Responsibilities of Principals**

1. Arrange a meeting with the parent(s) / guardian(s) of the student with anaphylaxis (consult Public Health if required), to devise/revise the Anaphylaxis Action Plan. This should be done the first day of school or as soon as practical.
2. Ensure the parent(s) / guardian(s) have signed and updated all necessary forms – that the Anaphylactic Action Plan is implemented and that all medical information is updated.
3. Maintain an up-to-date list of emergency contact names and phone numbers.
4. Ensure that Epi-Pens are stored in a safe (unlocked) but accessible location that staff has been informed of the Epi-Pen's location.
5. When appropriate inform all parent(s) / guardian(s) that an anaphylactic student is attending the school/class and request their support.
6. With teachers, develop procedures for reducing the risk in classrooms and other common areas.
7. Establish safe procedures for field trips and extra-curricular activities.
8. If there is a hot lunch program etc. in the school, the caterer must be made aware of the allergy. If the caterer can not ensure allergen-free food then the child should not participate in the program.

### **Responsibilities of Parent(s) / Guardian(s)**

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1. Parent(s) / guardian(s) are responsible to inform the Principal of their child's allergy and meet with the Principal (or designate) to develop the Anaphylaxis Action Plan. Discuss if the photo may be displayed; where medication will be kept; the information to be shared with staff, other students; exposure in the classroom/ eating areas. Designation of a safe eating area if required.
2. Provide the school with a current Epi-Pen – check expiry date and for damage or discoloration.
3. Consider a Medic-Alert bracelet for the child. If the child has one, it should be worn at all times.
4. The parent may wish to share information with other parents in the school in consultation with the Principal. A letter may be sent home with students identifying an Anaphylactic Child in the Classroom.
5. Teach your child with anaphylaxis to:
  - recognize / communicate the first signs of a reaction
  - know where medication is kept
  - if child is responsible carry the Epi-Pen in a fanny pack
  - wear a Medic-Alert bracelet
  - eat only food allowed at home
  - wash hands before/after eating
  - take as much responsibility for their own safety as possible
  - take medication home at the end of the school year

### **Responsibilities of Classroom Teachers**

1. Follow the procedure set out regarding the risk for the student with anaphylaxis. Review the Anaphylaxis Action Plan.
  2. Reduce the risk for the student with anaphylaxis.
  3. Discuss anaphylaxis with students in age-appropriate terms, request a visit from the Public Health Nurse, if applicable. Create a positive and helpful attitude toward the student with anaphylaxis.
  4. Request the parent(s) / guardian(s) of the student with anaphylaxis provide food for their child when there are special occasions.
  5. Do not use food in crafts.
  6. Reinforce hand washing before and after eating.
-

7. If required request students wash their desks after eating, and ensure any food preparation areas are washed with warm soapy water.
8. Leave information readily available for TOC's.
9. Ensure the Epi-Pen is taken on all outings (field trips etc). Supervisors, bus drivers etc should be aware of the student with anaphylaxis and appropriate responses.
10. Follow the plan developed by the Principal and parent(s) / guardian(s) to ensure a safe eating environment that does not isolate the student.

### **Responsibilities of the Student with Anaphylaxis**

1. Know where the Epi-Pen is.
2. Take as much responsibility as possible to avoid allergens.
3. Eat only food permitted from home.
4. Older students – read food labels.
5. Wash hands before/after eating.
6. Know the signs and symptoms of an anaphylactic reaction.
7. Tell an adult as soon as possible if an accidental exposure occurs or symptoms appear.

**Emergency Evacuation**  
**Policy 5430**  
**27/05/91**

The Board of School Trustees recognises that it is responsible for the safety and well being of students while they are attending school. This responsibility extends to situations where it is necessary to evacuate school buildings. To meet this responsibility principals are to be assisted by the following guidelines.

