

AGENDA

OPEN MEETING OF THE BOARD OF EDUCATION NICOLA SIMILKAMEEN SCHOOL DISTRICT NO. 58

**MERRITT SCHOOL BOARD OFFICE
WEDNESDAY, April 9, 2025, 6:00 P.M.**

Success for ALL Learners Today and Tomorrow

1. Acknowledgement of the Traditional Territories and Metis Community
2. Agenda
3. Minutes of the Open Meeting held March 12, 2025
4. Business Arising from the Minutes
5. Reports
 - a) Closed Meeting held March 12, 2025
6. Presentations to the Board
 - * a) CUPE President – Kristen Lupton
 - * b) NVPDTU Presidents - Trina Moulin & Vince Kanigan
7. **EDUCATION**
 - a) Indigenous Education Report
 - b) Early Learning and Child Care Report
 - c) Inclusive Education Report (In person)
 - * d) Superintendent's Report
8. **OPERATIONS**
 - a) Riverside Learning Centre Update
 - * b) School Calendar and PD Days

9. **AUDIT AND FINANCE**

- a) 2025-2026 Annual Facilities Grant Program Approval
- b) 2025 - 2026 Capital Plan Bylaw
- c) 2025 - 2026 Preliminary Annual Budget Update

10. **POLICY**

First Reading

- a) None

Second Reading

- a) 4.10 Respectful Working Environments
- b) 4.20 Employee Recognition
- c) 4.30 Protection of Employees from Violence
- d) 4.40 Employment of Relatives
- e) 4.50 Teacher Professional Development

Third Reading

- a) 3.80 Animals in Schools
- b) 5.10 Bullying and Harassment of Students
- c) 5.20 Controlled and Regulated Substances
- d) 5.30 Weapons
- e) 5.40 Severe Allergic Reaction
- f) 5.50 Use of Physical Restraint & Seclusion
- g) 5.60 Provision of Menstrual Products

Bylaw

Third Reading

- a) Appeal Bylaw 5-23

Policies Recommended for Repeal

- a) None

Administrative Procedures

- a) School Administration: Accessibility
- b) School Administration: Collection of Personal Information
- c) School Administration: Employee Criminal Record Check
- d) School Administration: Parent/Guardian Concerns & Complaints
- e) School Administration: School Volunteers

11. **TRUSTEE REPORTS**

- * a) Student Trustee Reports
- * b) P.A.C. Reports
- * c) Other Reports

12. **CORRESPONDENCE**

13. **PUBLIC QUESTION PERIOD**

14. **ADJOURNMENT**

MINUTES

OPEN MEETING OF THE BOARD OF EDUCATION OF THE NICOLA-SIMILKAMEEN SCHOOL DISTRICT (NO.58)

**PSS LEARNING COMMONS
WEDNESDAY, MARCH 12, 2025, 6:00PM**

Success for ALL Learners Today and Tomorrow

Present:	Chairperson	G. Swan (Virtual)
	Vice-Chair	L. Ward
	Trustees	J. Jepsen J. Kent-Laidlaw E. Hoisington J. Chenoweth (Absent) D. Rainer
	Student Trustees	Matthew Williams Sophia Pioquid (Absent)
	Superintendent	C. Lawrance
	Assistant Superintendent	J. Kempston
	Interim Secretary Treasurer	H. Cull
	Assistant Secretary Treasurer	L. Rusnjak
	Executive Assistant	K. Buckland
	Manager of IT	E. Park

ACKNOWLEDGEMENT OF THE TRADITIONAL TERRITORIES AND METIS COMMUNITY

AGENDA

25/054 It was moved by Vice-Chair Rainer and seconded By Trustee Ward
THAT the agenda be approved as presented.

MOTION CARRIED

MINUTES

25/055 It was moved by Trustee Everett and seconded by Trustee Rainer
THAT the minutes of the Open Meeting held February 12, 2025, be adopted as presented.

MOTION CARRIED

Business Arising from the Minutes

None.

Report of the Closed Meeting held February 15, 2025.

EDUCATION

Indigenous Education Report:

Superintendent Lawrance shared a written report from the District Principal of Indigenous Education, Angela McIvor. The report featured a picture that Angela being hugged by a group of girls at the Nooaitch Band's Token Economy Dinner, an event held to honor students with regular attendance or outstanding academic performance.

Early Learning and Child Care Report:

Daniella Bennie, District Vice-Principal of Early Learning and Child Care, updated the Board on various Early Learning and Child Care initiatives across the School District. She highlighted the StrongStart program and introduced Jamie, who is learning to use scissors to practice his cutting skills. Mrs. Bennie also mentioned that Jamie enjoys giving and receiving mail, so the StrongStart Educator had Jamie cut out his letter "J" and mail it to Mrs. Bennie. In return, Mrs. Bennie sent back letter stamps and some books for use in StrongStart.

Daniella Bennie updated the Board about Ready Set Learn Events which has seen increased attendance and community partner involvement, with a focus on kindergarten registration. The After School Program has been successful, with full enrollment and engaging activities such as skating, Taekwondo, and bowling. Mrs. Bennie also highlighted the success of the Loose Parts program, which has been well-received by both teachers and students. The Seamless Day program at Diamond Vale has been well-received by families, and the Ready Set Learn program at Diamond Vale has been successful in connecting with daycare centers. Mrs. Bennie also introduced the Strengthening the Early Years to Kindergarten Transitions (SEY2KT) program with an upcoming event called Once Upon a Book Tasting. During this event, participants will read three books: "Give a Mouse a Cookie," "Dragon's Love Tacos," and "The Very Hungry Caterpillar," followed by crafts and games related to each book. The event will also include tacos and cookies as a meal.

Daniella Bennie informed the board that the District will complete the numeracy assessment in the spring for grades 1-5 as part of the District's numeracy assessment initiative. The assessment data will be used to guide teaching practices. Mrs. Bennie also discussed the importance of understanding the stories behind the data, rather than just looking at numbers.

Superintendent Lawrance informed the Board that Daniella Bennie will be presenting at the BCSTA AGM in April 2025.

Inclusive Education Report:

Superintendent Lawrance discussed the report by Director of Instruction – Inclusive Education, Misty Sheldon, highlighting that the Director of Human Resources, Barb Mclean, along with Mrs. Sheld and the union's representatives, co-hosted a Pro-D Day.

Superintendent's Report:

The Superintendent circulated and spoke to her report, reflecting on the District events that have taken place over the past month.

OPERATIONS

Riverside Learning Centre Update

Interim Secretary Treasurer Harold Cull discussed the Riverside Update, highlighting the progress of the construction project and the financial situation. He mentioned that the overall budget of the project is \$10.272 million which is broken out between construction cost and soft cost which include items such as: Design fees, Civil work, Demolition, Permits, Equipment and Project management. Although the budget is tight, staff believe there are adequate resources to complete the project. The target operational date for the project is set for May.

Trustee Kent-Laidlaw asked whether the District is planning an opening event?

Superintendent Lawrance replied that they are waiting for the completion date, and that the ministry would like to be invited to the District's opening event.

AUDIT AND FINANCE

2024 - 2025 Amended Budget Bylaw Process

Interim Secretary Treasurer Harold Cull presented the 2024-2025 Amended Annual Budget. An opportunity for discussion was provided.

25/056 It was moved by Trustee Rainer and seconded by Trustee Hoisington

THAT the Board approve the \$43,059,880 Amended Annual Budget By-Law for 2024-2025 first reading.

MOTION CARRIED

25/057 It was moved by Trustee Rainer and seconded by Trustee Hoisington

THAT the Board approve the \$43,059,880 Amended Annual Budget By-Law for second reading.

MOTION CARRIED

25/058 It was moved by Trustee Rainer and seconded by Trustee Hoisington

THAT the Board move the 2024-2025 \$43,059,880 Amended Annual Budget By-Law for third reading.

MOTION CARRIED

25/059 It was moved by Trustee Rainer and seconded by Trustee Hoisington

THAT the Board approve the 2024-2025 \$43,059,880 Amended Annual Budget By-Law for third reading.

MOTION CARRIED

2025 – 2026 Preliminary Annual Budget Process

Interim Secretary Treasurer Harold Cull provided the Board with an update on ongoing conversations from March, continuing into April and leading up to May. He discussed the consultation process focusing on strategic priorities and mentioned upcoming meetings with the teacher's union representatives and the CUPE union president to talk about priorities and potential mitigation strategies. He also provided updates on the pressure target, which is currently around \$2,000,000. There was an improvement in the Q2 forecast after receiving February enrolment data, reducing the initial target from two and a half million to two million in March.

Trustee Kent-Laidlaw inquired if there is a timeline for when the Board will be presented with the mitigation strategies?

Interim Secretary Treasurer Harold Cull responded that they would compile all the mitigation strategies after conversations with District partner groups over the next couple of days. Additionally, there is a Budget Working Group consisting of staff and the finance committee. They will fine-tune the mitigation strategies before presenting them to the Board at the April Board Meeting

Superintendent Lawrance informed the Board that a public meeting will be held on April 16 in Merritt and another on April 17 in Princeton, both available for in-person and online attendance.

