



**THE BOARD OF EDUCATION
School District #33 (Chilliwack)
Regular Public Board Meeting
AGENDA
October 3, 2017
7:00 pm**

1. CALL TO ORDER – School District Office

- 1.1. Call to Order - **Welcome and acknowledgment of Stó:lō territory**
- 1.2. Adoption of the Agenda
(THAT the agenda be adopted as circulated.)
- 1.3. Approval of the Minutes
(THAT the minutes of the September 19, 2017 Regular Public Board meeting be approved as circulated.)

2. QUESTION PERIOD

3. PRESENTATION

- 3.1. Strategic Plan Update – Aboriginal Education Enhancement Agreement

4. ACTION ITEMS

- 4.1. Policy 222 – Board Committees
- 4.2. Policy 233 – Recording of Regular Public Meetings
- 4.3. Board Regulation 233.1 – Recording of Regular Public Meetings
- 4.4. Forms 233.1A & 233.1B – Parent & Staff/Public Consent for Recording – Regular Public Meetings

5. INFORMATION ITEMS

- 5.1. Enrolment Update
- 5.2. Transportation Administrative Regulations
- 5.3. Administrative Regulation 608.1 – Assistance Dogs in Schools
- 5.4. BCSTA Report
- 5.5. Superintendent's Report

5.6. Trustee Reports

5.7. Meeting Summary

5.8. **Next Board of Education Meeting: October 17, 2017 - 7:00 p.m.**

6. QUESTION PERIOD ON AGENDA ITEMS

7. ADJOURNMENT



**MINUTES OF THE REGULAR MEETING
The Board of Education
School District #33 (Chilliwack)**

Date of Meeting: Tuesday, September 19, 2017

Location: School District Office

Members Present:

Chair	Mr. P. McManus
Vice-Chair	Mr. W. Krahn
Trustee	Mr. D. Coulter
Trustee	Mrs. S. Dyck
Trustee	Mrs. H. Maahs
Trustee	Mr. B. Neufeld
Trustee	Mr. B. Patterson

Staff Present:

Superintendent	Ms. E. Novak
Secretary Treasurer	Mr. G. Slykhuis
Assistant Superintendent	Mr. R. Arul-pragasam
Director of Facilities & Transportation	Mr. A. Van Tassel
Assistant Secretary Treasurer	Mr. M. Friesen
Executive Assistant	Ms. D. Vogel

1. CALL TO ORDER - School District Office

1.1. Call to Order

The Board Chair called the meeting to order at 7:01 p.m. - **Welcome and Acknowledgment of Traditional Stó:lō Territory.**

1.2. Amendment and Adoption of the Agenda

128.17 Moved by: Trustee Krahn
Seconded by: Trustee Dyck

That the agenda be adopted with the addition of Policy 211 – Regular Public Meetings as Action Item 4.1.

CARRIED

1.3. Approval of Minutes

129.17 Moved by: Trustee Neufeld
Seconded by: Trustee Coulter

THAT the minutes of the June 13, 2017 Regular Public Board meeting be approved as circulated.

CARRIED

2. PUBLIC PARTICIPATION

Promontory Elementary School parents Gabriella Spaner, Pegg Pede, Anna Mayo, and Melissa and Kevin Klebe discussed concerns regarding the safety of their children getting to school and the walk limits being used for transportation guidelines.

Evans Elementary School parent Jason Hugh noted that the City's use of barricades to prevent left turns into the school has resulted in additional traffic problems and safety issues.

CTA VP Ed Klettke acknowledged the hard work of district staff in school start-up while instructional space concerns and the continuation of hiring for teachers continue.

3. PRESENTATION – SUMMER LEARNING REPORT

Vice-Principals Jeff Dartnell, Diane Chapman & Kristin Sward provided a presentation on the 2017 Summer Learning Program. The Chilliwack School District's 2017 Summer Learning (SL) Program was held at the Chilliwack Secondary/FVDES.

The total number of students who attended the SL program was approximately 530. The majority of these students were at the elementary level. This is an area of the SL program that is growing substantially every year.

In the past, a major component of the SL program was the Summit Program but this year the Gr.7/8 numbers were quite low compared to the past few years. This drop could be indicative of a number of factors but we will have to see if this trend continues. With the addition of ELL and Coding classes, the numbers of elementary-based classes rose again this year. The SL program was severely impacted by the CSS gyms and lobby being used as a Northern Wildfire evacuation site. This forced the Elementary and Middle school students to go outside for DPA as they did not have access to the air-conditioned gym. This also caused concern from many parents due to the large number of people being in the CSS building during the SL hours. Overall, the SL program went quite smoothly and parents/students were quite pleased with the programs being offered.

4. ACTION ITEMS

4.1. Policy 211 – Regular Public Meetings

130.17 Moved by: Trustee Coulter
Seconded by: Trustee Neufeld

THAT the Board of Education approve Policy 211 – Regular Public Meetings as revised to change *The order of business at regular meetings shall be: 8 c) from public participation to question period and 8 h), from public participation to question period on agenda items.*

CARRIED

4.2. 2016 – 2017 Audited Financial Statements

- 131.17 Moved by: Trustee Dyck
Seconded by: Trustee Krahn

THAT the Board approve the 2016-2017 Audited Financial Statements and forward to the Ministry of Education.

CARRIED

4.3. **Audit Committee Report**

- 132.17 Moved by: Trustee Krahn
Seconded by: Trustee Neufeld

THAT the Board of Education receive the Audit Committee Meeting Report of September 14, 2017 as presented.

CARRIED

5. **INFORMATION ITEMS**

5.1 **Reconfiguration – Implementation Advisory Committee**

Committee Co-Chairs Trustee Bob Patterson and Superintendent Evelyn Novak provided a summary of the Minutes of the September 12, 2017 Reconfiguration – Implementation Advisory Committee meeting.

5.2 **Strategic Plan Update – Operations Summer Report/Maintenance Activities**

Al Van Tassel provided a report on the Operations Summer Maintenance Activities as it relates to the Strategic Plan.

5.3 **Enrolment Update**

Assistant Superintendent, Rohan Arul-pragsam presented the enrollment and staffing report as of September 13, 2017.

5.4 **Trustee Remuneration**

Policy 227 states “The trustee remuneration will be adjusted annually effective July 1st. The adjustment will reflect the Canadian Consumer Price Index (CPI) established for July of each year for the previous 12 months.” CPI for the twelve months ending June 30, 2017 was 1.0% higher. Therefore, trustee remuneration was adjusted effective July 1, 2017.

5.5 **BCSTA Report**

Trustee Neufeld reported there was not a BCSTA report due to the Summer Break.

5.6 **Superintendent’s Report**

Superintendent Evelyn Novak reported on the Strategic Alignment between the Ministry of Education and the District, provided a K-9 Status Update, a 10-12 Curriculum Timeline, an update on Literacy and Numeracy Assessments and planning for a new south side school, as well as expressing appreciation for district staff at the beginning of the 2017-2018 new year.

5.7 Trustee Reports

Trustee Coulter reported on the following:

- Encouraged participation in Orange Shirt Day on September 29 - an opportunity for First Nations, local governments, schools and communities to come together in the spirit of reconciliation and hope for generations of children to come. Orange t-shirts with an indigenous design by a local artist are available for purchase at the Sto:lo Gift Shop and \$5 from each shirt purchased will support the Sto:lo Youth Mentorship program.

Trustee Dyck reported on the following:

- Attended the Superintendent's Meeting on August 24.
- Attended the Reconfiguration – Implementation Advisory Committee on September 12.
- Attended the Labour Relations Meeting.
- Responding to numerous parent questions and concerns.

Trustee Krahn reported on the following:

- July 6th to 8th-Attended the Canadian School Boards Association's National Congress. The Congress was hosted by the BCSTA. I attended several sessions and one highlight was the session on the importance of Joy in the Classroom. When there is a Culture of Joy, students are more creative and engaged in their learning. In addition, collaboration, attendance and a sense of belonging are impacted in a positive way.
- Attended three Chair/Vice Chair Planning Meetings with Superintendent and Secretary Treasurer to plan upcoming agendas.
- August 31st – the Annual Maintenance Appreciation BBQ. The Maintenance Department was acknowledged and thanked for their outstanding efforts to prepare the schools for school start-up.
- September 7th – All-day Board Retreat.
- September 14th – Audit Committee Meeting.
- September 18th-Visited and connected with staff at Promontory Heights. All staff must be congratulated for the manner in which they are focused on teaching while having the ripple effects of having construction nearby. Progress is obvious! Everyone is very excited about the addition.

Trustee Neufeld reported on the following:

- September 7th – All-day Board Retreat.
- Is looking forward to visiting new liaison schools this year.

Trustee Maahs reported on the following:

- It is very important that the Board engage with the City of Chilliwack on issues of shared concern such as the traffic situation at Promontory and Evans.

Trustee McManus reported on the following:

- Noted the challenges ahead in the 2017-2018 school year and expressed optimism that they would be met, including getting closer to building a new school on the south side.

Trustee Patterson reported on the following:

- Welcome back to everyone. Hopefully everyone had a restful summer.
- New school year – 2017/2018 will be a very busy year. There will be many challenges. (Overcrowded schools, hiring many new staff members, Reconfiguration implementation, meeting the outcomes of our Strategic Plan).
- During the summer, my wife and I did volunteer work at CSS, as the site was used as a support hub for those families from the interior who were affected by the numerous forest fires.
- As the representative of the Board, I continue to serve as co-chair of the Chilliwack Healthier Community.
- The Reconfiguration process will keep us extremely busy. I am pleased to serve as co-chair of the Implementation Advisory Committee. We had a very positive initial meeting of the Committee on September 12th. We will meet monthly and provide regular updates to the Board.

5.8 June 13, 2017 In-Camera Board Meeting Summary

Trustees: Paul McManus, Walt Krahn, Dan Coulter, Silvia Dyck, Heather Maahs, Barry Neufeld, Bob Patterson

Staff: Evelyn Novak, Gerry Slykhuis, Rohan Arul-Pragasam, Tamara Ilersich, Donna Vogel

1. Evans Elementary – Vice Principal
2. Alternate Education – Principal
3. Property Acquisition 3
4. Property Acquisition 4
5. Class Size and Composition Update
6. HR Report
7. HR Staffing Report 2016/2017
8. Principal Vice Principal Assignments 2017/2018
9. BCPSEA Report

5.9 Future Board of Education Meeting Date

**Tuesday, October 3, 2017
7:00 pm
School District Office**

6. PUBLIC PARTICIPATION

Teacher Debbie McKinney discussed the difference between Professional Development and In-Service for teachers and asked why the district had a budgetary surplus.

CTA VP Ed Klettke commended the Board on the structure of the Reconfiguration – Implementation Advisory Committee and commented on the need to communicate information regarding reconfiguration with all parties. He also commended the Board on changing the Regular Meeting agenda items from “Public Participation” to “Question Period.”

Parent and DPAC VP Diane Braun also commented positively on the Board Meeting agenda change to “Question Period” and expressed disappointment that the Cheam parking lot was not worked on this summer, although staff have been very helpful to parents bringing their children to school. She was also pleased with the reductions in class sizes.

7. **ADJOURNMENT**

The meeting was adjourned at 9:30 p.m.

Board Chair

Secretary-Treasurer

BOARD OF EDUCATION

PRESENTATION

DATE: October 3, 2017

TO: Board of Education

FROM: Janet Hall, Director of Instruction
Brenda Point, District Vice Principal, Aboriginal Education

RE: **Strategic Plan Update – Aboriginal Education Enhancement Agreement**

BACKGROUND:

TS'ELXWEYEQW (CH-IHI-KWAY-UHK) Chilliwack Aboriginal Education Enhancement Agreement (AEEA)

The Aboriginal Education Advisory Committee, in working with First Nations, Aboriginal and school communities, has completed the discussions, planning and development of our new CH-IHI-KWAY-UHK Aboriginal Education Enhancement Agreement.