Guidelines

The Principal of each school shall be responsible for establishing an evacuation plan for her/his school. This plan shall include:

1. a method of promptly identifying students who are present, plus a procedure for locating missing students;
2. a person nominated to take first aid supplies from the building/school;
3. emergency and alternate escape routes for students to follow;
4. an alternate collection point (building) to accommodate the students, if necessary.
5. Once the safety of the children is assured then the principal should:
  - a. inform the Board Office; and
  - b. contact parents, as necessary.
6. The Principal of each school is responsible for establishing a series of evacuation drills with a view to making the evacuation of the school as efficient and safe as possible.
7. The Principal will be responsible for reviewing the evacuation policy each year to ensure proper procedures are in effect.
8. The Principal will be responsible for ensuring that the School Board Office has a current copy of her/his evacuation plan.
9. The Principal will be responsible for ensuring that staff and students are advised of the evacuation plan, on an annual basis.

## **Bombs Threats**

### **Policy 5440**

**09/12/91**

1. Upon receipt of a threatening call, the person should listen carefully for any relevant comments. Following this, details of the call should be written down.
2. The principal should be notified immediately.
3. The principal must then inform the RCMP and evacuate the building using the school's emergency evacuation plan.
4. Students may not return to the building until clearance has been given subsequent to inspection of the premises by the RCMP.

**Ambulance Calls**  
**Policy 5420**  
**09/12/91**

In the event of illness or accident, the school will use its normal first aid procedures. Should the situation appear serious or urgent, school staff should immediately call for an ambulance or additional support. Emergency provision of First Aid to a student is expected to take precedence over supervision of a class by a teacher.

Guidelines

1. Principals should attempt to notify parents as soon as possible provided that this does not impede service to a child urgently requiring medical attention.
2. The ambulance is located at the Fort Nelson General Hospital (774-2344).
3. If necessary, School District No. 81 will pay the charges for the ambulance service.

**Child Protection Protocol**  
**Policy 5460**  
**November 28, 2000**

PROTOCOL BETWEEN SCHOOL DISTRICT #81 (FORT NELSON) AND  
THE MINISTRY FOR CHILDREN AND FAMILY DEVELOPMENT  
ON REPORTING CHILDREN IN NEED OF PROTECTION

A. INTRODUCTION

This is the local child protection protocol between the School District #81 (Fort Nelson) and the Ministry for Children and Families, Fort Nelson District Office. This protocol is not intended to replace the Ministry for Children and Families BC Handbook for Action of Child Abuse and Neglect (BC Handbook), but rather emphasize the need for an integrated approach protecting children at our community level. This protocol summarizes the major steps each agency would take in the reporting, assessing and investigating child protection reports of school children.

B. WHEN A SCHOOL DISTRICT #81 EMPLOYEE SUSPECTS A CHILD NEEDS PROTECTION

When a teacher or other School District #81 employee has a reasonable suspicion that a child may need protection the employee will carry out the following procedures.

STEP 1: Record accurately all information pertinent to making a report, including, (see page 19 BC Handbook):

- i. the name, age, date of birth, grade, address, and telephone number of the child;
- ii. the names of the parents and/or guardians;
- iii. the reasons for concern and any relevant statements made by the child.

NOTE: Information given by the child should be recorded verbatim

STEP 2: The School District #81 employee is to then immediately inform the child's school principal of the child protection concern. If there are reasons for which a School District #81 employee deems it inappropriate to report the incident to the child's school principal, the employee is to instead immediately inform the Superintendent of Schools and to then continue through the reporting procedure.

NOTE: All personnel are reminded that they are not to investigate the nature of the concern at this or any other time (see page 14-16 BC Handbook).

STEP 3: The School District #81 employee is to then call the local Ministry for Children and Families office and ask to speak with an intake worker, saying "I am calling to report a possible child protection concern." The information recorded under

STEP 1 will be very useful to give to the Ministry for Children and Families social worker. An employee shall not inform parents about the concern without the approval from the investigating social worker, for this may jeopardize the investigation, especially when a parent may be the abuser. Reports are to be made on the same day the employee has grounds to suspect a child protection concern. If the local office is closed the employee is to call the Ministry for Children and Families Helpline for Children at 1-800-663-9122 (see page 16 BC Handbook).