POLICY

Superintendent Lawrance brought forward recommendations from the policy committee to: Approve By-Law 5-23 for second reading and sent for consultation; send Policy 3.80, 5.10, 5.20, 5.30, 5.40, 5.50, and 5.60 out for consultation.

First Reading

- a) 4.10 Respectful Working Environments
- b) 4.20 Employee Recognition
- c) 4.30 Protection of Employee from Violence
- d) 4.40 Employment of Relatives
- e) 4.50 Teacher Professional Development

Second Reading

- a) 3.80 Animals in Schools
- b) 5.10 Bullying and Harassment of Students
- c) 5.20 Controlled and Regulated Substances
- d) 5.30 Weapons
- e) 5.40 Severe Allergic Reaction
- f) 5.50 Use of Physical Restraint & Seclusion
- g) 5.60 Provision of Menstrual Products

Third Reading

None.

BYLAW

Second Reading

a) Appeal Bylaw 5-23

25/060

It was moved by Vice-Chair Ward and seconded by Trustee Hoisington

THAT the Board approve Bylaw 5-23, as presented for second reading as amended.

MOTION CARRIED

Policies Recommended for Repeal

None.

Trustee Reports:

Student Trustee Reports

Assistant Superintendent Jane Kempston updated the Trustees that McCreary Centre visited Princeton Secondary School (PSS) and Merritt Secondary School (MSS) complete BC's Adolescent Health Survey with their students. Student Trustee Matthew Williams was one of the students to participate in this survey. Assistant Superintendent Kempston asked if Matthew could share how his experience was.

Student Trustee Williams shared his experience participating in BC's Adolescent Health Survey at Princeton Secondary School (PSS) and Merritt Secondary School (MSS). He was surprised to learn that most teenagers get over 8 hours of sleep, contrary to his experience with classmates who usually don't sleep much. During the survey, students were given envelopes with various items like art pictures and had to organize them into categories such as things the school needs to work on or things important to them. Items included vapes, phones, drugs, family, pets, and schoolwork. Students then ranked these items from most important to least important. The top three items chosen by all groups were displayed on the board, and discussions were held about them.

Assistant Superintendent Jane Kempston mention to the Trustees that the staff from the McCreary Centre spend one day at PSS and one day at MSS. She noted that while the McCreary staff found some similarities between the high schools, there were also significant differences. Additionally, she mentioned that seventy-seven students from PSS participated in the survey.

P.A.C. Reports

Trustee Hoisington reported on Nicola Canford, highlighting that their PAC created a newsletter to distribute for recruiting new members.

Trustee Kent-Laidlaw reported on Princeton Secondary School noting that there was no PAC Meeting this month, with the next meeting scheduled for April. She also mentioned that the school recently held a successful student-led conference.

Vice-Chair Ward reported on Vermilion Forks Elementary, noting that the PAC will meet on April 10, which is after the next Board Meeting. She mentioned that the PAC inquired about the possibility of a new playground for the school, and Operations Manager Darrell Finnigan informed her that the new playground is in the queue for a grant from the Ministry of Education. They will learn in the next couple of months whether it will be this year or the 2026 school year. The PAC had reached out to ask for exemption from

custodian fees for when they host a garage sale in the school gym, which was discussed but no decision was made.

Superintendent Lawrance mentioned that although the District did not qualify for a grant from the Ministry of Education this year, the new playground for Vermilion Forks remains part of the ongoing plan to continually request funding from the Ministry.

Trustee Rainer reported that John Allison Elementary PAC didn't have a meeting, but he mentioned that he loves the SEY2KT program.

Trustee Jepsen reported that Diamond Vale Elementary and Central Elementary PAC didn't have a meeting this month but Central Elementary used the time slot to have a meeting with the Grade 7 parent for fundraising for the Eagle Bay Trip.

Chair Swan reported on the DPAC Meeting, noting that they discussed the cost of a bus if students paid for bus services. According to Operations Manager Darrell Finnigan via Assistant Superintendent Jane Kempston, the cost would be \$210,000 per year, plus \$100,000 per year for maintenance.

Chair Swan reported on the Partners Learning Conference, highlighting the SST Report which revealed that gangs are using vape products to recruit kids.

Trustee Chenoweth was not present to report on SCIDES and Collettsville Elementary.

Other Reports:

Motion updates

Trustee Kent-Laidlaw updated the Board of the motions that were moved at the February 12, 2025, Open Board Meeting and brought forward to the BCSTA AGM meeting on February 28, 2025.

A) Fully Funded Exempt Compensation

Trustee Kent-Laidlaw spoke with the BCSTA Resolution Representative, who mentioned that the motion had already been submitted in 2023 and was passed. She informed the Trustees that she withdrew the motion since letters were sent to the Ministry in 2023, and all details can be seen on the portal.

B) Technology Security

Trustee Kent-Laidlaw mentioned that four motions were submitted by different Districts, which were quite similar. As a result, three of them were collapsed into the fourth. Although the final motion being presented is not theirs, it is essentially the same. Trustee Kent-Laidlaw requested that the term "new funding" be specified instead of just "funding" to ensure that the funds are not taken from other sources. She agreed to collapse their motion into the existing one, provided this modification is made.

C) Feeding Futures

Trustee Kent-Laidlaw spoke about the motion that was put forward, noting that the federal government has announced a National School Food Program. This program will allocate millions of dollars to schools, aiming to feed about 90,000 kids and reduce grocery fees by \$100 for families. Due to this announcement, the Trustees were asked to withdraw their motion, as it essentially makes their current motion redundant. However, they still see this as a win because the additional funds for the school food program are still being provided.

CORRESPONDENCE:

a) VEF Gym Rental Email

Chair Swan informed the Board that Vermilion Forks Elementary PAC parents had sent an email requesting an exemption from fees to rent the school gym for a garage sale fundraiser.

Trustee Rainer asked if the PAC could go to the town or counsel for grants to use the spaces.

ACTION ITEM

Vice-Chair Ward will send an email to Vermilion Fork PAC informing them that the Board discussed their email. She will include two links for grants that the PAC can apply for and will also send these links to Superintendent Lawrance for other school PACs.

PUBLIC QUESTION PERIOD

None.

ADJOURNMENT

25/061

Motion to adjourn was made by Vice-Chair Ward and seconded by Trustee Jepsen

THAT the Open Board meeting adjourned at 7:50pm

Chairperson

Interim Secretary Treasurer

MEMORANDUM

TO: All Trustees

**FROM: Courtney Lawrance
Superintendent of Schools**

RE: INDIGENOUS EDUCATION REPORT

DATE: April 9, 2025

The District Principal for Indigenous Education's monthly report is provided.



CL/sc



Indigenous Education Update

April 9, 2025

Tracy Dunsmore has been hired to work part-time with Rose Grant as the Indigenous Student Engagement Facilitator (ISEF).

A schedule was created for ISEF to have them in schools to connect with students and be out in the community to keep Ed. Coordinators updated.

I reached out to the First Peoples' Cultural Council and FNESC to gain insight into support and ideas for districts struggling to retain language teachers. I was directed to Meghan Patrucco and will meet with her on April 7. Megan is the Director of Workforce Development and works closely with Indigenous teacher recruitment and retention for the Ministry of Education.

SD 58 TRU transition days: I met with the TRU team to organize details for the upcoming trip for Gr. 10-12 students.

Attending the Inspire Soaring Indigenous Youth Empowerment Gathering April 7-9 in Vancouver. Grade 10-11 students will learn about career and post-secondary education options and meet Canada's top employers.

Attending IndigenEYEZ "Table Talk" discussion on April 4. (The idea is to invite team members and colleagues to hold engaging and meaningful conversations on activating change within an organization. The program aims to deepen curiosity and understanding about how our colonial history has shaped our relationships with each other, laying the foundation for settlers and Indigenous peoples to work together to create a future that benefits all of us—and our children.) Will see if this presentation/model is something that will fit the SD 58 staff.

Building relationships and working on connecting with Education Coordinators and Chiefs. Meeting with Upper Nicola Ed. Coordinator on April 3 and hope to continue with other bands.



Indigenous Student Advocates:



Food safe course for ISAs at NVIT on April 4.

ISAs are planning a traditional games event for all grade 6 students in the district. The event will be hosted at Nicola-Canford Elementary on April 25.

Indigenous Grad planning is getting started.

MEMORANDUM

TO: All Trustees

**FROM: Courtney Lawrance
Superintendent of Schools**

RE: EARLY LEARNING AND CHILDCARE REPORT

DATE: April 9, 2025

The District Vice Principal for Early Learning and Childcare monthly report is provided.