The AEEA goals represent the common beliefs and values that guide educational planning at the district and school level; each school will include an Aboriginal student success goal in their school growth plans.

Goals:

1. To increase Aboriginal students/families/guardians belonging and engagement at school.
2. To continue to increase academic success of all Aboriginal students.
3. To continue to increase the respect and understanding amongst all students and staff of the language, culture, governance and history of Sto:lo and ALL Aboriginal peoples.

We believe that the education of Aboriginal students is the shared responsibility of the student, parent/guardian, family, community, school and school district. It is with this in mind that the Aboriginal Education Enhancement Agreement (AEEA) has been developed.



Aboriginal Education Enhancement Agreement

In the spirit of Truth and Reconciliation, the Chilliwack School District responds to the Calls to Action #62 (i), 63 (i - iv) through our ongoing commitment to, and renewal of, the Aboriginal Education Enhancement Agreement.



Goals:

1. To increase Aboriginal students/families/guardians belonging and engagement at school.
2. To continue to increase academic success of all Aboriginal Students.
3. To continue to increase the respect and understanding amongst all students and staff, of language, culture, governance and history of Sto:lo and ALL Aboriginal Peoples.

Community Consultation Themes:

- Pride
- Sense of Belonging
- Engagement
- Literacy and Numeracy Skills
- Graduating with real world skills
- Respect and understanding of culture
- Language
- Eliminate racism and stereotypes

Aboriginal Education Advisory Committee (A. E. A. C.):

The Purpose of the A.E.A.C.

To ensure regular ongoing consultation, discussions and participation in the education of Aboriginal students.

A.E.A.C. Membership 2016/17

Co-Chairs: Sandra Victor, Brenda Point

Trustee Liaison: Dan Coulter

Executive Representative: Janet Hall

Community Members:

Bev Williams, Violet George - Skwah FN
 Wendy Dunning - Soowahlie FN
 Sandra Victor - Cheam FN
 Gail Point - Squiala FN
 Wenona Victor - Skowkale FN
 Rose Greene - Tzeachten, Aitchelitz,
 Yakweakwioose FN
 Robert Gladstone - Shxwha:y FN
 Verna Dandenault - Metis
 Cheryl Gabriel - Kwantlen FN

SD 33 Staff Members:

Jessica Adams-Loupret, Senior Sec. Rep.
 Chuck Lawson, Alternate Ed. Rep.
 Wendy Mazurenko, Recorder
 Leslie Waddington, Elem. Representative
 Scott Wallace, Middle Representative

Strategies:

- Offer high quality courses: Halq'eme'ylem Language Instruction, First Nations Studies and English First Peoples.
- Ensure students are prepared for a life beyond graduation.
- Increase parent participation and voice in schools.
- Continue to co-plan and coordinate with Curriculum and Student Services staff to support literacy and numeracy development of Aboriginal students.
- Strengthen and enhance our community partnership programs for Aboriginal and ALL students.
- Collaborate on Aboriginal focused professional development and training for district staff.

Measures:

- Provincial Assessments
- District Literacy Assessments
- District Numeracy Assessments
- Graduation Rates
- Language – Participation and Achievement
- Attendance Rates
- Grade to Grade Transitions/Retention

Targets:

- Aboriginal students at or above “all students” average.

Implementation:

- Ensure all schools are including the goals of the A.E.E.A in their school growth plans.
- Share A.E.E.A with the community.

Reference:

- **Aboriginal Education Enhancement Agreement (A.E.E.A.)** – District commitment to support and enhance learning for ALL Aboriginal students.
- **Halq'eme'ylem Place Name Chilliwack** - Ts'elxwéyew (Ch-ihl-kway-uhk) means “slough” referring to the many sloughs at the mouth of / top of / head of the Chilliwack River where it flows out of the valley and leads to the Fraser River.
- **How Are We Doing (HAWD)?** Report prepared by Aboriginal Education Department at the Ministry of Education.
- **Truth and Reconciliation Committee of Canada Call to Action** - Document outlining the Calls to Action from the Commission of Canada.



BOARD OF EDUCATION

DECISION REPORT

DATE: October 3, 2017
TO: Board of Education
FROM: Evelyn Novak, Superintendent
RE: **POLICY 222 – BOARD COMMITTEES**

RECOMMENDATION:

THAT the Board of Education approve the amendment to Policy 222 – Board Committees as presented.

BOARD OF EDUCATION School District #33 (Chilliwack)

222 POLICY Board Committees

EDUCATION POLICY ADVISORY COMMITTEE

The Board of Education believes consultation with employee partner groups and community partner groups is an essential part of policy development.

The Board also recognizes and accepts its responsibility to approve policy.

The Education Policy Advisory Committee (EPAC) mandate shall be to advise the Board on matters related to education policy. The committee shall report directly to the Board.

The Chair of EPAC and the Superintendent will meet twice each school calendar year to determine the requirement of committee meetings.

The committee shall consist of three (3) trustees (*one to serve as chair and one as vice chair*), the superintendent, and two (2) representatives from each of the following:

- Chilliwack Principals' and Vice Principals' Association (CPVPA);
- Chilliwack Teachers' Association (CTA);
- Canadian Union of Public Employees' Local 411 (CUPE);
- District Parent Advisory Committee (DPAC);
- Aboriginal Community; and
- Management Group.

The committee may seek the advice of other resources in the conduct of its work.

The Superintendent will work with secondary school principals to ensure there is student representation on the Education Policy Advisory Committee.

BUDGET COMMITTEE

The Budget Committee will provide input and feedback to the Board on matters related to the preparation and monitoring of the district's annual budget.

Cross Ref: Appendix A

Adopted: January 13, 1988

Reviewed: August 3, 2000, October 4, 2016, October 18, 2016, November 8, 2016

Revised: April 26, 1994, January 15, 2008, February 10, 2009, October 12, 2010, February 26, 2013, June 17, 2014, February 3, 2015, November 17, 2015, November 8, 2016

The Budget Committee will consist of three (3) trustee representatives and one (1) representative from each of the following:

- Chilliwack Principals' and Vice Principals' Association (CPVPA);
- Chilliwack Teachers' Association (CTA);
- Canadian Union of Public Employees' Local 411 (CUPE);
- District Parent Advisory Committee (DPAC);
- Aboriginal Community;
- Management Group; and
- Up to two (2) Community Representatives.

The Superintendent will work with secondary school principals to ensure there is student representation on the Budget Committee.

The Superintendent of Schools, Secretary-Treasurer, Assistant Secretary Treasurer and a recording secretary will act as resources to the committee.

The Budget Committee will meet at least four (4) times per school year with additional meetings scheduled at the direction of the Chair of the Committee as circumstances require.

Minutes of meetings will be prepared and provided to the Board of Education at public Board meetings following Committee meetings.

The Budget Committee will carry out the following responsibilities:

- a) Preparation of Preliminary Budget
 - To review plans for public consultation into the budget planning process.
 - To review enrollment and staffing projections.
 - To review preliminary budget documents.
 - To provide input to the Board of Education on the Board's preliminary annual budget.
- b) Budget Monitoring
 - To review quarterly financial statements relative to the annual budget.
 - To review revisions to the preliminary annual budget prior to the preparation of the amended annual budget.
 - To provide input to the Board of Education on the amended annual budget.

AUDIT COMMITTEE

The primary purpose of the Audit Committee is to assist the Board in fulfilling its oversight responsibilities by overseeing the internal control environment, reviewing the financial statements and the external audit process. The Committee is advisory to the Board. The Audit Committee shall have direct

communication channels with the external auditor to discuss and review issues within its mandate. The Audit Committee makes its recommendations directly to the Board.

The Committee shall consist of three (3) Trustees, and one (1) community member if possible, who is financially literate in these processes. A motion and vote is required for all committee decisions with the quorum being any two, trustees and/or community member.

The Committee shall meet with the external auditors as it deems appropriate to fulfill its duties but no less than two (2) times annually. All Trustees will be invited to attend the final meeting exclusively with the auditors to review the Audit Findings Report and Audited Financial Statements.

Minutes of meetings shall be taken by the corporate secretary or his/her delegate.

The Audit Committee will carry out the following responsibilities:

- a) Selection of Auditor
 - To review and participate in a public tendering process to identify a financial auditor for the school district.
 - To provide a recommendation to the Board of Education regarding the appointment or discharge of the auditor.
 - To review the performance of the auditor.

- b) Audit
 - To approve the auditor terms of engagement.
 - To review the auditor's proposed audit scope and approach.
 - To review and confirm the independence of the auditors.
 - To meet with the auditor, both prior to the commencement of the audit and post audit, to discuss any matters that the Audit Committee or the auditors believe should be discussed.

- c) Risk Assessment
 - To monitor key risks that could impact the achievement of District objectives.

- d) Internal Controls
 - To consider the effectiveness of the District's internal financial controls including information technology security and control.
 - To understand the scope of the auditor's review of internal financial controls and obtain reports on significant findings and recommendations together with the response of senior administration.

e) Financial Statements

- To review annual financial statements and indicators of financial health considering whether they are complete, consistent with information known to committee members and reflect appropriate accounting principles.
- To review with the auditor the results of the audit, including any difficulties encountered.
- To review with the auditors and senior administration matters that are required to be reported to the Board of Education.
- To report financial statements to the Board of Education.

f) Compliance

- To review audit observations and/or any findings by any regulatory agency.
- To review financial procedures and ensure compliance.
- To report annually to the Board of Education on the outcome of the financial audit.

SPECIAL AND ADHOC COMMITTEES

The Board will provide terms of reference for such committees including purpose, membership, timelines and dissolution.

THE BOARD OF EDUCATION WILL SUPPORT EACH COMMITTEE IN SHOWING APPRECIATION AND RECOGNIZING ITS MEMBERS ANNUALLY.

BOARD OF EDUCATION

DECISION REPORT

DATE: October 3, 2017
TO: Board of Education
FROM: Evelyn Novak, Superintendent
RE: **POLICY 233 – RECORDING OF REGULAR PUBLIC MEETINGS**

RECOMMENDATION:

THAT the Board of Education approve Policy 233 – Recording of Regular Public Meetings as presented.

**BOARD OF EDUCATION
School District #33 (Chilliwack)**

**233
POLICY
Recording of Regular Public Meetings**

The Board believes recording its official Regular Public Board Meeting proceedings will assist in its communication with the public. Therefore, the Board, at its sole discretion, may video record all or any portion of Board Meetings held in public, subject to the following limitations:

1. The video recording of any public meeting of the Board of Education or other video recorded Board meeting produced by the District is the exclusive property of the District to be used at the Board's discretion.
2. Video recordings of Regular Public Board Meetings will be stored and available for viewing until the end of each Board Term of Office.
3. The Board-approved written minutes will continue to be the official record of the Meeting.

Cross Ref:

Adopted:
Reviewed:
Revised:

BOARD OF EDUCATION

DECISION REPORT

DATE: October 3, 2017

TO: Board of Education

FROM: Evelyn Novak, Superintendent

RE: **BOARD REGULATION 233.1 – RECORDING OF REGULAR PUBLIC MEETINGS**

RECOMMENDATION:

THAT the Board of Education approve Board Regulation 233.1 – Recording of Regular Public Meetings as presented.