NOTE: Responsibility for making a report to the Ministry for Children and Families rests with the person who has grounds to believe a child is in need of protection. This responsibility is not discharged by an employee reporting to any other person other than a delegate of the Director of Child, Family and Community Services other than a social worker in the local Ministry for Children and Families office (see page 17 BC Handbook).

C. WHEN A MINISTRY FOR CHILDREN AND FAMILIES SOCIAL WORKER RECEIVES A REPORT OF POSSIBLE CHILD NEEDING PROTECTION

Upon receiving a report of possible child protection concern, the Ministry must assess the family situation and investigate as appropriate. Where possible, the reporter will be notified whether the report has been accepted for investigation. Upon the conclusion of the assessment and/or investigation, the reporter will usually be notified of the results of the investigation (see page 55 BC Handbook).

It is important to note that it is the responsibility of the Ministry for Children and Families to report a case of suspected physical or sexual abuse to the RCMP. For a full outline of the considerations and steps in a child protection investigation please refer to pages 28 - 35 in the BC Handbook.

D. WHEN A MINISTRY FOR CHILDREN AND FAMILIES SOCIAL WORKER REQUESTS TO INTERVIEW A CHILD (REN) AT THEIR SCHOOL

When the Ministry of Children and Families worker is required to interview a child(ren), the worker is to make a reasonable effort to inform the school principal as to the intent. School District #81 employees will be available to the Ministry for Children and Families worker and the RCMP to assist in any way as requested. If a social worker comes to the school in order to interview a child(ren) involved, the school administrator is to cooperate by offering a quiet space in the school for the interview, providing proper identification has been presented by the social worker. Generally, children should remain in their class until the social worker attends the school and requests the child be brought for the interview. The social worker often needs to gather further information at the school prior to interviewing the child(ren). It can be very stressful for a child if they are already removed from class and have to wait for an extended period of time for the interview. The social worker, may, however, request someone be present in order to support the child(ren). If a conflict arises between the school personnel and a social worker and remains unresolved, it then may be referred to the Superintendent of Schools and the District Supervisor of the Ministry for Children and Families.

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E. WHEN A SCHOOL DISTRICT EMPLOYEE IS SUSPECTED OF ABUSING A CHILD OR CHILDREN

The reporting procedure in Section B of this protocol, Steps 1, 2 and 3 will be followed. In addition, the Principal is to immediately notify, by phone, the Superintendent of Schools.

If a social worker receives a report they will notify the District Supervisor who will in turn notify the Superintendent of Schools and the RCMP.

The Roles of the three key agencies:

- The Superintendent of Schools or designate will investigate these cases on behalf of the School Board, and recommend appropriate action to the Board as part of her/his legal responsibilities.
- The District Supervisor of the Ministry for Children and Families or designate will assess the report to decide how to respond to it, and commences an investigation if there is reason to believe that a child may need protection.
- The RCMP conduct an investigation to determine if a criminal offense may have been committed.

Coordinating the Response

- a) Notification: Whichever of the three key agencies receives the report shall notify immediately the other two. For example, a police officer who receives such a report shall notify immediately the Superintendent of Schools and a social worker in the Ministry for Children and Families.
- b) Initial Planning: The Superintendent of Schools or designate, the District Supervisor of the Ministry for Children and Families or designate, and the RCMP shall meet immediately to determine in detail their respective roles and responsibilities in the case; to decide upon any immediate steps which should be taken to assure the safety and well being of the children involved; and to arrange for the notification of the parents of the children involved.
- c) Child Safety: The three agencies will ensure that the child/or children are safe from harm during the investigation.
- d) Notification of affected parents: the Superintendent of Schools is responsible for ensuring that the parents of children who may have been affected have been notified.
- e) Contact with the alleged offender: When the RCMP are conducting a criminal investigation, it is preferable that the police make the initial contact with the alleged offender. Other investigators should facilitate this by not contacting the offender unless to do so is required to

fulfill a legal responsibility.