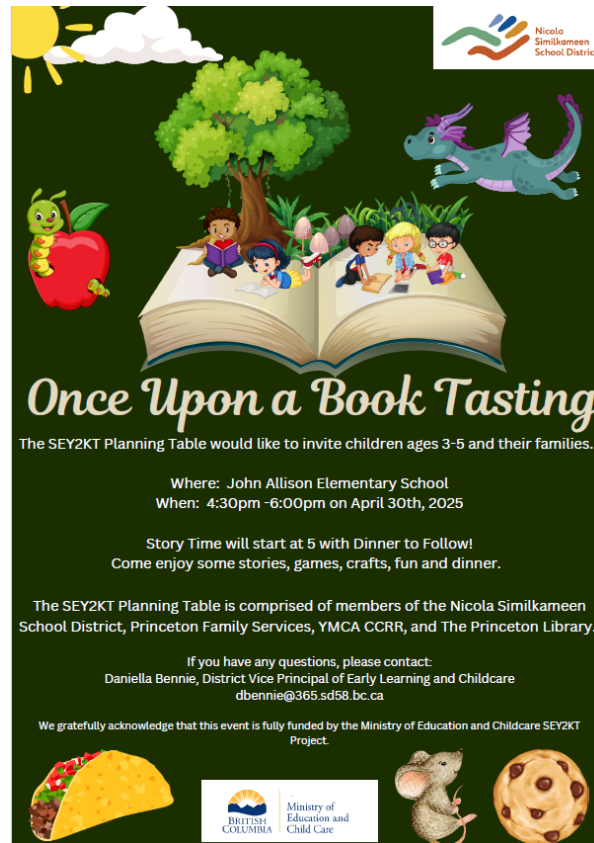


CL/sc

Early Learning Update

April 2025

SEY2KT – Strengthening the Early Years to Kindergarten Transitions



We've had a slight date change. This event has been re-scheduled for April 30th from 4:30-6:00pm at John Allison.

We will also be holding ***“Once Upon a Book Tasting – Chapter 2”*** at John Allison on May 28th. We will be focusing on three different book titles. We are hoping to do some of the activities outside and we will be providing a Pizza dinner.

A huge thank-you to the Ministry of Education for funding this project and for our community groups who sit on the SEY2KT table. We are very excited about these events.

CR4YC – Changing Results for Young Children

We have our last 2-story workshop sessions this month. This has been a wonderful opportunity for professional development, and I love receiving updates from teachers who are trying to implement Story Workshop in their classrooms.

Literacy Merritt and Family Literacy Games

We are excited to be working with Literacy Merritt and Nicola Valley Society to bring the Family Literacy Games to our Merritt elementary schools. Confirmed dates are: Nicola Canford May 5th, Merritt Central Elementary May 7th, Diamond Vale will be May 8th or 15th and Collettville on May 13th. We are also hopeful of confirming a date with Merritt Bench. Literacy Merritt will be reaching out to PACs for support in bringing in food to the events. A huge thank you to the school admin and Literacy Merritt for supporting these events.

MEMORANDUM

TO: All Trustees

**FROM: Courtney Lawrance
Superintendent of Schools**

RE: INCLUSIVE EDUCATION REPORT

DATE: April 9, 2025

Our Director of Instruction for Inclusive Education, Misty Sheldon, will provide an in person update.



CL/sc

Director of Instruction – Inclusive Education Report April 2025

****To enhance accessibility, this document can be easily read out loud through various text-to-speech programs. The background color, font size, and font choice are intentionally selected to enhance readability. ****

This month's report highlights a great new feature in My Education BC (MyEd) , the secure information portal used in Nicola-Similkameen and widely across the province. With the roll out of Competency Based Individual Education Plans (CB IEPs) in the 2022-2023 school year there has been much learning district and province wide. Just recently, MyEd has added a Progress Report feature which was not previously available. Up until this point, Student Support Service Teachers (SSTs) were using a template that required copious amounts of cutting and pasting from one document to the next. This Progress Report feature aligns nicely with our Learning Updates in layout and approach and is reader friendly for families and it aligns with CBIEP meetings that took place in September when families were invited in with their child to decide and have input on goals for their child for the term and/or year. These reports are worth looking at more closely, so I've included a sample for your perusal.

*see attached pages



IEP: Progress Report

2024-2025

Misty Sheldon

Grade: 08



Merritt Secondary
1561 Chapman St
PO Box 5100

Case Manager:	Bob Dylan
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Student Support Team	Role
Joan Jett	Counsellor
Belinda Carlise - Child and Family Development	Youth Support Worker
Paul Simon - Insight	Behaviour Consultant
Elton John	Indigenous Support Advocate
Bob Dylan	Case Manager
Celine Dion, Alanis Morissette, Bryan Adams	Administration
Cyndi Lauper	Mother

Core Competency Goals	
Goal	I can communicate with peers and adults

Objective	Progress Proficiency
<p>Objective: Misty will use appropriate greetings, ask relevant questions, and respond in conversations with peers and adults in structured and unstructured settings more often.</p> <p>Current Level of Performance: Misty is friendly and enjoys engaging with both peers and adults. She is comfortable initiating conversations but sometimes requires prompting to stay on topic or respond appropriately in group discussions.</p> <p>Method of Measurement: Observational data collected during classroom discussions, peer interactions, and social skills groups.</p>	Developing
Progress Comment	Misty is making progress in her ability to engage in conversations with peers and adults. She is becoming more consistent in using appropriate greetings and asking relevant questions but sometimes needs reminders to maintain back-and-forth exchanges in discussions. Continued practice with social scripts and guided interactions will help her strengthen these skills.

Goal	I can play a role in my personal well-being.
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Objective	Progress Proficiency
<p>Objective: Misty will use at least two self-regulation strategies (e.g., deep breathing, movement breaks, or positive self-talk) when she is feeling overwhelmed in the classroom setting.</p> <p>Current Level of Performance: Misty consistently uses these strategies when prompted but does not yet always use them independently. She frequently uses deep breathing and requests movement breaks when needed.</p> <p>Method of Measurement: Teacher observations, student self-reflection journals, and check-ins with support staff.</p>	Proficient

Progress Comment	Misty has shown great growth this term in now consistently using self-regulation strategies when needed and can identify when she needs a break. She independently applies techniques such as deep breathing and positive self-talk all the time, allowing her to remain focused on learning tasks. As she has demonstrated proficiency in this area, a new goal will be set to further support her growth in personal well-being.
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Overall Progress Comment

Misty is a hardworking and motivated learner who is making steady progress towards her goals. She is developing her conversational skills and gaining confidence in social interactions. Her ability to recognize and manage her emotions has improved significantly, and she independently applies self-regulation strategies when needed. Misty approaches challenges with a positive attitude and shows perseverance in her learning. Her enthusiasm and willingness to engage in class activities contribute to a positive classroom environment.

Keep up the great work, Misty!

MEMORANDUM

TO: All Trustees

**FROM: Harold Cull
Interim Secretary Treasurer**

RE: Riverside Learning Centre Update

DATE: April 9, 2025

We are excited to share the latest progress on the project:

- **Licensing:** The YMCA is working closely with the licensing authorities to secure the necessary childcare license, which remains a key step in the process.
- **Concrete Walkways:** The concrete walkways in front of and around the new addition to the drop-off bus area are scheduled to be completed by Wednesday, April 9th, weather permitting.
- **Cladding:** The cladding installation is expected to be completed during the first week of April.
- **Interior Work:** Most of the interior work is on track to be finished by April 24th, bringing us closer to finalizing the space.
- **Paving:** Paving work is scheduled to take place in May.
- **Landscaping:** We are also coordinating landscaping efforts, which will begin as soon as the weather stabilizes enough for planting and growth to be successful.

Thank you for your continued support and patience as we work toward our goal of opening a state-of-the-art facility.

Prepared by:

Harold Cull

Interim Secretary Treasurer/CFO

Nicola-Similkameen School District

MEMORANDUM

TO: All Trustees

**FROM: Harold Cull
Interim Secretary Treasurer**

RE: 9a 25/26 Annual Facilities Grant (AFG)

DATE: April 9, 2025

Background

The Annual Facilities Grant (AFG) is funding received from the Ministry of Education and Child Care to fund the maintenance of facility assets through their anticipated economic life and to prevent premature deterioration.

The District is receiving \$.794 m in AFG for 25/26 which is consistent with the 24/25 amount. The amount is calculated using a formula based on student enrolment and average age of facilities, with an adjustment made for unique geographic factors.

The AFG year corresponds to government's fiscal year (April 1 to March 31) and is divided into 9 categories of eligible expenditures:

- 1) Accessibility upgrades (improvements related to access for persons with mobility issues or physical disabilities)
- 2) Asbestos Abatement (mitigation and/or remediation of asbestos affected areas)
- 3) Electrical upgrades (improvements or replacements of power supply and distribution systems, fire protection systems, and technological infrastructure upgrades to accommodate computer and telecommunications networks)
- 4) Exterior Wall System upgrades (improvements to protect the fabric of the building, including exterior painting, window and door replacement, building envelope repair and replacement, structural and non-structural seismic mitigation)
- 5) HVAC upgrades (improvements, replacements or provision of heating, ventilation, and air conditioning systems)
- 6) Interior Construction upgrades (improvements of school facilities related to flooring, wall partitions, non-structural upgrades, and the provision of educational programming)
- 7) Plumbing upgrades (improvements, replacements or provision of washroom and plumbing systems, and safe drinking water)
- 8) Roofing upgrades (scheduled roof replacements and major roof repairs)

- 9) Site upgrades (site improvements including positive site drainage; repairs to sidewalks, parking lots, site access/egress, paved work areas, paved play areas, and play fields; repairs, upgrading or replacement of playground equipment; perimeter safety fencing; contaminated soil remediation; underground storage tanks removal; sewer or water services; underground irrigation systems; traffic safety)

Proposed AFG Plan for 25/26

The proposed AFG spending plan for April 1, 2025 to March 31, 2026 is attached for the Board's review and has been broken down by school.