**BOARD OF EDUCATION
School District #33 (Chilliwack)**

233.1

BOARD REGULATION

Recording of Regular Public Meetings

1. The agenda for the Regular Public Board Meeting will contain a notification that all or a portion of the meeting is being video recorded. At the discretion of the Board, the recording of a particular meeting may contain a notification disclaiming responsibility for statements made by those in attendance at the meeting.
2. Consent/permission is required prior to the start of the Regular Public Board Meeting by all persons making presentations to the Board.
3. While it is the Board's intent to live stream and post video recorded Regular Public Board meeting proceedings, the Board, at its discretion, may:
 - i. Discontinue the video recording of that meeting at any time at the discretion of the Board Chair, if video recording is creating any impediment to conducting the meeting in an orderly fashion; or
 - ii. Discontinue the video recording of that meeting at any time at the discretion of the Board Chair if it is determined that members of the public are not conducting themselves in an orderly and appropriate manner, with proper respect and decorum, or if members of the public are using profanity, insulting or threatening language or behaviour directed towards the Board or any other person, present or not, during the Board meeting.
 - iii. Edit the video recording of a meeting prior to posting in order to avoid possible legal liability to the Board, the District and District employees. Legal advice will be sought as necessary.

Cross Refs:

Adopted:
Reviewed:
Revised:

BOARD OF EDUCATION

DECISION REPORT

DATE: October 3, 2017

TO: Board of Education

FROM: Evelyn Novak, Superintendent

RE: **FORMS 233.1A & 233.1B – PARENT & STAFF/PUBLIC CONSENT FOR RECORDING – REGULAR PUBLIC MEETINGS**

RECOMMENDATION:

THAT the Board of Education approve Forms 233.1A & 233.1B – Parent & Staff/Public Consent for Recording – Regular Public Meetings as presented.

Recording of Regular Public Board of Education Meetings Consent for a Student to be Recorded Form 233.1A



PARENT CONSENT FORM

The Board believes recording its official Regular Public Board meetings will assist in its communication with the public. At times, students join their teachers and Principals in presenting to the Board on school programs, courses and/or activities. The Board of Education requires consent to record students during these presentations.

I give my consent to have _____ (*full name of student*), a
grade _____ (*grade the student is in*) student at _____
(*name of school*) recorded as a participant in a presentation to the Board of Education during
an official Regular Public Board meeting.

Signature of Parent/Guardian

Date

Printed Name of Parent/Guardian

**Recording of Regular Public Board of Education Meetings
Consent for Staff or Member of the Public to be Recorded
Form 233.1B**



STAFF/PUBLIC CONSENT FORM

The Board believes recording its official Regular Public Board meetings will assist in its communication with the public. At times, staff or members of the public present to the Board at its Regular Public Board meeting. Board of Education Policy 233 requires consent to record presenters during these presentations.

I give my consent to be recorded as a participant in a presentation to the Board of Education during an official Regular Public Board meeting.

Signature

Date

Printed Name of Participant

BOARD OF EDUCATION

INFORMATION REPORT

DATE: October 3, 2017

TO: Board of Education

FROM: Rohan Arul-pragasam, Assistant Superintendent

RE: **STRATEGIC PLAN UPDATE – STAFFING AND ENROLMENT UPDATE**

Rohan Arul-pragasam will provide a report on staffing and enrolment (listed below) as it relates to the Strategic Plan and the following priority.

Priority	Aligning and allocating resources, equitably, responsibly and effectively, to support goals and key initiatives. (Resources)
Goal	Align resources to efficiently and effectively execute the strategic plan.
Strategy	Human resources information and reporting.

Enrolment Analysis (September 27th, 2017), Excludes FVDL, CE and Alternate Education FTE

- HC September 30th 2016 = 12,340
- HC September 27th, 2017 = 12,654
- Increase in Head Count K-12 = 314
- Percentage increase in HC = 2.54%
- Projected Ministry FTE (Budgeted FTE) = 12,967 FTE
- HC September 27th plus additional high school courses scheduled (WEX, GT, FLEX) = 315 FTE
- Total FTE = 12,969

Staffing Analysis

- Approximately 87 teacher FTE positions have been added over core staffing to ensure fidelity to the restored local language and increased enrolment
- This staffing includes the 42 FTEs previously provided by the Education Fund and Priority Measures Funding, which are now discontinued
- Continue to monitor class size and composition (restored language and the School Act) from K-12 with adjustments made to school schedules to accommodate new students to the district up to and including the snapshot date of September 29th, 2017

Expansion of Facilities To Ensure Fidelity To Restored Language & Increased Enrolment

- Added 24 classroom spaces
- Relocated 4 portables
- Prep sites for new portables (16 in total)
 - Central Elementary – 2

- Cheam Elementary – 1
- Evans Elementary – Scheduled for 2 portables
- Promontory Elementary – 1 (For construction)
- Sardis Elementary – Scheduled for 2 portables
- Unsworth Elementary – 3 (Received 1, 2 more scheduled to arrive)
- Vedder Elementary – 4 (Received 1, 3 more scheduled to arrive)

BOARD OF EDUCATION

INFORMATION REPORT

DATE: October 3, 2017
TO: Board of Education
FROM: Gerry Slykhuis, Secretary Treasurer
RE: **TRANSPORTATION ADMINISTRATIVE REGULATIONS**

BACKGROUND:

The following Administrative Regulations are presented for information:

- 710.1 – Transportation – Eligibility, Conditions and Registration
- 710.2 – Transportation – Operating Instructions
- 710.4 – Transportation – Registration and Fees

**BOARD OF EDUCATION
School District #33 (Chilliwack)**

**710.1
ADMINISTRATIVE REGULATION
Transportation – Eligibility, Conditions and Registration**

SCHOOL BUS TRANSPORTATION:

Transportation is provided for eligible school age students attending District schools.

USER FEES:

The Board of Education approved a student transportation user fees for courtesy riders effective September 2015/2016. ~~Student-Courtesy~~ riders must meet eligibility requirements.

TRANSPORTATION ZONES:

There are ~~three~~ two zones that define the level of transportation support in the school district.

- ~~1. **Regular Rider Zone** – This is the area beyond the walk limits to the catchment area school.~~
- ~~2.1. **No Ride Zone** – This is~~ These are the urban areas of Chilliwack and Sardis (maps attached) ~~and an area approximately 2 km by public road from rural elementary schools~~ that are typically serviced by City transit.
- ~~2. **Regular Rider Zone** – This is~~ Not in the No Ride Zone and the area beyond the walk limits to the catchment area school.
- ~~3. **Courtesy Rider Zone** – Is the areas between the No Ride Zone and the Regular Rider Zone.~~

Review of ride zones – ~~All R~~ ride zones will be reviewed annually with changes reported to the Board of Education prior to bus registration each year.

WALK LIMITS:

Cross Refs: Professional Drivers' Manual, Division 11 Motor Vehicle Act Regulation – School Buses; Board Policy 501 - Student Behavior

Adopted: October 9, 1990

Reviewed:

Revised: October 22, 1996, January 14, 2003, September 7, 2004, March 10, 2009, February 23, 2010, August 24, 2012, September 25, 2012, September 1, 2015, May 25, 2016, **May 2017**

Walk limits are set by the School District and are measured as the shortest distance by public road or public walkway from the primary residence to the catchment area school.

1. Kindergarten to grade 6: beyond 3.0 kilometers; and
2. Grade 7 – 12: beyond 4.0 kilometers.

Note: Students attending their catchment school who exceed the walk limits (and live within a no ride zone) do not qualify for regular ridership but may qualify as a courtesy rider.

An exception to the walk limits may be made for students with special needs who are unable to walk to or from school due to a physical or mental disability.

ELIGIBLE RIDERS:

Are student riders approved under Board Policy and are classified as either regular or courtesy riders.

1. **Regular riders:** There are three (3) categories of students entitled to bussing.
 - a) **Rural riders:** ~~these~~ are students whose primary residence is beyond the walk limits **and outside the no ride zone** of his/her catchment area school. The **School Locator below** may be used to determine walking distances to the catchment area school.
<http://mybaragar.com/index.cfm?event=page.SchoolLocatorPublic&DistrictCode=BC33>
 - b) **Overflow/alternate school riders:** are students who are asked to attend a school outside his/her catchment area due to lack of space (overflow) or students assigned to a District Alternate Program. Walk limits apply.

Schools are to coordinate with Transportation prior to assigning a student to a new school or program to ensure availability of bussing.
 - c) **Students with special needs riders:** **are** students who are unable to walk to and from school due to physical or mental disabilities. Approval from Student Services is required, administrative regulation 710.3 refers.

Courtesy riders: There are three (3) categories of students eligible for courtesy bussing.

- a) **Conditional riders:** are students living ~~outside the walk limits but within between the regular rider zone and~~ the no rider zone and attending their catchment area school. Bussing may be provided based on upon availability of seating on an existing bus route. ~~Priority will be given to elementary students and students living furthest away from the school.~~
- b) **Special program riders:** are students attending special programs approved by the School Board such as special reading programs or drug and alcohol referrals. Walk limits apply.
- c) **School of choice riders:** are students attending a school other than their catchment school by choice (including Early French Immersion and Late French Immersion). Bussing may be provided based on upon availability of seating on an existing bus route. Bus will not be re-routed and no additional stops will be added.

Termination of courtesy ridership – The Board of Education reserves the right to terminate courtesy bussing for students at any time. Should this occur, the Manager of Transportation will provide written notification with a minimum of one week advanced notice.

REGISTRATION:

1. All riders must be registered to ride a school bus. Parents are requested to register their children on-line before the end of July for the following school year. Registration by telephone will be accepted in exceptional circumstances.
2. Computers are available for parents at the school and the School Board Office at 8430 Cessna Drive across from the Airport.
3. ~~Registration-Register link is online~~ <http://www.sd33.bc.ca/school-bus-registrationhere>.

PASSENGER LISTS:

Transportation will produce bus passenger lists as required under the Motor Vehicle Act Regulation, Division 11 – School Buses.

BUS PASSES:

All student riders must present a valid photo ID bus pass to the driver to board a bus. Bus passes are produced by the Transportation Department upon registration and payment of applicable bus fees. Passes will be available for pick-up at the Transportation office located at 44877 Yale Road between the hours of 8:00 a.m. – 2:00 p.m., Monday through Friday, until the ~~end~~ **third week** of August. After that, passes will be distributed by the students' afternoon Bus Driver.

LOSS OF BUS PASS:

Bus passes will be reproduced by Transportation for a \$5.00 processing fee. Parents are to call Transportation at 604.792.1255.

TRANSPORTATION ASSISTANCE:

Funding is available to parents and/or guardians of regular riders if the Transportation Department cannot meet transportation requirements. This assistance is provided at a rate of 20¢ per kilometer to a maximum of \$10 per day plus 30¢ for each additional child, per family, per trip. Walk limits apply.

RESPONSIBILITIES:

1. **Transportation:** Registration, producing passenger lists, bus passes, and ~~delivery-distribution~~ of bus passes to **parent/guardian or students**.
2. **Parents:** Register (**all riders**) and pay on-line (**courtesy riders**) and review the attached school bus safety rules with their children.
3. **Secretary Treasurer:** Oversee the policy.

Transportation



CODE OF CONDUCT

Be respectful to all other riders, the bus driver, pedestrians and motorists.

Only registered riders shall ride the bus, and must ride their assigned bus. Friends must have approval from the driver to ensure availability of seating.

Waiting for the Bus

1. Be at your assigned stops five minutes before the bus is scheduled to arrive.
2. Stay off the road, and do not throw things in the bus stop area.
3. Wait until the bus comes to a complete stop and the door is open and the driver signals to board.