- f) Notification of criminal proceedings: The RCMP should keep the Superintendent of Schools and the District Supervisor of the Ministry for Children and Families informed of the status of the RCMP investigation and of decisions regarding the laying of and proceeding with charges. Where the RCMP have officially advised the Superintendent of Schools that charges will be laid, the Superintendent should ensure that affected parents are notified.
- g) Notifying others of the actions of the School District: The Superintendent of Schools should ensure that the Ministry for Children and Families and the RCMP are notified of the recommendation and the actions taken by the School Board. Where a Board dismisses or disciplines a teacher or an administrative officer, the School Act requires that the Board report it without delay to the Ministry of Education and the Council of the College of Teachers giving the reasons.

F. AWARENESS AND TRAINING

School District #81 (Fort Nelson) will make every effort to ensure that all employees are informed of the reporting procedures outlined above, as well as possible indicators of child protection concerns (see page 10-13, BC Handbook). The School District #81 and Ministry for Children and Families will put on workshops dealing with the protection of children to enhance the awareness of school employees on these topics.

G. REVIEW OF PROTOCOL

The protocol should be reviewed by the Superintendent of Schools and District Supervisor of Ministry for Children and Families, and the RCMP on an annual basis.

\_\_\_\_\_  
Diana Samchuck  
Superintendent of Schools  
School District #81 (Fort Nelson)

\_\_\_\_\_  
Mike Dean  
Ministry for Children  
And Families (Fort Nelson)

\_\_\_\_\_  
Constable Laura Boland  
RCMP

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

## **School Closures**

### **Policy 5510**

### **May 4, 2004**

The Board of School Trustees has a responsibility to students to ensure their safety in a school setting. This responsibility extends to travel to and from school.

There may be occasions when it is necessary to close schools. School closures may be due to inclement weather or other emergencies.

#### Guidelines

1. Schools will remain open for instruction throughout the prescribed hours of the school year.
2. A weather criteria of 2500 watts per square metre or -40 C is defined as critical. Examples include:
  - a. A temperature of -45 C combined with a 10 km wind generates a wind chill cooling rate of approximately 2200.
  - b. A temperature of -40 C combined with a 20 km wind generates a wind chill cooling rate of approximately 2400.
  - c. A temperature of -45 C combined with a 20 km wind generates a wind chill cooling rate of 2550.
3. A wind chill factor in excess of this figure or a temperature of -40C will trigger a cancellation of bus runs. A second temperature reading will be taken at 8:00 am and if the temperature is above -40 C busses will commence their regular bus schedules, with a one hour change to the normal pick up time.
4. The Administrative Assistant will monitor the criteria through the use of the Environment Canada Weather Site on the internet ([http://weatheroffice.ec.gc.ca/forecast/city\\_e.html?yye](http://weatheroffice.ec.gc.ca/forecast/city_e.html?yye))

Announcements will be made on the local radio station and CBC North.

5. Budget permitting, winter in town bussing will start on November 1 and will continue until Spring Break.

Guidelines for School Closures Due to Unforeseen Emergencies

1. If unforeseen circumstances warrant closure of a school, radio announcements will be made on the local radio and CBC North.
2. Bus drivers will be notified immediately of such a decision. Bus runs will continue. If bus drivers find students at bus stops they will drive them to their regular school or a designated marshalling area, and parents/guardians will be notified. A bus run returning students to their regular drop off sites will take place, if necessary, once all parents have been notified.

## **Student Transportation to School Related Activities**

### **Policy 5520**

### **January 12, 1999**

The Board encourages the use of school busses rather than the use of privately owned vehicles to transport students to and from school related activities. The Board recognizes that there may be a need for transporting students, on occasional or infrequent trips, in privately owned vehicles due to special circumstances.