Motions Requested

Requested Motion: That the Board of Education of School District #58 (Nicola-Similkameen) approve the list of Annual Facilities Grant (AFG) projects as presented at the April 9, 2025 Board meeting.

Prepared by:

Harold Cull

Interim Secretary Treasurer/CFO

Nicola-Similkameen School District

School District #58
Summary of Annual Facilities Grant (AFG) Projects
Fiscal 25/26 (April 1/25 to March 31/26)

AFG 2025/26		
SCHOOL	Total Cost	Owner/Comments
Merritt Bench		
Water fountain	2,400	Replace old fountains with the bottle fill style.
Water line repairs	6,500	Replacing pitted water lines
Sump Pump	8,000	Sump pump and cable replacement for stormwater sump
Portable roof top	14,500	Replace on of the rooftops on the second portable
		\$25,000 - gym floor replacement
TOTAL	31,400	
Collierville		
Field Irrigation and field repairs	114,000	Irrigation repairs and replacement for main field
Boiler Repairs	6,081	Repairs to the 2 boilers and replacement touch screens
HVAC Duct Cleaning	24,000	Continuing with duct cleaning every 5 years
Domestic hot water Tanks	28,600	Hot water tank replacement
Stucco building repairs	21,000	Repairing sections of the exterior stucco that has broken and fallen off
		\$4,000 - Heating Control Valves
TOTAL	193,681	
Diamond Vale		
Heating Control Valves	6,000	Replacing of HVAC heating of control valves
Roof pipe Insulation/Cladding	48,000	The insulation and cladding was damaged over the past few years from vandalism
Boiler Repairs	6,000	Repairs to the 2 boilers and replacement touch screens
Irrigation connection	18,000	Connecting the irrigation to the city water system from an old well on site
Domestic Hot water	14,500	Replacement of tank, piping and valves
TOTAL	92,500	
Nicola Canford		
Exhaust fans	12,000	Replacing old roof exhaust fans
Fountain X2	6,000	Replace old fountains with the bottle fill style.
		\$5,000 - Gym Floor Refinishing
TOTAL	18,000	
Merritt Secondary		
Gym wall Repairs	26,000	Repairing and replacing the wall material on the lower half of the walls. The old material is worn and coming apart.
Hand dryers in science wing washrooms	6,700	Installing new hand dryers in washrooms to eliminate the plugging of drains and toilets and the use and cost of paper towels.
Dust Collectors	18,000	For the cost of a contractor to service and replace the socks on the MSS dust collection system.
Computer Lab Table tops	3,750	Replacement of all countertops that are falling apart which is creating a safety hazard
		\$23,000 - Office Shutters
TOTAL	54,450	
Merritt Central		
Gym Floor Refinishing	7,700	Contractor to refinish the wood gym floor
		\$110,000 - Phase 1 of shutters
TOTAL	7,700	
CMS/SCIDES/CLC		
LED Lighting Upgrade	72,000	Replace old florescent lighting with LED. This will do approximately 1/2 of the building
Gym fob and alarm partition	6,200	Adding a FOB to the gym door to eliminate handing keys out
Tennis Court Area	38,000	Repave the tennis court & basketball area. Old pavement is cracked and coming apart
		\$20,000 - Building PA system
TOTAL	116,200	
Old Princeton BO/New Riverside		
Replace Furnace/AC	36,000	Due to the age and not being able to get parts anymore we are replacing the old furnace and AC unit at the bridge location
TOTAL	36,000	
Bridge/Riverside		
Paint/flooring	19,020	Paint and replace carpet tile in the old bridge side of Riverside
		\$60,000 - Replace gym Floor
TOTAL	19,020	
Princeton Secondary School		
PA speakers and scrolling signs	9,600	For shops and Gym. Its a safety item that has a flashing light and a scrolling sign so you can see messages when there's lots of
change rooms plumbing/Fountain	9,600	Replace old fountains with the bottle fill style.
Isolation Valves for water system	10,030	Install a isolation valve for the property and trailer next to PSS
		\$80,000 - Asphalt replacement
TOTAL	29,230	
Vermilion Forks		
Exhaust Fans	4,200	Replacing old roof exhaust fans
Sewer plumbing Repairs in concrete slab	15,000	Replacing a section of sewer pipe that is in the concrete slab in a classroom
Hand Dryers in all washrooms	7,700	Installing new hand dryers in washrooms to eliminate the plugging of drains and toilets and the use and cost of paper towels.
Classroom Painting	7,400	Repainting 1-2 classrooms
		\$30,000 - Paint Exterior
TOTAL	34,300	
John Allison		
Exhaust fans	3,800	Replacing old roof exhaust fans
Fire Panel	27,500	Replacing old out dated fire alarm panel. There is not parts available for the old panel
Classroom Painting	8,400	Repainting 1-2 classrooms
		\$30,000 - Paint Exterior
TOTAL	39,700	
District Projects/All Schools/Labour		
Labour		
Line painting all schools	14,500	Line painting at all schools
Hazard Materials list	27,000	WorkSafe requirement to update our asbestos inventory at all schools
Princeton Sprinkler System recertifications	52,000	Replacing out of date sprinkler heads at all schools in Princeton
DDC Upgrades	28,000	Updating our DDC software control system
TOTAL	121,500	
AFG Total		
	793,681	
Budget		
	793,681	
Difference		
	0	
Total	387,000	Blue are projects that could be added to this budget year with increased funding and/or slippage in approved projects.

MEMORANDUM

TO: All Trustees

**FROM: Harold Cull
Interim Secretary Treasurer**

RE: 9b 25/26 Capital Budget Bylaw

DATE: April 9, 2025

Background

As part of the capital planning process, the Board of Education (BoE) is required to pass a Capital Plan Bylaw based on the 25/26 Capital Plan submission that was approved by the BoE at their June 2024 meeting. The following is a list of the 25/26 capital projects that have been approved by the Ministry of Education and Child Care:

Facility Name	Program Project Description	Amount Funded by Ministry
Merritt Secondary	SEP - Interior Construction Upgrades	\$450,000
Collettville Elementary, Coquihalla Middle, John Allison Elementary, Merritt Secondary, Vermilion Forks Elementary	SEP - HVAC Upgrades	\$320,000
Merritt Bench Elementary	CNCP - Electrical Upgrades	\$290,000
Collettville Elementary, Diamond Vale Elementary, Merritt Secondary	FIP - Kitchen Equipment	\$89,000

All projects are now to proceed to design, tender and construction, and to be completed by March 31, 2026.

Once the bylaw is passed by the BoE, the approved projects can begin, and spending can start. Given that these projects need to be completed by March 31, 2026, staff are requesting the BoE complete all three readings of the Capital Bylaw at their April 9, 2025 meeting as facilitated by the following recommended motions.

Motions Requested

Requested Motion: That the Board of Education of School District #58 (Nicola-Similkameen) allow all three readings of the Capital Plan Bylaw No. 2025/26-CPSD58-01 at their April 9, 2025 meeting.

If the above noted motion is passed unanimously, staff would ask the BoE to consider the following motion to pass the Capital Plan bylaw:

Requested Motion: That the Board of Education of School District #58 (Nicola-Similkameen) give first, second and third readings to the Capital Plan Bylaw No. 2025/26-CPSD58-01.

Prepared by:

Harold Cull

Interim Secretary Treasurer/CFO

Nicola-Similkameen School District

CAPITAL BYLAW NO. 2025/26 – CPSD58-01
CAPITAL PLAN 2025/26

WHEREAS in accordance with section 142 of the *School Act*, the Board of Education of School District No. 58 (Nicola-Similkameen) (hereinafter called the “Board”) has submitted a capital plan to the Minister of Education and Child Care (hereinafter called the "Minister") and the Minister has approved the capital plan or has approved a capital plan with modifications,

NOW THEREFORE in accordance with section 143 of the *School Act*, the Board has prepared this Capital Bylaw and agrees to do the following:

- (a) Authorize the Secretary-Treasurer to execute a capital project funding agreement(s) related to the capital project(s) contemplated by the capital plan or the capital plan with modifications;
- (b) Upon ministerial approval to proceed, commence the capital project(s) and proceed diligently and use its best efforts to complete each capital project substantially as directed by the Minister;
- (c) Observe and comply with any order, regulation, or policy of the Minister as may be applicable to the Board or the capital project(s); and,
- (d) Maintain proper books of account, and other information and documents with respect to the affairs of the capital project(s), as may be prescribed by the Minister.

NOW THEREFORE the Board enacts as follows:

- 1. The Capital Bylaw of the Board for the 2025/2026 Capital Plan as approved by the Minister, to include the supported capital project(s) specified in the letter addressed to the Secretary-Treasurer and Superintendent, dated March 25, 2025, is hereby adopted.
- 2. This Capital Bylaw may be cited as School District 58 (Nicola-Similkameen) Capital Bylaw No. 2025/26 – CPSD58-01.

READ A FIRST TIME THE 9th DAY OF April 2025;
READ A SECOND TIME THE 9th DAY OF April 2025;
READ A THIRD TIME, PASSED THE 9th DAY OF April 2025.