Boarding the Bus

1. Form a single line as you walk onto the bus.
2. Respect personal space between yourself and the student ahead of you.
3. **Present your Bus Pass to the driver.**
4. Go to your seat and sit down. Students may be assigned to a specific seat.
5. Small items may be carried onto the bus which must be carried on your lap. If the driver thinks an item will block the aisle or seat it will not be allowed.
6. Do not bring items that could cause harm. Examples include alcohol, animals, bikes, drugs, explosive items, glass, sports sticks of any type, fishing rods, laser pointers, lighters, matches, scooters, skateboards, skates without safety bags, skis, ski poles, strong-smelling sprays or liquids, tobacco products, and weapons (real or fake). The driver has the authority to deny or secure objects of concern.
7. Students with instruments that are larger than what can be contained within a small trumpet or small saxophone case will be required to ride on a specific "Band Instrument" Bus Route, as per Transport Canada Guidelines for safety. Please contact your school band teacher or the Transportation Department for specific pick-up and drop-off locations and times.

On the Bus

1. Follow the bus driver's instructions.
2. Sit facing forward with your back against the seat. Keep your legs, feet, and personal belongings out of the aisle. Do not sit sideways or turn around in your seat.
3. Put your backpack or book bag on your lap.
4. Keep your belongings inside your backpack or book bag.
5. Use the garbage can, not the floor.
6. Do not put anything outside the window. This includes your hands and head.
7. Use a quiet voice when talking to other riders.
8. Do not eat or drink on the bus.

Leaving the Bus

1. Cross at a marked street crossing or intersection where possible.
2. If there is no marked street crossing, walk 3 meters in front of the bus and wait for the bus driver's signal to cross. **Do not cross behind the bus.**
3. See the safety brochure "CROSSING THE ROAD SAFELY" on the school district website.

RIDING THE SCHOOL BUS IS A PRIVILEGE, NOT A RIGHT.

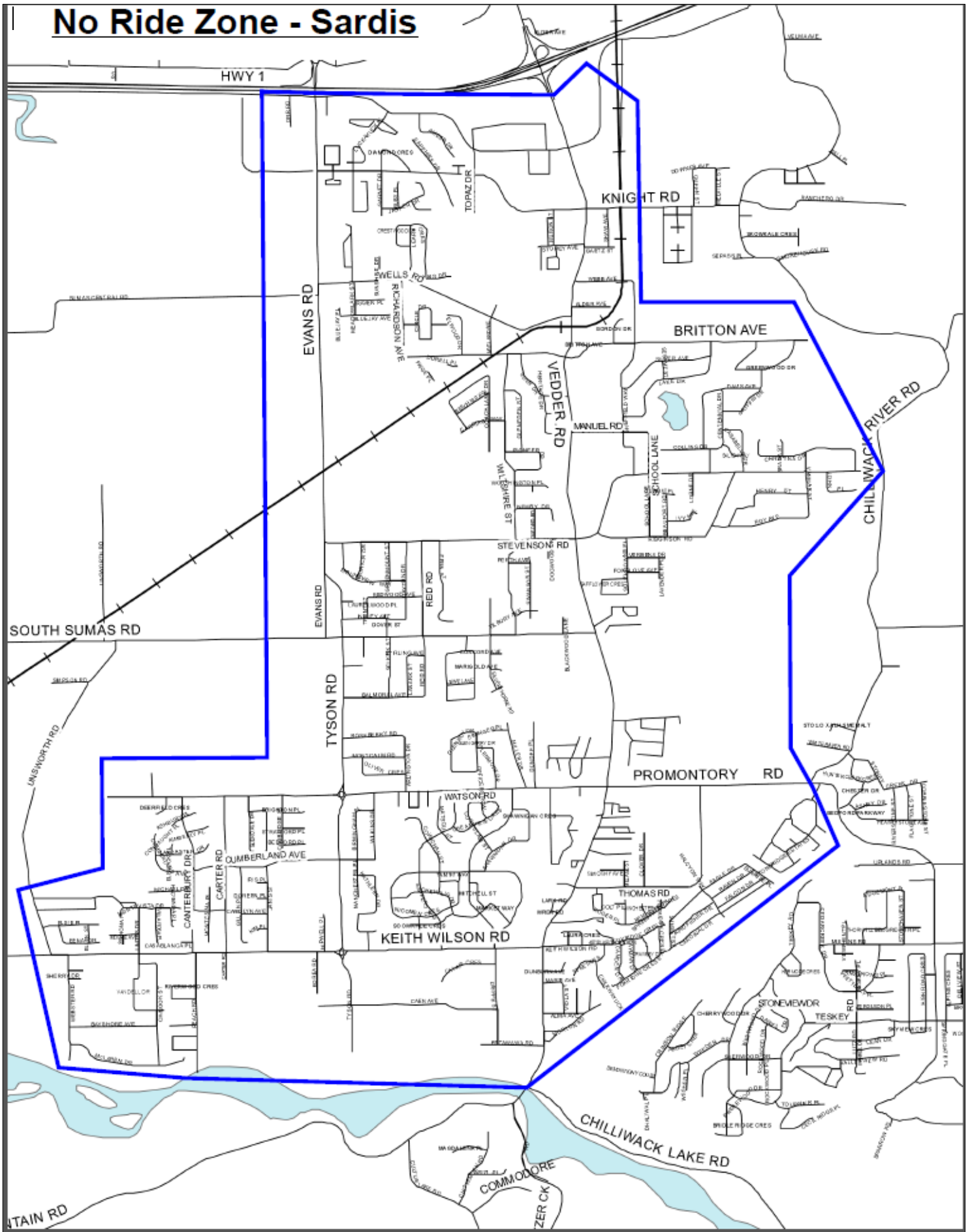
Cross Refs: Professional Drivers' Manual, Division 11 Motor Vehicle Act Regulation – School Buses; Board Policy 501 - Student Behavior

Adopted: October 9, 1990

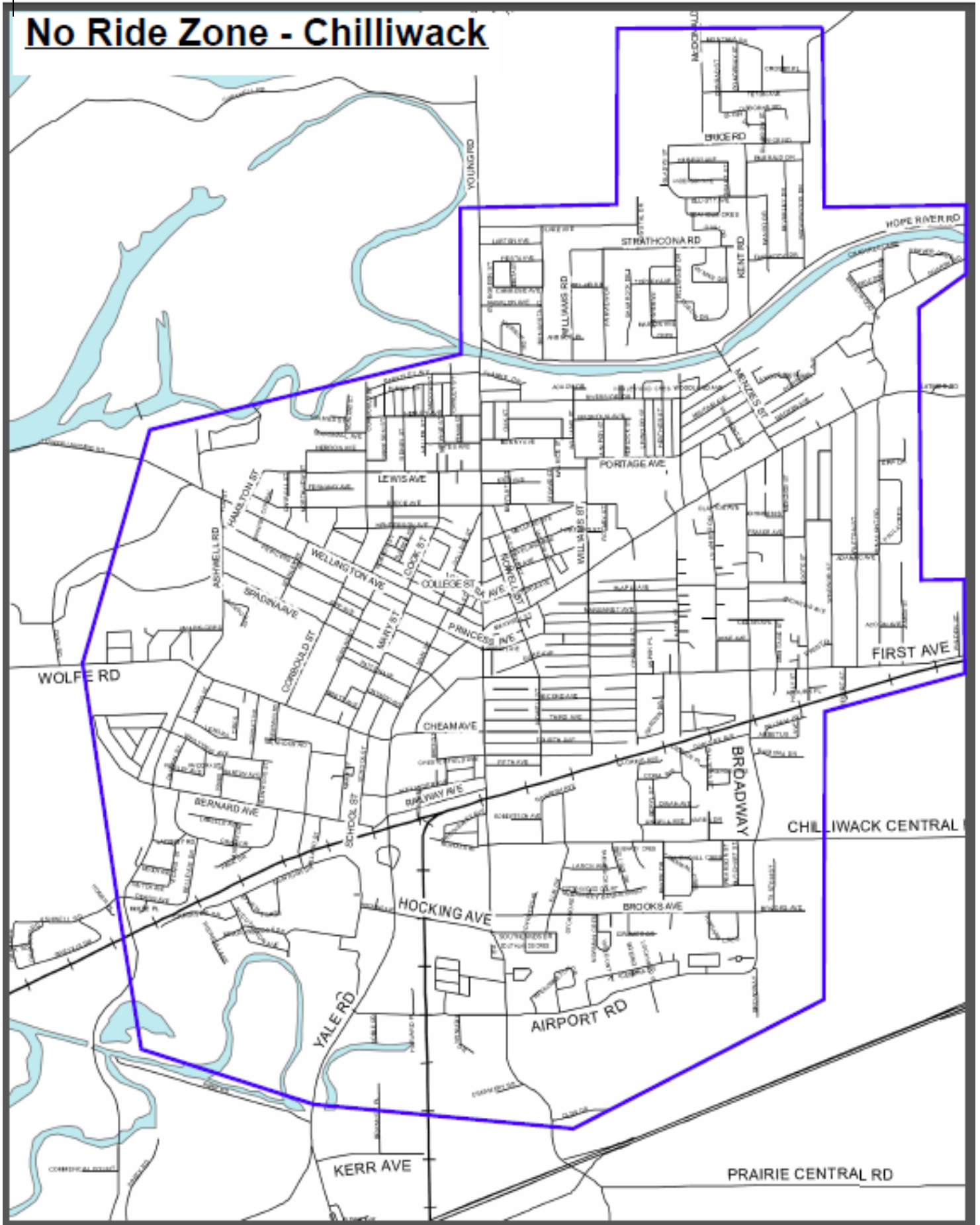
Reviewed:

Revised: October 22, 1996, January 14, 2003, September 7, 2004, March 10, 2009, February 23, 2010, August 24, 2012, September 25, 2012, September 1, 2015, May 25, 2016, **May 2017**

No Ride Zone - Sardis



No Ride Zone - Chilliwack



**BOARD OF EDUCATION
School District #33 (Chilliwack)**

**710.1
ADMINISTRATIVE REGULATION
Transportation – Eligibility, Conditions and Registration**

SCHOOL BUS TRANSPORTATION:

Transportation is provided for eligible school age students attending District schools.

USER FEES:

The Board of Education approved a student transportation user fee for courtesy riders effective September 2016. Courtesy riders must meet eligibility requirements.

TRANSPORTATION ZONES:

There are two zones that define the level of transportation support in the school district.

1. **No Ride Zone** – These are the urban areas of Chilliwack and Sardis (maps attached) that are typically serviced by [City transit](#).
2. **Regular Rider Zone** – Not in the No Ride Zone and the area beyond the walk limits to the catchment area school.

Review of ride zones – Ride zones will be reviewed annually with changes reported to the Board of Education prior to bus registration each year.

WALK LIMITS:

Walk limits are set by the School District and are measured as the shortest distance by public road or public walkway from the primary residence to the catchment area school.

1. Kindergarten to grade 6: beyond 3.0 kilometers; and
2. Grade 7 – 12: beyond 4.0 kilometers.

Cross Refs: Professional Drivers' Manual, Division 11 Motor Vehicle Act Regulation – School Buses; Board Policy 501 - Student Behavior

Adopted: October 9, 1990

Reviewed:

Revised: October 22, 1996, January 14, 2003, September 7, 2004, March 10, 2009, February 23, 2010, August 24, 2012, September 25, 2012, September 1, 2015, May 25, 2016, May 2017

Note: Students attending their catchment school who exceed the walk limits (and live within a no ride zone) do not qualify for regular ridership but may qualify as a courtesy rider.

An exception to the walk limits may be made for students with special needs who are unable to walk to or from school due to a physical or mental disability.

ELIGIBLE RIDERS:

Are student riders approved under Board Policy and are classified as either regular or courtesy riders.

1. **Regular riders:** There are three (3) categories of students entitled to bussing.
 - a) **Rural riders:** are students whose primary residence is beyond the walk limits and outside the no ride zone of his/her catchment area school. The [School Locator](#) may be used to determine walking distances to the catchment area school.
 - b) **Overflow/alternate school riders:** are students who are asked to attend a school outside his/her catchment area due to lack of space (overflow) or students assigned to a District Alternate Program. Walk limits apply.