#### Guidelines

1. The preferred form of travel is by school bus and it is expected that students will travel by school bus to the following activities:
    - 1.1 athletic competitions;
    - 1.2 field trips;
    - 1.3 special out of district events such as music festivals or drama and theatre productions.
  2. While travelling by school bus Principals must ensure that a list of all students and chaperones is filed at the school prior to departure.
  3. Where small numbers of students are being transported on District business, to zonal competitions or on field trips, travel may be in vehicles owned by an employee or volunteer providing:
    - 3.1 The school principal approves, in writing, that the specific activity concerned is a school sponsored activity and she/he recommends the use of a privately owned vehicle.
    - 3.2 The employee or parent volunteer carries:
      - 3.2.1 third party and passenger hazard liability insurance in an amount of not less than \$3,000,000;
      - 3.2.2 accident benefits as required by law;
      - 3.2.3 collision or upset coverage; and
      - 3.2.4 comprehensive coverage.
    - 3.3 A copy of a volunteer application form is to be completed and submitted to the Assistant Secretary Treasurer prior to the activity taking place.
    - 3.4 In all cases, the individual's insurance coverage is primary or first loss insurance.
-

- 3.5 In all cases, the individual must advise her/his insurer of the possible use of the automobile in order for the insurer to determine the nature of exposure.
- 3.6 Drivers of private vehicles being used to transport students must sign School District forms verifying additional insurance coverage.
4. Transportation costs, using any of the above mentioned methods, will be based on actual expenditures or School District mileage rates, to the extent budgetary restrictions allow.
5. When traveling by road, Principals must ensure that weather and road conditions are conducive to travel prior to students leaving Fort Nelson, using the following guidelines:
  - 5.1 No student group shall travel if there are blizzard conditions enroute or blizzard conditons are forecast, as issued by Environment Canada.
  - 5.2 No student group shall travel if the RCMP has issued an advisory against travel on any enroute highway or Public Works Canada has issued an advisory against travel on any enroute highway.
  - 5.3 No student group shall travel if the temperature falls below -40° .
  - 5.4 No student group shall travel when windchill falls in the “Very High or Extreme”categories on the attached chart.
  - 5.5 On the return leg, sponsor teachers shall verify weather and road conditions in every case when winter conditions prevail.
6. Sponsor teachers must ensure that students are appropriately clothed for travel by road during the winter months. In winter weather, for road travel, sleeping bags in the ratio of one (1) for every student must also be carried in the bus or motor vehicle.
7. Any vehicles used to transport students must contain or have immediate access to a first aid kit. In the case of private vehicles traveling “in convoy” to another community, one vehicle must contain a first aid kit. In the case of a vehicle or vehicles traveling independently to other centres, each must be equipped with an emergency first aid kit.
  - 7.1 Any private vehicles used to carry students to communities along the Alaska Highway or beyond must be properly equipped to handle all road conditions, must appear to be in good running order, and must have appropriate emergency equipment (ie. spare tire, jack, emergency road tools and tow rope).

School District #81 (Fort Nelson)  
Policy #5520 Student Transportation to School Related Activities

# WIND-CHILL FACTOR

*TEMPERATURE (°C)*

WIND (KMH)	0	-5	-10	-15	-20	-25	-30	-35
10	LOW	LOW	LOW	MDT	MDT	HIGH	HIGH	HIGH
20	LOW	LOW	MDT	MDT	HIGH	HIGH	HIGH	V. HIGH
30	MDT	MDT	MDT	HIGH	HIGH	HIGH	V.HIGH	XTRM
40	MDT	MDT	HIGH	HIGH	HIGH	V.HIGH	V.HIGH	XTRM
50	MDT	MDT	HIGH	HIGH	HIGH	V.HIGH	XTRM	XTRM
60	MDT	MDT	HIGH	HIGH	HIGH	V.HIGH	XTRM	XTRM

## WIND-CHILL CATEGORIES:

LOW = Work and travel become uncomfortable unless properly clothed

MODERATE = Work and travel become more hazardous unless properly clothed. Heavy outer clothing required

HIGH = Unprotected skin will freeze with direct exposure over prolonged periods. Heavy outer clothing mandatory.

VERY HIGH = Unprotected skin will freeze in one minute with direct exposure. Multiple layers of clothing mandatory. Work and travel alone not advisable.

EXTREME = Adequate face protection becomes mandatory. Work and travel alone prohibited.