APPLY CORPORATE SEAL

Board Chair

Secretary-Treasurer

I HEREBY CERTIFY this to be a true and original School District 58 (Nicola-Similkameen) Capital Bylaw No. 2025/26 – CPSD58-01 adopted by the Board the 9th day of April 2025.

Secretary-Treasurer

Staff will use this estimated budget pressure amount of \$1.500 m as the target for the public budget meetings on April 16th and 17th.

Next Steps

Staff will continue to gather input from our partner groups and public and will provide the Board with a set of recommendations to balance the projected 25/26 budget deficit of \$1.500 m. The full list of recommended strategies will be provided to the Board for the initial review on April 16th and 17th in advance of the Board's formal debate of the Annual Budget bylaw in May.

Prepared by:**Harold Cull**

Interim Secretary Treasurer/CFO

Nicola-Similkameen School District

MEMORANDUM

TO: All Trustees

FROM: Courtney Lawrance
Superintendent of Schools

RE: POLICY RECOMMENDATIONS, REVIEWS,
REPEALS AND ADMINISTRATIVE PROCEDURES

DATE: March 12, 2025

Recommendations:

Our policy committee's next meeting is April 15, 2025. Additional administrative procedures will be presented at the April board meeting. The following policies are presented for the second and third readings, as well as the third reading of Appeal Bylaw 5-23.

Policies:

First Reading

- a) 4.10 Respectful Working Environments
- b) 4.20 Employee Recognition
- c) 4.30 Protection of Employees from Violence
- d) 4.40 Employment of Relatives
- e) 4.50 Teacher Professional Development

Second Reading

- a) 3.80 Animals in Schools
- b) 5.10 Bullying and Harassment of Students
- c) 5.20 Controlled and Regulated Substances
- d) 5.30 Weapons
- e) 5.40 Severe Allergic Reaction
- f) 5.50 Use of Physical Restraint & Seclusion
- g) 5.60 Provision of Menstrual Products

Third Reading

- a) None

Bylaw

Second Reading

- a) Appeal Bylaw 5-23

Policies Recommended for Repeal

- a) None

Administrative Procedures

- a) School Administration: Accessibility
- b) School Administration: Collection of Personal Information
- c) School Administration: Employee Criminal Record Check
- d) School Administration: Parent/Guardian Concerns & Complaints
- e) School Administration: School Volunteers



CL/sc



POLICY 4.10 RESPECTFUL WORKING ENVIRONMENTS

The Board of Education recognizes a fair, collaborative, inclusive and respectful workplace is a critical prerequisite to the Board's commitment to delivering high quality public education and cultivating a reputation of excellence. The Board is committed to creating and maintaining a respectful learning and working environment free from harassment and bullying, where people respect one another regardless of their roles or levels of responsibilities and are treated and treat each other respectfully and professionally in their interactions.

Everyone has a responsibility to create and sustain a respectful workplace.

1. The Board is responsible for:
 - 1.1. Supporting an environment respectful of human rights and free from bullying and harassment; and
 - 1.2. Understanding and communicating with members of the community about the Workers' Compensation Act.
 - 1.3. Ensuring that the policy is periodically reviewed and updated.
2. The Superintendent is responsible for:
 - 2.1. Implementing the Workers' Compensation Act and ensuring that the provisions of this policy are communicated to all stakeholders such that:
 - 2.1.1. A consistent understanding and expectation is developed regarding respectful and appropriate behaviour in dealing with others, including the ability to speak or act without offending;
 - 2.1.2. If bullying or harassment occurs, the process to resolve it is understood and utilized to resolve the problem in a timely and effective manner.
 - 2.2. Ensuring appropriate training is provided to all employees on the *Workers' Compensation Act*.
 - 2.3. Determining if the complaint is best handled under this policy, or if it is a matter better dealt with through other Board Collective agreement processes such as, but not limited to, performance management, professional misconduct and progressive discipline or harassment complaints under the teacher collective agreement.
 - 2.4. Conduction/assisting in investigations and the administration of corrective disciplinary action as appropriate.
 - 2.5. Reviewing and recommending updates to the policy on an annual basis.

Legislative References: Canadian Human Rights Act; Canadian Charter of Rights and Freedoms; 1 British Columbia Human Rights Code

Collective Agreement References: Nil

Date of Adoption: October 16, 2013

Date of Revision: October 19, 2016; xxx, 2025



3. Principals and Vice-Principals are responsible for:
 - 3.1. Communicating and reviewing this policy and related procedure with the staff they supervise or manage;
 - 3.2. Formulating, communicating and enforcing work requirements and behavioral expectations;
 - 3.3. Conducting or arranging for investigations into complaints under the *Workers' Compensation Act*;
 - 3.4. Mediating or arranging for mediation for resolution of complaints as appropriate, and;
 - 3.5. Administering corrective disciplinary action.
4. All employees are responsible for:
 - 4.1. Being aware of, and sensitive to issues of bullying and harassment, and taking proactive steps to encourage respectful, courteous behaviour with staff and students;
 - 4.2. Demonstrating professional and positive behavior consistent with individuals who are responsible for the safety, learning and well-being of staff and students;
 - 4.3. Conducting themselves in a professional manner that meets the accepted standards of practice and the spirit and intent of this policy, including in the use of electronic communication;
 - 4.4. Accessing the complaint procedure if they observe or experience bullying or harassment in the working or learning environment; and
 - 4.5. Co-operating in the investigating of complaints, and working to achieve resolution at the earliest possible stage.
5. Definitions:

The following definitions shall apply:

 - 5.1. **Bullying and Harassment** - WorkSafeBC's OHS policies use the phrase "bullying and harassment" as a single term, which:
 - 5.1.1. Includes any inappropriate, frivolous or vexatious conduct or comment by a person towards a worker that the person knew or reasonably ought to have known would cause that worker to be humiliated, or offended or intimidated. It may include discriminatory harassment, personal harassment (both verbal and visual), and retaliation.
 - 5.1.2. It excludes any reasonable action taken by an employer or supervisor relating to the management and direction of workers or the place of employment. Managers and supervisors need to ensure performance problems are

Legislative References: Canadian Human Rights Act; Canadian Charter of Rights and Freedoms; 2 British Columbia Human Rights Code

Collective Agreement References: Nil

Date of Adoption: October 16, 2013

Date of Revision: October 19, 2016; xxx, 2025



identified and addressed in a constructive, objective way that does not humiliate and intimidate.

- 5.1.3. Examples of bullying and harassment may include, but are not limited to: verbal aggression or insults, vandalizing personal belongings, sabotaging someone's work, physical or verbal threats, aggressive or threatening gestures, and spreading malicious gossip or rumours.
- 5.2. **Mediation** – Involves an unbiased third party acting as facilitator in direct communication between the parties who voluntarily agree to this process. It is an opportunity to resolve disputes in a mutually respectful manner at the Early/Site based resolution phase of a complaint.
- 5.3. **Confidentiality** – Information about a complaint will be shared only with those who need to know in order to facilitate the investigation process. The respondent(s) will be provided with a copy of the complaint and both parties will be provided with a copy of the findings at the end of the investigation. All participants in the investigation process are to keep the information in the process confidential and not disclose it to anyone other than their union representatives.
- 5.4. **Standard of Proof** – The standard of proof to be applied is the balance of probabilities. This means that on the evidence provided, the occurrence of the event was more likely than not.
6. Application:
 - 6.1. This policy covers all individuals involved in the working or learning environment regardless of their role or function. This includes School District employees, students, parents, volunteers, third parties doing business with the School District and members of the general public who interface with the School District. It is the expectation of the School District that all employees and persons invited to or visiting Board property, will strive to maintain the highest level of professional and personal courtesy when interacting with board employees.
 - 6.2. For School District employees, this policy does not supersede any provision of an applicable Collective Agreement.
 - 6.3. Inappropriate behavior by an adult toward a student is not covered by this policy. The *School Act*, The Ministry of Education – Teacher Regulation Branch, Child, Family



- and Community Service Act and the District's Collective Agreements will define and govern the standard of behavior required by adults when dealing with students.
- 6.4. The policy is not intended to address issues where the cause of the conflict or behavior is based on a personal characteristic that is protected under the *BC Human Rights Code*, such as homophobic or racist views.
 - 6.5. This policy excludes the legitimate exercise of management rights and any reasonable action taken by the District or supervisor relating to the management and direction of employees or the place of employment including supervisory decision involving work direction, evaluation, investigations and disciplinary action.
 - 6.6. This policy excludes the reasonable exercise of parent and student rights in bringing forward concerns about the treatment of students by employees when done in a respectful manner.
 - 6.7. The policy does not cover interpersonal conflicts or interpersonal relations, unless they are threatening or abusive.
7. Expected Respectful Behaviour:
- 7.1. We respect and value the contributions of all members of our community, regardless of status or role in the organization;
 - 7.2. We treat one another with the respect, civility and courtesy;
 - 7.3. We work honestly, effectively and collegially with employees and others;
 - 7.4. We respond promptly, courteously, and appropriately to request from others for assistance or information;
 - 7.5. We use conflict management skills, together with respectful and courteous verbal communication, to effectively manage disagreements among employees;
 - 7.6. We encourage and support all employees in developing their individual conflict management skills and talents;
 - 7.7. We have an open and cooperative approach in dealings with employees, recognizing and embracing individual differences;
 - 7.8. We recognize that differing social and cultural standards may mean that behavior that is acceptable to some may be perceived as unacceptable or unreasonable to others;
 - 7.9. We abide by applicable rules, regulations, legislation, policies and collective agreement provisions, and address any dissatisfaction with, or violation of these policies and procedures through appropriate channels;
 - 7.10. We demonstrate commitment to a culture where all employees cooperate and collaborate in using best practices to achieve high work-related outcomes;
-

Legislative References: Canadian Human Rights Act; Canadian Charter of Rights and Freedoms; 4 British Columbia Human Rights Code

Collective Agreement References: Nil

Date of Adoption: October 16, 2013

Date of Revision: October 19, 2016; xxx, 2025



Board of Education
School District No. 58 (Nicola Similkameen)
Policy

Success for All Learners ~Today and Tomorrow

- 7.11. If we are in leadership positions, we model civility for others and clearly define expectations for how employees treat each other, and are responsive to complaints when they are brought forward.
8. Annual Review:
- 8.1. This policy statement will be reviewed on an annual basis. All workers will be provided with a copy.