Schools are to coordinate with Transportation prior to assigning a student to a new school or program to ensure availability of bussing.

- c) **Students with special needs riders:** are students who are unable to walk to and from school due to physical or mental disabilities. Approval from Student Services is required, administrative regulation 710.3 refers.

Courtesy riders: There are three (3) categories of students eligible for courtesy bussing.

- a) **Conditional riders:** are students living outside the walk limits but within the no ride zone and attending their catchment area school. Bussing may be provided based on upon availability of seating on an existing bus route.
 - b) **Special program riders:** are students attending special programs approved by the School Board such as special reading programs or drug and alcohol referrals. Walk limits apply.

- c) **School of choice riders:** are students attending a school other than their catchment school by choice (including Early French Immersion and Late French Immersion). Bussing may be provided based on upon availability of seating on an existing bus route. Bus will not be re-routed and no additional stops will be added.

Termination of courtesy ridership – The Board of Education reserves the right to terminate courtesy bussing for students at any time. Should this occur, the Manager of Transportation will provide written notification with a minimum of one week advanced notice.

REGISTRATION:

1. All riders must be registered to ride a school bus. Parents are requested to register their children on-line before the end of July for the following school year. Registration by telephone will be accepted in exceptional circumstances.
2. Computers are available for parents at the school and the School Board Office at 8430 Cessna Drive across from the Airport.
3. Register online [here](#).

PASSENGER LISTS:

Transportation will produce bus passenger lists as required under the Motor Vehicle Act Regulation, Division 11 – School Buses.

BUS PASSES:

All student riders must present a valid photo ID bus pass to the driver to board a bus. Bus passes are produced by the Transportation Department upon registration and payment of applicable bus fees. Passes will be available for pick-up at the Transportation office located at 44877 Yale Road between the hours of 8:00 a.m. – 2:00 p.m., Monday through Friday, until the third week of August. After that, passes will be distributed by the students' afternoon Bus Driver.

LOSS OF BUS PASS:

Bus passes will be reproduced by Transportation for a \$5.00 processing fee. Parents are to call Transportation at 604.792.1255.

TRANSPORTATION ASSISTANCE:

Funding is available to parents and/or guardians of regular riders if the Transportation Department cannot meet transportation requirements. This assistance is provided at a rate of 20¢ per kilometer to a maximum of \$10 per day plus 30¢ for each additional child, per family, per trip. Walk limits apply.

RESPONSIBILITIES:

1. **Transportation:** Registration, producing passenger lists, bus passes, and distribution of bus passes to parent/guardian or student.
2. **Parents:** Register (all riders) and pay on-line (courtesy riders) and review the attached school bus safety rules with their children.
3. **Secretary Treasurer:** Oversee the policy.

Transportation



CODE OF CONDUCT

Be respectful to all other riders, the bus driver, pedestrians and motorists.

Only registered riders shall ride the bus, and must ride their assigned bus. Friends must have approval from the driver to ensure availability of seating.

Waiting for the Bus

1. Be at your assigned stops five minutes before the bus is scheduled to arrive.
2. Stay off the road, and do not throw things in the bus stop area.
3. Wait until the bus comes to a complete stop and the door is open and the driver signals to board.

Boarding the Bus

1. Form a single line as you walk onto the bus.
2. Respect personal space between yourself and the student ahead of you.
3. **Present your Bus Pass to the driver.**
4. Go to your seat and sit down. Students may be assigned to a specific seat.
5. Small items may be carried onto the bus which must be carried on your lap. If the driver thinks an item will block the aisle or seat it will not be allowed.
6. Do not bring items that could cause harm. Examples include alcohol, animals, bikes, drugs, explosive items, glass, sports sticks of any type, fishing rods, laser pointers, lighters, matches, scooters, skateboards, skates without safety bags, skis, ski poles, strong-smelling sprays or liquids, tobacco products, and weapons (real or fake). The driver has the authority to deny or secure objects of concern.
7. Students with instruments that are larger than what can be contained within a small trumpet or small saxophone case will be required to ride on a specific "Band Instrument" Bus Route, as per Transport Canada Guidelines for safety. Please contact your school band teacher or the Transportation Department for specific pick-up and drop-off locations and times.

On the Bus

1. Follow the bus driver's instructions.
2. Sit facing forward with your back against the seat. Keep your legs, feet, and personal belongings out of the aisle. Do not sit sideways or turn around in your seat.
3. Put your backpack or book bag on your lap.
4. Keep your belongings inside your backpack or book bag.
5. Use the garbage can, not the floor.
6. Do not put anything outside the window. This includes your hands and head.
7. Use a quiet voice when talking to other riders.
8. Do not eat or drink on the bus.

Leaving the Bus

1. Cross at a marked street crossing or intersection where possible.
2. If there is no marked street crossing, walk 3 meters in front of the bus and wait for the bus driver's signal to cross. **Do not cross behind the bus.**
3. See the safety brochure "CROSSING THE ROAD SAFELY" on the school district website.

RIDING THE SCHOOL BUS IS A PRIVILEGE, NOT A RIGHT.

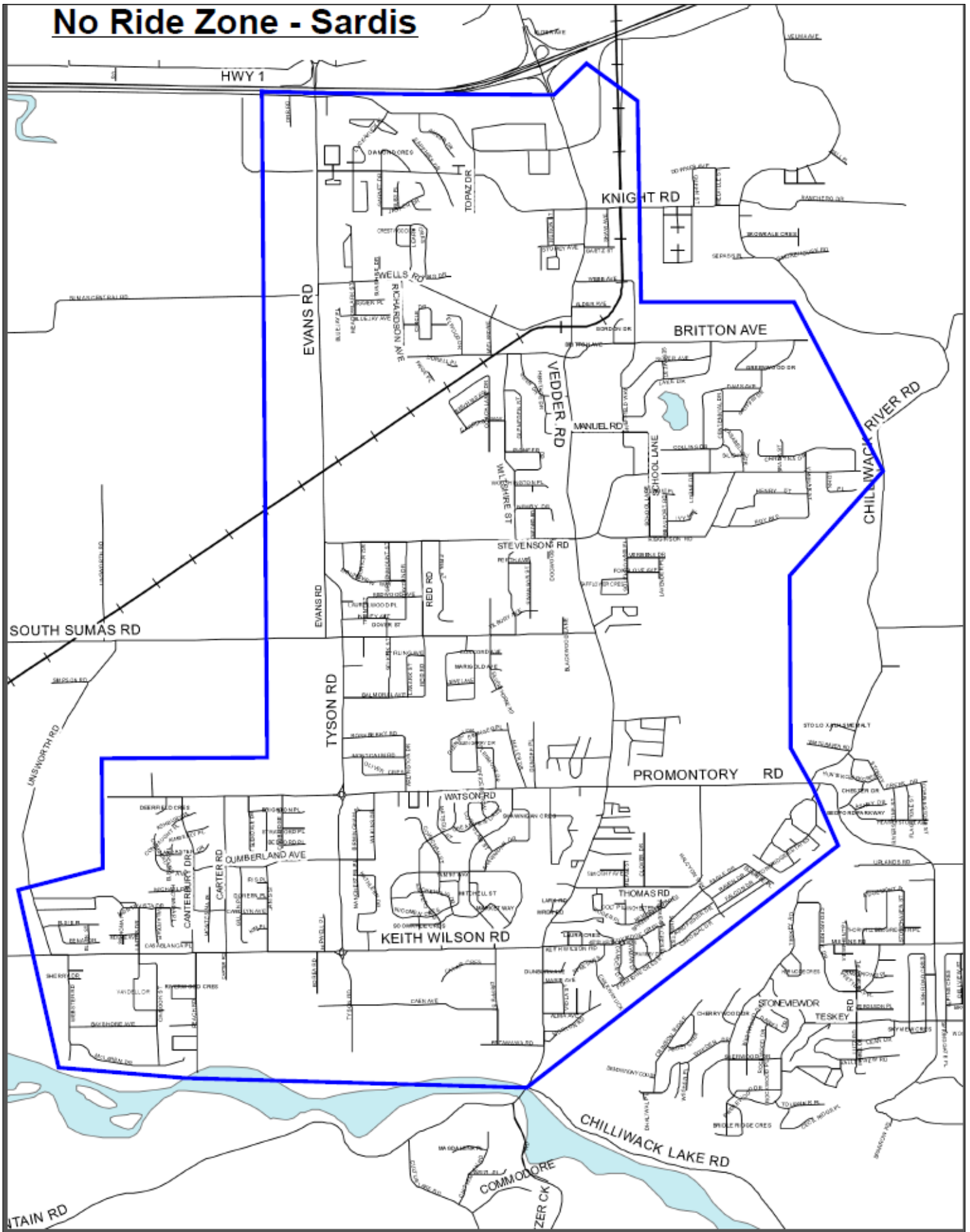
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Adopted: October 9, 1990

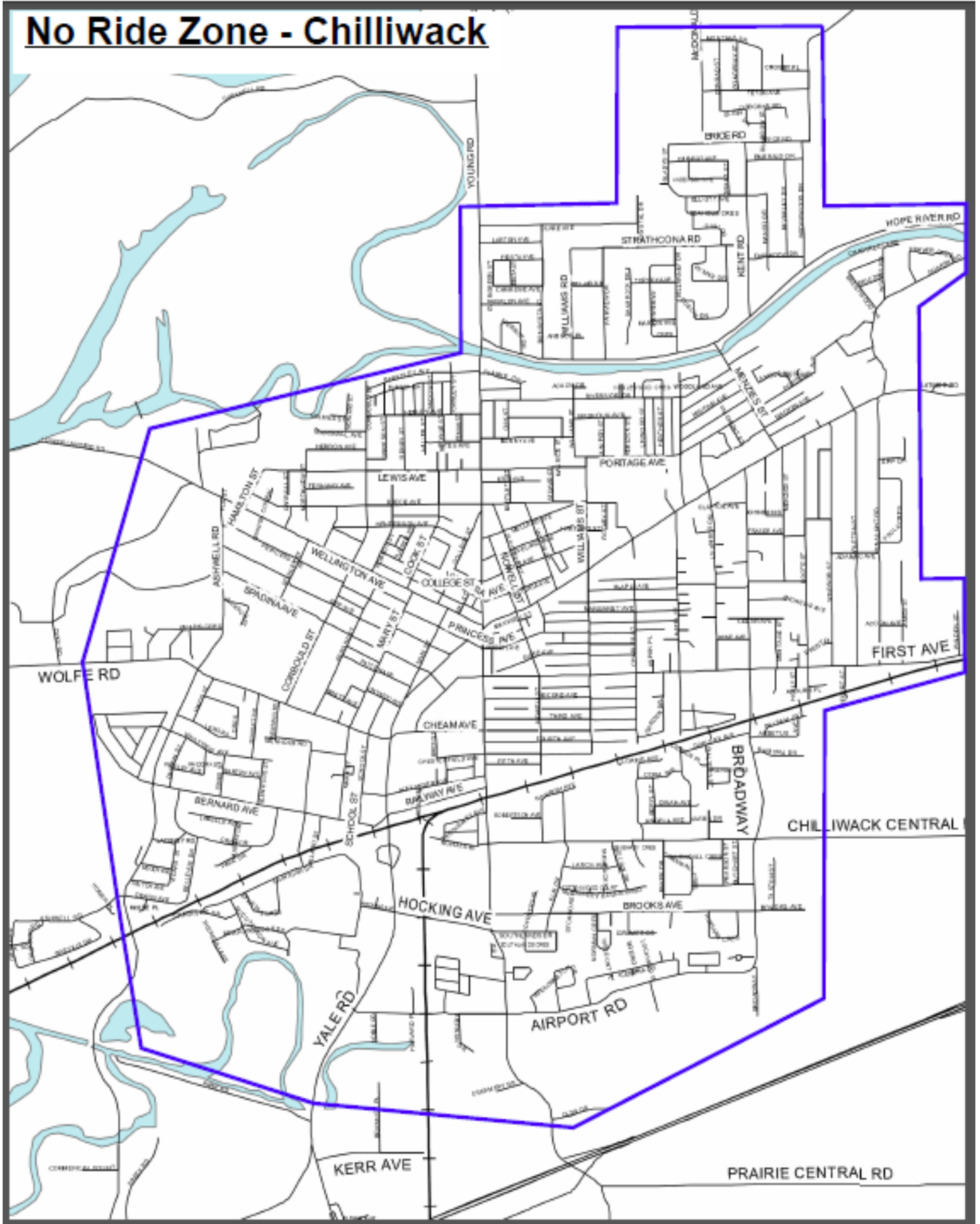
Reviewed:

Revised: October 22, 1996, January 14, 2003, September 7, 2004, March 10, 2009, February 23, 2010, August 24, 2012, September 25, 2012, September 1, 2015, May 25, 2016, May 2017

No Ride Zone - Sardis



No Ride Zone - Chilliwack



**BOARD OF EDUCATION
School District #33 (Chilliwack)**

**710.2
ADMINISTRATIVE REGULATION
Transportation – Operating Instructions**

SCHOOL BUS ROUTES

Buses operate only on public roads maintained by the Ministry of Transportation, the First Nation on a Reservation, or a Municipality. In order to ensure the safety of students, residents, the school bus and driver; buses will not operate on:

- One lane mountain roads;
- Dead-end streets without a turn around area; or
- High residential area where the road grade is greater than 8%.

Field Trips: The Manager of Transportation must approve all field trips involving school buses operating on narrow, windy, and steep gravel mountain roads. *(Maximum grade not to exceed 13% or 13 meters rise or drop over 100 meters).*

School buses will not be routed off a regular route to embark or disembark students who live within one kilometer off a regular bus route (this is measured from the driveway entrance to the bus stop).

Regular bus routes are set-up to serve the following catchment areas schools.

1. **Yarrow/Vedder Mountain Road areas:** Yarrow Elementary, Mount Slesse Middle and Sardis Secondary School.
2. **Greendale area:** Greendale Elementary, Mount Slesse Middle and Sardis Secondary School.
3. **Lickman Road area:** Unsworth Elementary, Mount Slesse Middle and Sardis Secondary School.
4. **Columbia Valley/Cultus Lake /Chilliwack Lake Road area:** Cultus Lake Elementary, Mount Slesse Middle and Sardis Secondary School.

Cross Refs: Professional Drivers' Manual, Division 11 Motor Vehicle Act Regulation – School Buses; Board Policy 501 – Student Behavior

Adopted: October 9, 1990

Reviewed:

Revised: October 22, 1996, January 14, 2003, September 7, 2004, March 10, 2009, February 23, 2010, September 1, 2015, May 25, 2016

5. **Chilliwack River Road area:** Sardis Elementary, Mount Slesse Middle and Sardis Secondary School.
6. **Ryder Lake/Jinkerson areas:** Vedder Elementary, Promontory Elementary and GW Graham Middle/Secondary School.
7. **Eastern Hillside area:** East Chilliwack Elementary, Rosedale Traditional Middle and Chilliwack Secondary School.
8. **Rosedale/Popkum area:** Rosedale Elementary, Rosedale Traditional Middle and Chilliwack Secondary School.
9. **McSween/Yale Road East area:** Cheam Elementary, Rosedale Traditional Middle and Chilliwack Secondary School.
10. **Chilliwack Mountain area:** McCammon Elementary, AD Rundle Middle and Chilliwack Secondary School.
11. **Yale Road west area:** Bernard Elementary, AD Rundle Middle and Chilliwack Secondary School.

All other elementary schools are located in the No Ride Zone.

RIDE DURATION

As a general rule, elementary students (K–6) will not be carried for a period in excess of one-half hour per trip to and from school. Middle/secondary students will not be transported for a period in excess of one hour.

CARRYING LUGGAGE IN SCHOOL BUSES (Division 35.09 MVAR):

1. All luggage and small musical instruments must be carried on the student's lap when seated in a school bus in such a manner that the luggage/instrument does not encroach on other passengers and does not reach any higher than the height of the seat back.
2. Neither person nor cargo can intrude into the aisle way or emergency exits.
3. Luggage and instruments larger than described above may be carried in the luggage compartment on fieldtrips or to and from established instrument stop locations.

NOTE: For field trips, schools should have parents transport luggage or call Maintenance when luggage exceeds the capacity of the storage compartments.

SEATING CAPACITY (Division 11.13 MVAR):

1. A passenger on a school bus must be seated comfortably and securely, meaning hips must not extend beyond the edge of the seat cushion.
2. The 84 passenger bus has 28 seats and is capable of carrying 84 elementary students (three to a seat) or 56 other students (two to a seat), providing hips do not extend beyond the edge of the seat cushion.
3. The bus will not proceed unless the driver is reasonably certain that every passenger on the bus is comfortably and securely seated.

RAILWAY CROSSINGS

School buses shall stop for all uncontrolled railway crossings., ~~except at controlled crossings where the speed limit is in excess of 60 km/hour.~~

BUS STOPS

For enhanced safety, designated bus stops are to be located on a long straight stretch of road where the bus is highly visible to on-coming and following traffic. In order to minimize the risk to students, bus stops will be kept to a minimum and located as follows:

1. No closer than 200 meters on country roads to minimize disruption of traffic.
2. Away from an intersection and blind spots on a curve or hill.
3. In accordance with Division 11 of the Motor Vehicle Act Regulation where the bus must be visible in both directions for a minimum of 60 meters.
4. At transit stops in the built-up areas if required.

Busses will stop in the safest place regardless of possible inconvenience to individual parents or students.

Students are to be at a designated bus stop at least 5 minutes prior to the scheduled arrival of the bus. If the bus does not arrive within 15 minutes of its scheduled stop students should return home.

Elementary students wishing to leave the bus at a stop other than their regular stop must have a note from a parent or guardian.

VIDEO SURVEILLANCE

Designated school buses have video surveillance cameras installed to monitor and record student behavior.

KINDERGARTEN STUDENTS

Transportation is generally not provided to, or from, any address other than the primary residence. No child will be transported to a child-care provider or daycare service one day and home the next day. The regulations regarding transportation zones apply to Kindergarten students.

1. **Morning (Pick-up)** – Students must be brought to the bus by an adult or older sibling.
2. **Afternoon (Take home)** – students will take the bus home and be dropped off at a designated bus stop. Those students who do not have older siblings to walk home with must be met at the school bus door by a parent or designated guardian.

Should no one appear at the bus stop within a reasonable time (2-3 minutes) the driver will keep the student on board and continue with the bus route. Parents are to call the Transportation Department to arrange for pick-up, should no call be received, the student will be returned to the school.

PASSENGER LISTS

Accurate and up-to-date passenger lists (In accordance with Division 11 of the Motor Vehicle Act Regulation) are to be maintained for all scheduled and extra-curricular transportation. Passenger lists for scheduled transportation will be the responsibility of the Transportation Department and extra-curricular transportation will be a school responsibility. Passenger lists must include first and last name of **all passengers**, school, phone numbers and date of birth.

PRE-SCHOOL CHILDREN RIDING IN A SCHOOL BUS

Model 2007 buses and newer have the first two rows of seats fitted with ISO car seat latches. Although child safety seats are not required in buses over 4,536 kg GVW (mini buses) parents are advised to use them.

Parents are responsible for providing the child safety seat and the driver will assist in its installation. Each seat can accommodate one car seat and a parent for a total of 4 car seats per bus.

Schools on field trips are to note the number of pre-school aged children requiring car seat positions on the transportation requisition or call Transportation. Transportation will ensure that buses with car seat latches are provided.

PROCESS FOR DEALING WITH CONCERNS

Normally the **Manager of Transportation** will deal with concerns. Should a concern be unresolved, it may be referred to the **Director of Facilities and Transportation** or the **Secretary Treasurer**.

SCHOOL BUS DISCIPLINE

The Board of Education requires that Bus drivers maintain order on the bus at all times. Bus drivers have a duty to warn students that their behavior may lead to a suspension of riding privileges.

Procedure

1. If the student's behavior does not improve after a verbal warning the driver may issue a written warning. A written warning may result in the student being assigned to a specific seat for a period of time as determined by the driver.
2. If the student's behavior continues to be inappropriate, the driver must inform the school principal and may recommend suspension of the student's riding privileges. The driver will issue the student a written suspension for parent's signature. Loss of riding privileges are both to and from school, extra curricular trips are not included.
3. **School bus suspensions**
 - **First** suspension – 1 day;
 - **Second** suspension – 2 days;
 - **Third** suspension – 5 days (Principal, Transportation Manager and Driver to meet with parents); and
 - **Fourth** suspension – remainder of the school term (term for this purpose shall mean the period of time from September to December or January to March or April to June). Serious cases may result in a discontinuation of transportation services for whatever time is deemed necessary.

RESPONSIBILITIES

1. **Driver**
 - Ensure the bus is in a safe operating condition.
 - Drive safely; obey traffic laws and driving regulations.
 - Maintain order on the bus (teach students expected behavior).
 - Protect students from harm (teach students evacuation drills, crossing the road safely and provide a harassment free ride).
 - Provide a clean bus for students in which to ride.
 - Follow the regular time schedule as conditions permit.
2. **Parent** (Check website under Transportation for safety brochures).
 - Teach students about safety while waiting or approaching the bus.
 - Teach students to embark and disembark safely at the scheduled stops.

- Remind students of behavior guidelines.
- Safety of students getting to, waiting at *or* returning home from a bus stop.

3. **Student**

- Obey safety and behavior rules.
- Observe “classroom” conduct while riding the bus.
- Be on time for the bus.
- Be mindful of younger children.
- Knowing that riding the bus is a privilege.

4. **Teacher**

- Teaching staff or designated supervisor is required to maintain discipline while on field or sports trips and have available an up-to-date passenger list which includes all adults.

5. **Principal**

- Discipline that may lead to suspension of bus riding privileges.
- In serious incidents, the principal will advise the parents and Superintendent.

**BOARD OF EDUCATION
School District #33 (Chilliwack)**

**710.2
ADMINISTRATIVE REGULATION
Transportation – Operating Instructions**

SCHOOL BUS ROUTES

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- High residential area where the road grade is greater than 8%.

Field Trips: The Manager of Transportation must approve all field trips involving school buses operating on narrow, windy, and steep gravel mountain roads. *(Maximum grade not to exceed 13% or 13 meters rise or drop over 100 meters).*

School buses will not be routed off a regular route to embark or disembark students who live within one kilometer off a regular bus route (this is measured from the driveway entrance to the bus stop).

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RIDE DURATION

As a general rule, elementary students (K–6) will not be carried for a period in excess of one-half hour per trip to and from school. Middle/secondary students will not be transported for a period in excess of one hour.

CARRYING LUGGAGE IN SCHOOL BUSES (Division 35.09 MVAR):

1. All luggage and small musical instruments must be carried on the student's lap when seated in a school bus in such a manner that the luggage/instrument does not encroach on other passengers and does not reach any higher than the height of the seat back.
2. Neither person nor cargo can intrude into the aisle way or emergency exits.
3. Luggage and instruments larger than described above may be carried in the luggage compartment on fieldtrips or to and from established instrument stop locations.