Legislative References: Canadian Human Rights Act; Canadian Charter of Rights and Freedoms; 5 British Columbia Human Rights Code

Collective Agreement References: Nil

Date of Adoption: October 16, 2013

Date of Revision: October 19, 2016; xxx, 2025



POLICY 4.20 EMPLOYEE RECOGNITION

The Board of Education believes that employee recognition, both formal and informal, is integral to supporting, valuing and retaining staff .

The Board will formally recognize length of service for employees with 5, 10, 20, 30, 35, 40, and 45 years of service to the district.

Retirement recognition will be provided by the Board for employees who are retiring from the district each school year.

Guidelines

1. For purposes of service recognition, service will be determined by the anniversary date of the employee's appointment to the district (most recent if applicable), and honoured within the year the employee achieves the service recognition.
2. Service is defined as all service with the Board – including interrupted service.



POLICY 4.30 PROTECTION OF EMPLOYEES FROM VIOLENCE

The Board of Education recognizes that employees have the right to a safe and secure environment free from violence. Violence means the attempted or actual exercise by a person, other than another worker, of any physical force so as to cause injury to a worker, and includes any threatening statement or behaviour which gives a worker reasonable cause to believe that the worker is at risk of injury.

Any act or threat of violence directed toward an employee shall not be tolerated. The Superintendent will establish Administrative Procedures to identify the potential sources of violence and work to eliminate or minimize the risks to employees.

Employees are to follow the procedures implemented for their protection and immediately report all incidents of violence.

Success for All Learners ~Today and Tomorrow

POLICY 4.40 EMPLOYMENT OF RELATIVES

The Board of Education believes that employees involved in a personal relationship outside work which compromises objectivity, or the perception of objectivity, are not to be placed in a direct reporting relationship to one another.

The Board further believes that employment shall be based on merit.

For purposes of this policy, a direct relative is defined as a spouse (including a common law spouse), parent, grand-parent, brother, sister, son or daughter. A person married (or common-law) to one of the above is considered a direct relative. Further, informal living arrangements, or custody situations that resemble the relationships described above, may be considered as those of a direct relative, for purposes of this policy.

Guidelines

1. A supervisor-subordinate relationship is considered to exist where one level of supervision does not intervene between the direct relatives.
2. No employee with hiring authority may employ their own direct relatives defined above.

No employee with hiring authority shall knowingly employ a person, as a favour, or as part of a staffing scenario, that involves collusion or reciprocation.

3. Employment of direct relatives is possible within the same department or school, provided that:
 - 3.1. a supervisor-subordinate relationship is not created; or
 - 3.2. the relative is not appointed, transferred or promoted where the supervisor is a direct relative; or
 - 3.3. a reporting relationship does not exist where one employee has influence, input or decision-making power over the other employee's performance evaluation, salary, benefits, special permissions, conditions of work and similar matters; or
 - 3.4. the working relationship would not afford an opportunity for collusion between the two employees that would have a detrimental effect on the employer's and employee's interests.



- 3.5. no special consideration or privileges are granted with regard to vacation time, time-off or shift schedules.
4. Where the supervisor is a step in the grievance or discipline procedure affecting a direct relative, the supervisor shall be excluded from that case and the District shall designate an alternate for that purpose.
 5. Subject to the terms of collective agreements, the Superintendent or designate may direct and organize staff of the District to minimize a close working association of direct relatives.
 6. Employees are to disqualify themselves as participants in personnel processes and decisions when their objectivity may be compromised for any reason in accordance with these guidelines or that a benefit or perceived benefit could accrue to them.
 7. These guidelines may be waived provided that the Board is satisfied that sufficient safeguards are in place to ensure that the employer's and employees' interests are not compromised.



POLICY 4.50 TEACHER PROFESSIONAL DEVELOPMENT

The Board of Education believes that the professional development of teachers is an integral part of the educational program and should provide opportunities which will enable and motivate teachers to maintain a high level of professional competence.

The objectives of Professional Development in the district are:

1. To establish an ongoing needs assessment process.
2. To ensure that Professional Development activities are supported within the limits of the budget in terms of personnel, materials, release time and money.
3. To provide Professional Development activities to meet the needs of individual teachers, specific disciplines, special interest groups, individual schools and the district as a whole.
4. To encourage the establishment of long-term priorities for the Professional Development Program.
5. To ensure that Professional Development resources are used in the most efficient way.
6. To encourage communication on Professional Development matters that is effective within the district.



POLICY 3.80 ANIMALS IN SCHOOLS

The Board of Education believes that with regard to animals in schools or offices, it is important to recognize that the school district is first and foremost a learning environment and workplace.

Animals may be brought into schools for instructional purposes; as a school support service; or when identified within an individual student's Support Plan or an employee's approved accommodation plan. Assistance dogs are accommodated within the *Guide Dog and Service Dog Act*.

Under no circumstances shall animals that pose actual or potential safety risks and/or health risks to students and/or employees be allowed in schools or classrooms.



POLICY 5.10 BULLYING AND HARASSMENT OF STUDENTS

The Board of Education recognizes the importance of learning environments that contribute to healthy and positive relationships among students. No student shall bully, or attempt to intimidate, harass, threaten, defame, or ridicule any person in a manner, including but not limited to, physical conduct, violent behaviour, verbal, written or visual communication, including cyberbullying.

The Board will support all reasonable and fair measures, both proactive and in response to an incident, taken by staff to respond to acts of bullying and harassment. It is expected that all schools will offer proactive programs to inform and educate students and parents about bullying.

The Board shall consider any act of bullying and harassment, whether it occurs going to and from school, on school premises, in the vicinity of the school, at any school-sponsored activity, and behaviours that occur within the community, that impact the school learning environment to be a serious violation of district expectations for student conduct.



POLICY 5.20 CONTROLLED AND REGULATED SUBSTANCES

The Board of Education recognizes that to provide the greatest opportunity for healthy student growth and development, the school environment must be free from controlled and regulated substances including drugs, alcohol, cannabis, tobacco products, vaping devices and e-cigarettes.

The Board will support students by providing informed, age-appropriate education and information. The Board encourages efforts to prevent and intervene in substance misuse among students, including the development and delivery of resources, the promotion of prevention programs, and the implementation of school and community-based efforts aimed at supporting students.

Use and/or possession of controlled and regulated substances, on school property or during school-authorized trips or activities represents a serious violation of the code of conduct, and violations will be subject to disciplinary action and, if necessary, police involvement.



POLICY 5.30 WEAPONS

The Board recognizes its responsibility to provide a secure and safe environment for members of the school community. The Board considers the possession or use of a weapon on or near school property or during school-sponsored functions and activities as a serious threat to the safety and security of students and staff and strictly prohibits it.

Any student found to have used or be in possession of a weapon will be subject to appropriate disciplinary action and/or criminal charges.

Definitions:

"Weapon" means anything used, designed to be used or intended for use in causing death or injury to any person, or for the purpose of threatening or intimidating any person. This includes any firearm, whether loaded or unloaded; replicas and toys; any chemical or substance; or a device or instrument designed to be used or intended for use in causing death or bodily harm.



POLICY 5.40 SEVERE ALLERGIC REACTION

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

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

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

The Superintendent will establish Administrative Procedures designed to ensure that:

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



POLICY 5.50 USE OF PHYSICAL RESTRAINT AND SECLUSION

The Board of Education has a responsibility to maintain a safe, orderly, caring and secure environment for students and staff. The Board recognizes its responsibility to deal with students in a manner which is similar to that of a kind, firm and judicious parent/caregiver.

The Board believes that behaviour interventions for all students should promote prevention, de-escalation, and positive behaviour supports, with every effort made to employ preventative actions that preclude the need for the use of physical restraint or seclusion.

The Board recognizes that the use of emergency physical restraint or seclusion procedures may be necessary when a student presents imminent danger to themselves or others. However, every effort should be made to structure learning environments and learning supports so that responses like physical restraint and seclusion are unnecessary.