NOTE: For field trips, schools should have parents transport luggage or call Maintenance when luggage exceeds the capacity of the storage compartments.

SEATING CAPACITY (Division 11.13 MVAR):

1. A passenger on a school bus must be seated comfortably and securely, meaning hips must not extend beyond the edge of the seat cushion.
2. The 84 passenger bus has 28 seats and is capable of carrying 84 elementary students (three to a seat) or 56 other students (two to a seat), providing hips do not extend beyond the edge of the seat cushion.
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RAILWAY CROSSINGS

School buses shall stop for all uncontrolled railway crossings.

BUS STOPS

For enhanced safety, designated bus stops are to be located on a long straight stretch of road where the bus is highly visible to on-coming and following traffic. In order to minimize the risk to students, bus stops will be kept to a minimum and located as follows:

1. No closer than 200 meters on country roads to minimize disruption of traffic.
2. Away from an intersection and blind spots on a curve or hill.
3. In accordance with Division 11 of the Motor Vehicle Act Regulation where the bus must be visible in both directions for a minimum of 60 meters.
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Busses will stop in the safest place regardless of possible inconvenience to individual parents or students.

Students are to be at a designated bus stop at least 5 minutes prior to the scheduled arrival of the bus. If the bus does not arrive within 15 minutes of its scheduled stop students should return home.

Elementary students wishing to leave the bus at a stop other than their regular stop must have a note from a parent or guardian.

VIDEO SURVEILLANCE

Designated school buses have video surveillance cameras installed to monitor and record student behavior.

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Transportation is generally not provided to, or from, any address other than the primary residence. No child will be transported to a child-care provider or daycare service one day and home the next day. The regulations regarding transportation zones apply to Kindergarten students.

1. **Morning (Pick-up)** – Students must be brought to the bus by an adult or older sibling.
2. **Afternoon (Take home)** – students will take the bus home and be dropped off at a designated bus stop. Those students who do not have older siblings to walk home with must be met at the school bus door by a parent or designated guardian.

Should no one appear at the bus stop within a reasonable time (2-3 minutes) the driver will keep the student on board and continue with the bus route. Parents are to call the Transportation Department to arrange for pick-up, should no call be received, the student will be returned to the school.

PASSENGER LISTS

Accurate and up-to-date passenger lists (In accordance with Division 11 of the Motor Vehicle Act Regulation) are to be maintained for all scheduled and extra-curricular transportation. Passenger lists for scheduled transportation will be the responsibility of the Transportation Department and extra-curricular transportation will be a school responsibility. Passenger lists must include first and last name of **all passengers**, school, phone numbers and date of birth.

PRE-SCHOOL CHILDREN RIDING IN A SCHOOL BUS

Model 2007 buses and newer have the first two rows of seats fitted with ISO car seat latches. Although child safety seats are not required in buses over 4,536 kg GVW (mini buses) parents are advised to use them.

Parents are responsible for providing the child safety seat and the driver will assist in its installation. Each seat can accommodate one car seat and a parent for a total of 4 car seats per bus.

Schools on field trips are to note the number of pre-school aged children requiring car seat positions on the transportation requisition or call Transportation. Transportation will ensure that buses with car seat latches are provided.

PROCESS FOR DEALING WITH CONCERNS

Normally the **Manager of Transportation** will deal with concerns. Should a concern be unresolved, it may be referred to the **Director of Facilities and Transportation** or the **Secretary Treasurer**.

SCHOOL BUS DISCIPLINE

The Board of Education requires that Bus drivers maintain order on the bus at all times. Bus drivers have a duty to warn students that their behavior may lead to a suspension of riding privileges.

Procedure

1. If the student's behavior does not improve after a verbal warning the driver may issue a written warning. A written warning may result in the student being assigned to a specific seat for a period of time as determined by the driver.
2. If the student's behavior continues to be inappropriate, the driver must inform the school principal and may recommend suspension of the student's riding privileges. The driver will issue the student a written suspension for parent's signature. Loss of riding privileges are both to and from school, extra curricular trips are not included.
3. **School bus suspensions**
 - **First** suspension – 1 day;
 - **Second** suspension – 2 days;
 - **Third** suspension – 5 days (Principal, Transportation Manager and Driver to meet with parents); and
 - **Fourth** suspension – remainder of the school term (term for this purpose shall mean the period of time from September to December or January to March or April to June). Serious cases may result in a discontinuation of transportation services for whatever time is deemed necessary.

RESPONSIBILITIES

1. **Driver**
 - Ensure the bus is in a safe operating condition.
 - Drive safely; obey traffic laws and driving regulations.
 - Maintain order on the bus (teach students expected behavior).
 - Protect students from harm (teach students evacuation drills, crossing the road safely and provide a harassment free ride).
 - Provide a clean bus for students in which to ride.
 - Follow the regular time schedule as conditions permit.
2. **Parent** (Check website under Transportation for safety brochures).
 - Teach students about safety while waiting or approaching the bus.
 - Teach students to embark and disembark safely at the scheduled stops.

- Remind students of behavior guidelines.
- Safety of students getting to, waiting at *or* returning home from a bus stop.

3. **Student**

- Obey safety and behavior rules.
- Observe “classroom” conduct while riding the bus.
- Be on time for the bus.
- Be mindful of younger children.
- Knowing that riding the bus is a privilege.

4. **Teacher**

- Teaching staff or designated supervisor is required to maintain discipline while on field or sports trips and have available an up-to-date passenger list which includes all adults.

5. **Principal**

- Discipline that may lead to suspension of bus riding privileges.
- In serious incidents, the principal will advise the parents and Superintendent.

**BOARD OF EDUCATION
School District #33 (Chilliwack)**

**710.4
ADMINISTRATIVE REGULATION
Transportation – Registration and Fees**

FEE FOR SERVICE

~~All-Courtesy~~ riders must pay for Transportation; this service ~~will~~ may be provided for registered riders to and from ~~catchment area~~ schools and special routes approved by the Superintendent. ~~Families of regular riders will be charged a fee for this service based on \$215.00 per child to a maximum of \$430.00 per family.~~ Eligible Courtesy riders will be charged \$~~350.00~~250.00 per child to a maximum of \$~~700.00~~500.00 per family provided there are seats available on an existing bus route. ~~When two (2) or more students residing at the same household qualify for busing under different categories, the higher fee rates will be applied first, to a maximum of \$700.00.~~ Half rates will not be considered for one-way trips or partial weeks as seats are reserved on a yearly basis for registered riders. This fee does not include a bus ride home due to early closure for students living out of the school catchment area.

REGISTRATION

All riders must register each year and should do so by **July 31st** for the following school year. Parents are requested to register their children on-line at www.sd33.bc.ca/school-bus-registration or by following the links on the School District website www.sd33.bc.ca. Computers are available for parents at the school and the School Board Office. Registration by telephone will be accepted in exceptional circumstances.

Payment – Fees may be paid securely by credit card online (*recommended*); or by cash, debit or credit card at the School District Office at 8430 Cessna Drive.

Fee Exemptions – Certain Overflow Students and Students with Special Needs may be exempt from user fees. Students attending a District Alternate program are exempt from user fees.

~~**Financial hardship** – In cases of financial hardship, a request for waiver of fees must be completed and submitted to the Manager of Transportation as per the~~

Cross Refs: Professional Drivers' Manual, Division 11 Motor Vehicle Act Regulation – School Buses; Board Policy 501 – Student Behavior

Adopted: October 9, 1990

Reviewed:

Revised: October 22, 1996, January 14, 2003, September 7, 2004, March 10, 2009, February 23, 2010, September 1, 2015, May 25, 2016, **May 2017**

instructions indicated on the form. ~~A copy of the waiver form can be found on the Transportation website: www.sd33.bc.ca/district-transportation~~

BUS PASSES

All student riders must carry a valid photo ID bus pass and present it to the bus driver to ride a bus. Bus passes are produced and distributed by the Transportation Department.

LOSS OF BUS PASS

Lost bus passes must be replaced. Bus passes will be reproduced by the Transportation Department for a \$5.00 processing fee.

REFUNDS

If ~~an eligible fee paying rider or courtesy rider~~ discontinues using the transportation service prior to April 30th of any year, a prorated refund will be issued upon request and once the bus pass is surrendered to the School District Office. The refund will only cover the months after the month in which the pass is surrendered. No refunds will be issued after April 30th.

TRANSPORTATION ASSISTANCE

Funding is available to parents and/or guardians if the Transportation Department cannot meet transportation requirements for regular riders. This assistance is provided at a rate of 20¢ per kilometer to a maximum of \$10 per day plus 30¢ for each additional child, per family, per trip. Walk limits apply.

RESPONSIBILITIES

1. **Transportation:** Registration, producing rider lists ~~for schools and Financial Services when required~~ and issuing bus passes.
2. **Financial Services:** Collect user fees and issue refunds. Advise the Secretary Treasurer of any non-payment or other irregularities.
3. **Secretary Treasurer:** Oversee the policy.

**BOARD OF EDUCATION
School District #33 (Chilliwack)**

**710.4
ADMINISTRATIVE REGULATION
Transportation – Registration and Fees**

FEE FOR SERVICE

Courtesy riders must pay for Transportation; this service may be provided for registered riders to and from schools and special routes approved by the Superintendent. Eligible Courtesy riders will be charged \$250.00 per child to a maximum of \$500.00 per family provided there are seats available on an existing bus route. Half rates will not be considered for one-way trips or partial weeks as seats are reserved on a yearly basis for registered riders. This fee does not include a bus ride home due to early closure for students living out of the school catchment area.

REGISTRATION

All riders must register each year and should do so by **July 31st** for the following school year. Parents are requested to register their children on-line at www.sd33.bc.ca/school-bus-registration or by following the links on the School District website www.sd33.bc.ca. Computers are available for parents at the school and the School Board Office. Registration by telephone will be accepted in exceptional circumstances.

Payment – Fees may be paid securely by credit card online (*recommended*); or by cash, debit or credit card at the School District Office at 8430 Cessna Drive.

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BUS PASSES

All student riders must carry a valid photo ID bus pass and present it to the bus driver to ride a bus. Bus passes are produced and distributed by the Transportation Department.

Cross Refs: Professional Drivers' Manual, Division 11 Motor Vehicle Act Regulation – School Buses; Board Policy 501 – Student Behavior

Adopted: October 9, 1990

Reviewed:

Revised: October 22, 1996, January 14, 2003, September 7, 2004, March 10, 2009, February 23, 2010, September 1, 2015, May 25, 2016, May 18, 2017

LOSS OF BUS PASS

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TRANSPORTATION ASSISTANCE

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3. **Secretary Treasurer:** Oversee the policy.

BOARD OF EDUCATION

INFORMATION REPORT

DATE: October 3, 2017

TO: Board of Education

FROM: Evelyn Novak, Superintendent

RE: **ADMINISTRATIVE REGULATION 608.1 – ASSISTANCE DOGS IN SCHOOLS
FORM 608.1 ASSISTANCE DOG REQUEST CHECKLIST**

BACKGROUND:

Administrative Regulation 608.1 – Assistance Dogs in Schools and Form 608.1 – Assistance Dog Request Checklist are presented for information.

**BOARD OF EDUCATION
School District #33 (Chilliwack)**

**608.1
ADMINISTRATIVE REGULATION
Assistance Dogs in Schools**

The following procedures will be put into place prior to the admittance of an “Assistance Dog” to the school.