The Superintendent will establish Administrative Procedures in accordance with guidelines issued by the Ministry of Education and Child Care.



POLICY 5.60 PROVISION OF MENSTRUAL PRODUCTS

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

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

The Superintendent may establish Administrative Procedures to support the implementation of this policy.

BOARD OF EDUCATION OF SCHOOL DISTRICT NO.58 (NICOLA-SIMILKAMEEN)

BYLAW NO. 5-23

SCHOOL ACT APPEALS

A Bylaw of the Board of Education of School District No. 58 (Nicola-Similkameen), hereinafter called "the Board", to establish procedures governing *School Act* Section 11 appeals to the Board.

WHEREAS Section 11 of the *School Act* provides that a parent/guardian and/or student in the School District may appeal a decision of an employee or employees of the Board if that decision significantly affects the education, health or safety of the student;

AND WHEREAS the Board wishes to enact the process for the conduct of such appeals;

AND WHEREAS the Board believes that the resolution of concerns is best addressed at the point the concern occurred and encourages students or parents/guardians to bring concerns forward with the staff member who made the decision prior to accessing the appeal process.

AND WHEREAS the Board recognizes that decisions that do not significantly affect the education, health or safety of a student are within the final authority of the Superintendent.

NOW THEREFORE the Board of Education of School District No.58 (Nicola-Similkameen) in an open meeting, hereby **ENACTS AS FOLLOWS**:

1. CITATION

This bylaw may be cited as School District No. 58 (Nicola-Similkameen) ***School Act*** Appeals Procedure 5-23

2. DEFINITIONS

- 2.1 The terms used in this Bylaw have the meanings assigned by *the School Act* and Regulations made thereunder, except as when the context indicates otherwise.
 - 2.1.1 For greater clarity, a parent is defined as one who usually has the care and control of the student or child.
- 2.2 For purposes of this Bylaw, the student or parent/guardian filing the appeal can be referred to as the "Appellant".

3. FAIRNESS PRINCIPLES

- 3.1 Students/parents/guardians can expect fairness in the appeals process, including:
 - 3.1.1 the right to be heard,
 - 3.1.2 the right to adequate notice and timely receipt of relevant information,
 - 3.1.3 being provided with reasons for decisions,
 - 3.1.4 an impartial decision maker, and
 - 3.1.5 a respectful process, free from retaliation.

4. DECISIONS WHICH MAY BE APPEALED

- 4.1 The Board of Education recognizes the right of a student and/or parent/guardian of a student under Section 11 of the *School Act* to appeal a decision of an employee of the Board where such decision significantly affects the education, health or safety of the student.
- 4.2 A decision for the purposes of this Bylaw includes the failure of an employee to make a decision.
- 4.3 Examples of grounds for appeal include, but are not limited to:
 - 4.3.1 disciplinary suspension from school;
 - 4.3.2 suspension from an educational program, if no other educational program is provided by the Board;
 - 4.3.3 expulsion from an educational program;
 - 4.3.4 refusal to offer an educational program to a student who is sixteen (16) years of age or older;
 - 4.3.5 requirement to complete all or part of an educational program by distributed learning, or in an alternate program, as a disciplinary measure, where space and facilities are available in a school;
 - 4.3.6 exclusion from school for a health condition;
 - 4.3.7 failure to provide an Individual Education Plan to a student with special needs;
 - 4.3.8 failure to offer to consult with a parent/guardian regarding the placement or Individual Education Plan of a student with special needs;
 - 4.3.9 denial of an educational program by failure to take action in respect of a complaint of bullying, intimidation, harassment, racism or threat or use of weapons or violence by one or more students against another student; and
 - 4.3.10 any other decision that, in the opinion of the Board, significantly affects the education, health or safety of a student.

5. BEFORE FILING AN APPEAL

- 5.1 Before an appeal is filed, the Board encourages the Appellant to discuss (present the concern verbally or in writing) the issue in dispute in a constructive manner with those responsible at the school or district level. In this regard, the Board suggests, the following steps before an appeal is filed:
 - 5.1.1 Step 1: The Appellant discuss the issue with the principal where the decision was made at the school level, or the responsible administrator, where the decision was made at the district level; or
 - 5.1.2 Step 2: The Appellant discuss the issue with a district administrator

6. REFUSAL TO HEAR APPEALS

- 6.1 The Board may refuse to hear an appeal where:
 - 6.1.1 the appeal has not been filed within the time limits set out in paragraph 7.1 below;
 - 6.1.2 the Appellant has not first discussed the decision being appealed with any persons identified by the Board; and/or
 - 6.1.3 the Board determines that the decision does not significantly affect the student's education, health or safety.

7. FILING AN APPEAL

- 7.1 If the steps taken in section 5.1 above are unsuccessful, the Appellant may file a formal appeal by preparing a Notice of Appeal and submitting it to the Secretary Treasurer, or designate, within thirty (30) calendar days of the date the Appellant was informed of the final decision.
- 7.1.1 If the Appellant can demonstrate that there are reasonable grounds to extend this time limit, the Board will consider whether to extend the time limit.
- 7.2 An appeal to the Board commences with submission of a written Notice of Appeal to the Secretary Treasurer.
- 7.3 The Notice of Appeal must include the following information:
- 7.3.1 the name, address, email address (if applicable), and phone number of the Appellant, including the student's name, school, grade level
 - 7.3.2 a description of the decision that is being appealed and its effect on the education, health or safety of the student;
 - 7.3.3 the name of the employee who made the decision;
 - 7.3.4 the date the Appellant was informed of the decision being appealed;
 - 7.3.5 the grounds of the appeal and the action requested;
 - 7.3.6 the steps that the Appellant has taken to discuss the matter directly with the person who made the decision or with other school or district employees; and
 - 7.3.7 if the Notice of Appeal is filed outside the 30 day time limit, the reasons the Notice of Appeal were not filed within the time limit.
- 7.4 The District will offer assistance in preparing an appeal.
- 7.4.1 An Appeal form is available, but not mandatory, provided the information in 7.3 is provided.
 - 7.4.2 The services of an uninvolved staff member as a navigator.
 - 7.4.3 Accommodations, such as interpretive services or visual aids, when needed.
- 7.5 The District encourages Appellants to receive the support of other local, regional, or provincial organizations to prepare an appeal.
- 7.5.1 Indigenous students and/or parents/guardians are encouraged to access supports that may include: district Indigenous Education staff or advocacy services available to them from the local First Nations, Métis Associations or other local, regional, or provincial supports.
- 7.6 The Secretary Treasurer, or designate, will, upon receiving the Notice of Appeal:
- 7.6.1 promptly provide a copy of the Notice of Appeal and any other information the Appellant submits in support of their appeal to: the Board, the Superintendent or designate, and, the employee whose decision is being appealed.
 - 7.6.2 confirm with the Appellant, in writing, receipt of the Notice of Appeal. In accordance with section 10.3, the Board shall make a decision within 45 days from the date the Notice of Appeal was received.
- 7.7 The Appellant may withdraw their appeal at any time.

8. PRE-HEARING

- 8.1 The Secretary Treasurer or their designate is responsible for reviewing the Notice of Appeal and for communicating with the Appellant and others on matters related to the appeal.
- 8.2 Where, in the opinion of the Secretary Treasurer, the appeal does not comply with the requirements for an appeal established under this Bylaw or Section 11 of the *School Act*, the Secretary Treasurer shall refer the preliminary matter to the Board for a determination.
- 8.3 The Board shall make a preliminary decision, if required, within 10 working days of receipt of the appeal.
 - 8.3.1 The Board shall inform the Appellant and the Superintendent or designate in writing, of the preliminary decision and provide reasons for the decision, including a refusal to hear the appeal.
- 8.4 Where there is no preliminary matter to be determined, arrangements will be made for hearing of the appeal by the Board.
- 8.5 The Board may make any interim or procedural decision it considers necessary pending the disposition of the appeal.

9. BOARD HEARING

- 9.1 The Board shall provide directions to the Appellant and the Superintendent or designate, concerning:
 - 9.1.1 whether it requires written submissions and if so, the deadlines and any other directions concerning the written submissions; and/or
 - 9.1.1.1 Where a written submission is provided by the Superintendent or designate, the Appellants and the employee whose decision is being appealed shall receive a copy of the submission.
 - 9.1.1.2 Where a written submission is provided by the Appellant, the Superintendent or designate and the employee whose decision is being appealed shall receive a copy of the submission.
 - 9.1.2 whether it will hold a meeting for the purpose of hearing oral submissions and if so, the date, place, time and location of the meeting and any time limits or other directions concerning oral submissions to be made at the meeting.
 - 9.1.2.1 Consideration will be given regarding the location of the hearing.
- 9.2 The purpose of the submissions is to:
 - 9.2.1 allow the Superintendent or designate an opportunity to explain the decision giving rise to the Appeal, the reasons for the decision and to respond to information presented by the Appellant; and
 - 9.2.2 allow the Appellant to explain their appeal and respond to the information presented by the Superintendent or designate.
- 9.3 The Board may ask questions of clarification of the parties before deciding the appeal and may adjourn any meeting of the Board held to consider the appeal for the purpose of obtaining further information.