1. PARENT RESPONSIBILITIES

- 1.1 Provide a letter of recommendation from an **“appropriate agency”** confirming the diagnosis of a recognized special need, including a recommendation for the use of an Assistance Dog.
- 1.2 Provide a Certificate of Training for the Assistance Dog from an organization accredited by either the International Guide Dog Federation or Assistance Dogs International.
- 1.3 Pay for all financial implications incurred by the School District and/or school regarding the use and care of the service (e.g., appropriate training for School District staff members).
- 1.4 Annually, provide the School District with proof of a municipal dog license and proof of up to date vaccinations provided by a Doctor of Veterinary Medicine confirming that the Assistance Dog is in good health.
- 1.5 Arrange for the personal care and physical needs of the Service Dog, including at least one bio-break procedure per day and providing an appropriate kennel and water bowl.

Cross Refs: Policy 608-Assistance Dogs in Schools, Autism Support Dogs, Assistance Dogs International Inc., BC and Alberta Guide Dog Services, Guide Dog Foundation for the Blind, Guide Animal Act of BC

Adopted: March 8, 2016
Reviewed:
Revised: September 25, 2017

2. SCHOOL DISTRICT/SCHOOL RESPONSIBILITIES

- 2.1 Ensure that the use of an Assistance Dog is consistent with the needs or recommendations of the student's Individual Education Plan (IEP).

- 2.2 Arrange a case conference with parents/guardians, classroom teacher (s), appropriate Student Services staff, a representative from Assistance Dogs International or other service provider, the student when appropriate, other consultants if necessary, and the District Principal of Student Services (Special Education) to discuss and develop a plan to determine.
 - a) The purpose and function of the Assistance Dog;
 - b) Who will accompany and handle the Assistance Dog outside;
 - c) The personal care and physical needs of the Assistance Dog including:
 - The safest and most environmentally sound place for the Assistance Dog to relieve itself,
 - Removal and disposal of animal waste,
 - Provision of a suitable container for waste,
 - Considerations for seasonal changes and inclement weather;
 - d) Classroom considerations such as seating arrangements;
 - e) Any necessary changes in routine and procedures and program changes;
 - f) Arrangements for the Assistance Dog to visit the school without students present in order to familiarize it with the school site prior to commencement of services;
 - g) A transition plan for the Assistance Dog and the student;
 - h) A timetable for the introduction of the Assistance Dog to the school and class and for the training of the student's school team (Principal, Teacher (s), Special Education Assistant (s), etc.
 - i) Rules of conduct around the Assistance Dog for students, staff and the public; and
 - j) Disseminating and regulating such rules.

- 2.3 The School District shall not be responsible for the training, feeding, grooming or care of any Assistance Dog permitted to attend school or ride on school buses under this policy. The School District must approve any person who is authorized to assist in the care and supervision of the Assistance Dog while on school property.
- 2.4 Notification Letters or Information
- 2.4.1 The following letters or information shall be forwarded home to inform:
- a) The school community of the arrival of the working Assistance Dog, its purpose, role and regulations regarding the existence of the Assistance Dog at the school;
 - b) The students in any of the classes where the Assistance Dog will be present to elicit information concerning allergies or extreme phobias from the students' parents/guardians;
 - c) The students who will be sharing transportation where the Assistance Dog will be present; and
- 2.4.2 Retain all letters regarding the Assistance Dog in the student's confidential file.
- 2.5 Inform all staff including teachers, special education assistants, custodians, all support staff, volunteers, and school planning council and health and safety representatives of the presence of an Assistance Dog (s).
- 2.6 Liaise with the District Principal of Student Services and Administration to resolve any specific concerns or issues raised regarding the presence of an Assistance Dog.
- 2.7 Arrange for demonstrations from Assistance Dogs International or another certified Assistance Dog organization for the student body, staff and the community as required to provide education and awareness of Assistance Dogs in schools.
- 2.8 Contact the School District Transportation Department regarding any transportation requirements.

- 2.9 Revise emergency procedures as required to include the Assistance Dog, such as evacuations, and notify the Fire Department regarding the existence of the Assistance Dog.

3. LIMITING, REMOVING OR EXCLUDING ASSISTANCE DOGS FROM SCHOOL

The School District may limit, remove or exclude from school facilities or property any Assistance Dog for reasons it deems appropriate. Examples of such include the following:

- 3.1 The Assistance Dog poses a direct threat to the health or safety of an employee or student or others at school, causes a significant disruption of school activities or otherwise jeopardizes the safe operation of the school or a school event. Examples of such include, but are not limited to:
- a) The Assistance Dog does not urinate or defecate in appropriate/designated locations;
 - b) The Assistance Dog solicits attention, visits or annoys any member of the student body or school personnel;
 - c) The Assistance Dog vocalizes unnecessarily, (e.g., barking, growling or whining);
 - d) The Assistance Dog shows aggression towards people or other animals;
 - e) The Assistance Dog solicits or steals food or other items from the student body or school personnel;
 - f) The Assistance Dog is unable to perform reliably the service for which it has been approved;
 - g) The Assistance Dog is not under the full control of the student with the disability or the designated employee;

- h) The Assistance Dog is a public health threat as a result of being infested with parasites or having a communicable disease of the skin, mouth or eyes;
- i) The Assistance Dog is unclean and unsanitary;
- j) The Assistance Dog's presence significantly impairs the learning of students;
- k) The Assistant Dog's presence fundamentally alters the nature of any school programs;
- l) The student or the student's parents fail to provide or maintain current documentation required by these regulations; and
- m) The student or the student's parents fail to abide by any additional conditions of the terms of an individual education plan regarding their Assistance Dog.

4. TRANSPORTATION OF THE ASSISTANCE DOG

In determining the necessity of an Assistance Dog for a student with a disability at school, the district may need to provide directions for transporting the student and the Assistance Dog.

4.1 Training

- 4.1.1 The driver and, if applicable, the bus assistant should meet with the Assistance Dog's owner. The owner is responsible for providing information to the driver and bus assistant regarding critical commands needed for daily interaction and emergency/evacuation;
- 4.1.2 The Assistance Dog's owner should provide an orientation to students riding the bus with the Assistance Dog regarding the Dog's functions and how students should interact with the Dog; and
- 4.1.3 The Assistance Dog should practice the bus evacuation drills with the student.

4.2 Loading/Unloading

The Assistance Dog should board the bus by the steps, not on a lift.

4.3 Seating Location

- a) The Assistance Dog should be positioned on the floor, at the student's feet; and
- b) A representative of the Transportation Department will meet with the Assistance Dog's owner to determine whether the Assistance Dog should be secured on the bus with a tether or harness.

5. RESTRICTIONS AND OFF-LIMITS FOR ASSISTANCE DOGS

The School District imposes some restrictions on Assistance Dogs for safety reasons. Assistance Dogs may be excluded or have limited access to certain areas of school facilities or certain programs for safety reasons. Areas or programs which may be considered off-limits for Assistance Dogs include, but are not limited to:

- 5.1 Laboratories, mechanical rooms, custodial closets, food preparation areas, areas where protective clothing is necessary, areas which have exposed sharp metal cutting or other sharp objects which may pose a threat to the Assistance Dog's safety, areas with high levels of dust and areas where there is moving machinery.
- 5.2 The determination to deny or limit the access of an Assistance Dog to specific programs or areas of that school facility will be on a case-by-case basis.

6. CONFLICTING DISABILITIES

The employees, students/parents of a student with medical issues that are impacted by dogs (such as respiratory diseases) should contact the school Principal if they have a concern about exposure to an Assistance Dog. The employee, student/parents of a student will be asked to provide medical documentation that identifies the disability and the need for an accommodation. The school Principal will facilitate a process to resolve the conflict that considers the conflicting needs/accommodations of all persons involved.

7. NOTICE OF APPEAL

Any student/parent of a student with an Assistance Dog who is aggrieved by the School Principal's decision to remove, limit or exclude an Assistance Dog may appeal that decision to the Board of Education. That appeal must be in writing and provide detailed information regarding the basis of the appeal.

REFERENCE:

Autism Support Dogs

<http://www.autismsupportdogs.org>

Assistance Dogs International, Inc.

<http://www.assistedogsinternational.org>

BC and Alberta Guide Dog Services

<http://www.bcguidedog.com>

Guide Dog Foundation for the Blind

<http://www.guidedog.org>

Guide Animal Act of BC

http://www.bclaws.ca/EPLibraries/bclaws_new/document/ID/freeside/00_96177_01

Assistance Dog Request Checklist

Student: _____ Date: _____

School: _____ PEN #: _____

MyEdBC Pupil #: _____

The following uses a service dog as a framework for this checklist.

CONSIDERATIONS	COMMENT	YES	NO
<p>1. Is the dog a “trained assistance dog”?</p>	<p>Identify type of assistance dog.</p> <p>_____</p> <p>A “trained assistance dog” can be called a:</p> <ul style="list-style-type: none"> • hearing dog • guide dog • service dog <p>A “trained assistance dog” is NOT called a:</p> <ul style="list-style-type: none"> • skilled companion animal • therapy dog • social dog • facility dog • trained agility dog • police dog • search and rescue dog • helping dog • support dog 		
<p>2. Does the dog perform task(s) or function(s) that mitigate the student’s disability?</p>	<ul style="list-style-type: none"> • hearing • guiding • retrieving objects • carrying objects • pulling a wheelchair • opening doors • seizure alert • allergen alert • diabetes alert • balance or mobility assistance • preventing or interrupting destructive or impulsive behavior • Other: _____ 		

	Has a medical professional confirmed the student's special need and recommended the use of an Assistance Dog?		
3. Do the dog and its primary handler have satisfactory proof of training?	<ul style="list-style-type: none"> • Certificate from ADI member organization provided? • Other proof of training? _____ 		
	<ul style="list-style-type: none"> • Is it readily apparent that the dog is trained to do work or perform tasks for the disabled student? 		
	<ul style="list-style-type: none"> • If a school employee serves as the primary handler during school hours: <ul style="list-style-type: none"> - Is there a school employee willing to be trained? - Will an outside professional provide the training? 		
4. Does the dog have a current health certificate?	Certificate from veterinarian provided?		
5. Does the dog meet all the Minimum Standards for an Assistance Dog?	Based on observation:		
	i. Dog is clean, well-groomed and does not have an offensive odor;		
	ii. Dog does not urinate or defecate in inappropriate locations;		
	iii. Dog does not vocalize unnecessarily, i.e., barking, growling or whining.		
	iv. Dog does not solicit attention, visit or annoy any member of the general public;		
	v. Dog shows no aggression towards people or other animals; and		
	vi. Dog does not solicit or steal food or other items from the general public.		
6. Is there a plan to communicate with the school community regarding the Assistance Dog?	<ul style="list-style-type: none"> • Information to be sent home to all students outlining the arrival, purpose and role of the Assistance Dog. • Letter to be sent home in any of the classes when the Assistance Dog will be present. 		

Any "No" responses may support denial of request.

BOARD OF EDUCATION

BOARD REPORT

DATE: October 3, 2017

TO: Board of Education

FROM: Barry Neufeld, BCSTA Representative

RE: BC SCHOOL TRUSTEES' ASSOCIATION REPORT

This time is provided to discuss matters related to the British Columbia School Trustees' Association (BCSTA).

BOARD OF EDUCATION

STAFF REPORT

DATE: October 3, 2017
TO: Board of Education
FROM: Evelyn Novak, Superintendent
RE: **SUPERINTENDENT'S REPORT**

This time is provided for a report from Superintendent Novak.

MEETING SUMMARY

In-Camera Meeting – September 19, 2017

Trustees: Paul McManus, Walt Krahn, Silvia Dyck, Dan Coulter, Heather Maahs,
Barry Neufeld, Bob Patterson

Staff: Evelyn Novak, Gerry Slykhuis, Rohan Arul-pragasam,
Tamara Ilersich, Donna Vogel

1. Exempt Compensation
2. Superintendent Compensation
3. HR Report
4. BCPSEA Report
 - 4.1 Bargaining Vision Survey