- 9.4 An Employee shall have the opportunity to provide a written reply to any allegations contained in the Notice of Appeal and may attend any meeting of the Board held in respect of the appeal where the Appellant is present.
- 9.5 During the appeal process, the Appellant may be represented by an advocate, support person of their choosing and/or interpreter/translator, who may make submissions on behalf of the Appellant.

10. DECISION

- 10.1 The Board shall make any decision that it considers appropriate in respect of the matter that is being appealed and any preliminary matters.
- 10.2 The Board shall decide the appeal based only on the submissions presented to it in accordance with this Bylaw.
- 10.2.1 As a fairness principle, decision maker(s) for an appeal must be impartial to the parties to the appeal and the issue to be decided. Therefore, those involved making a decision will have had no prior involvement with the original decision. Any staff involved in the original decision shall not attend or participate in appeal deliberations.
- 10.3 The Board shall make a decision within 45 days from the date the Notice of Appeal was received in an acceptable form.
- 10.3.1 Whenever possible appeal decisions will be made as expeditiously as the circumstances of the appeal dictate.
- 10.4 The Board shall promptly notify the Appellant, the Superintendent or designate and the employee whose decision was appealed of the decision of the Board and shall provide written reasons for the decision.
- 10.5 An Appellant may have a right to appeal a decision of the Board made under this Bylaw to the Student Appeals Branch of the Ministry of Education and Child Care.

Postal Address: Registrar, Student Appeals
Ministry of Education and Child Care, Student Appeals Branch
620 Superior St
PO Box 9146 Stn Prov Govt Victoria BC V8W 9H1

Email EDUC.studentappeals@gov.bc.ca
Telephone 1-877-387-8037 or 250-387-8037
Website <https://www2.gov.bc.ca/gov/content/education-training/k-12/support/student-disputes-and-appeals#appeals>

11. REPEAL

- 11.1 School District No. 58 (Nicola-Similkameen) Appeal Procedure Bylaw 500.0 dated February 13, 2013 and any previous Appeal Procedure Bylaws, including and amendments thereto, are hereby repealed.

Read a First Time	this	11 th	day of	December 2024
Read a Second Time	this	12 th	day of	March 2025

Read a Third Time	this	day of	2023
ADOPTED	this	day of	2023

Chair

Secretary Treasurer



Administrative Procedure		Nicola Similkameen School District
Section:	School Administration	
Title:	Accessibility	

Purpose

Nicola Similkameen School District is committed to providing a learning and working environment that supports all students and staff and provides equitable opportunities to support our diverse community. A key element to supporting our community is the development of a Three-Year Accessibility Plan. This plan identifies system needs, priorities, and action plans, and draws on feedback from our school community and the work of the Accessibility Committee to enhance equity of access to programming and our facilities.

Guidelines

Effective September 1, 2022, over 750 public sector organizations were required to establish an accessibility committee, an accessibility plan and a build tool to receive feedback on their accessibility. The [Accessible British Columbia Act](#) received royal assent on June 17, 2021.

View the Accessibility Plan here ([insert hyper-link](#)).

Reporting Mechanism

We are committed to working collaboratively with our community to provide equitable treatment to people with disabilities in a way that respects their dignity.

We encourage our staff, families, community members and people with disabilities to provide feedback as disability and accessibility are evolving concepts that change as services, technology, and attitudes change.

On the main page of our District website, we have provided a feedback mechanism as a tool to receive input from our community on accessibility. Visit the site here ([Accessibility Survey](#)) to provide your feedback.

Student Support

The district has an Inclusive Education Team available to support students with additional needs. This team is the group of specialists who collaborate with classroom teachers and families to establish and monitor the interventions, goals and strategies being put in place to help your child be safe and successful at school.

Date of Original Superintendent Approval: April 9, 2025

Date Amended:

Cross Reference:



Administrative Procedure		Nicola Similkameen School District
Section:	School Administration	
Title:	Collection of Personal Information	

Purpose

To summarize the personal information that is collected by the school district, how this information is used, and where it is stored.

Guidelines

The school district manages the collection, use, and disclosure of personal information in accordance with the *Freedom of Information and Protection of Privacy Act (FIPPA)*. This procedure outlines the personal information that is collected, the reasons why the personal information is required, and where the personal information is stored.

FIPPA policy Definitions - see *BC FOIPPA Manual - Policy & Procedures* ([FOIPPA Policy & Procedures Manual - Province of British Columbia](#))

Custody (of a record) means having physical possession of a record, even though the school district does not necessarily have responsibility for the record. Physical possession normally includes responsibility for accessing, managing, maintaining, preserving, disposing of, and providing security.

Control (of a record) means the power or authority to manage the record throughout its life cycle, including restricting, regulating and administering its use or disclosure.

Where the information in a record directly relates to more than one public body, more than one public body may have control of the record. The public body with the greatest interest processes the request for information.

Personal Information

Means recorded information about an identifiable individual other than contact information including, but not limited to:

- Name, age, sex, weight, height
- Home address and phone number
- Race, ethnic origin, and sexual orientation
- Medical information
- Health care history, including physical or mental disability
- Number or symbol assigned to the individual
- Income, purchases and spending habits
- Blood type, DNA code, fingerprints
- Marital or family status
- Religion
- Education
- Financial information
- Criminal information
- Employment information
- Personal views or opinions, except if they are about someone else

General Procedures

1. Information collected and retained in the school district's custody and control should be the minimal amount of documentation or information necessary to confirm the information needed.
2. When information is collected, unless an exemption applies, forms must cite:
 - a. the purpose of collecting the personal information,
 - b. the legal authority for requesting the information (cite legislation and section of the act), and
 - c. the contact information of someone who can answer questions about the collection of the information.
3. Personal Information obtained to make a decision about an individual must be retained for at least one year.
4. All other personal information is to be retained in accordance with the school district's record management program.
5. Personal Information no longer required must be destroyed in accordance with the school district's records management system.
6. Personal information is collected by the school district, generally for the following reasons and purposes. Details on specific personal information collections are detailed in the Personal Information Bank.

- a. **Students:**

The school district collects personal information for the purpose of providing students with an education. Information collected may be used by the school district for Ministry of Education reporting, including demographics, enrolment, budget, and operational analysis.

Information collected includes a student's name, proof of age, proof of residency, proof of physical address, legal gender, preferred gender, contact information, citizenship, language, medical information, special needs or learning considerations, education information from other school districts or schools, custody information, and sibling information.

7. Information collected confirms
 - a. eligibility for provincial funding or ineligibility of such funding for international students,
 - b. the residential address to attend a particular school,
 - c. medical information so the school district can provide support to a student for appropriate medical needs,
 - d. the student's language, educational background, and special needs information to provide educational support to meet the student's educational needs.
 - e. sibling information for the school district to support the placement of students to meet the needs of the family,
 - f. the student's progress in education to support the issuing of report cards, the transcript of marks, and meeting graduation requirements.
8. Information collected is stored in a student file that is retained at the student's school. Information is also recorded in the MyEd program that reports to the Ministry of Education.
 - a. **Parent or legal guardian information:**
The school district collects personal information from parents and/or legal guardians for the purpose of supporting a student's education.

Date of Original Superintendent Approval: April 9, 2025

Date Amended:

Cross Reference:



Administrative Procedure		Nicola Similkameen School District
Section:	School Administration	
Title:	Employee Criminal Record Check	

Purpose

This procedure describes the district's practices and expectations to minimize the risk of physical, sexual, or financial abuse of students or vulnerable individuals working with the School District, from employees of Nicola Similkameen School District.

Procedure

1. A Criminal Record Check (CRC) determines if the individual who is the subject of the CRC, has an outstanding criminal charge or has been convicted of a relevant offence, or specified offence, and advises the School District whether the individual does or does not present a risk of physical or sexual abuse to children or a risk of physical, sexual or financial abuse to vulnerable adults.
2. A CRC is effective for 5 years, and as such, employees and volunteers are required to provide an updated CRC every five years.
3. The School District requires employees and volunteers to complete the CRC through the Criminal Records Review Program (CRRP).
4. The CRC can be requested online. Online Link: <https://justice.gov.bc.ca/eCRC/>
5. An access code is provided by NSSD when proceeding with the online submission. NSSD will provide direction at the time of requesting the CRC.

Employees

1. A CRC is mandatory for anyone employed by the school district.
 - a. All offers of employment with the School District will be conditional on receiving a CRC that is satisfactory to the School District.
 - b. Continuation of employment is conditional on receiving a CRC that is satisfactory to the School District every five years.
2. While a criminal charge or conviction will not necessarily preclude employment with the Board, criminal charges or convictions that are found to be related to the employment or intended employment may result in the termination of employment or the loss of an employment opportunity.
3. The fees for the CRC are paid for by the employee applicants when submitting the request for the CRC. The fees will be reimbursed by the School District upon receipt of the CRC.
4. It is the responsibility of employees to provide consent for the disclosure of criminal record information to the school district and to submit their consent for processing in accordance with the instructions from the Human Resources Department.

Date of Original Superintendent Approval: April 9, 2025

Date Amended:

Cross Reference:



Administrative Procedure		Nicola Similkameen School District
Section:	School Administration	
Title:	Parent/Guardian Concerns and Complaints	

Purpose

To establish the application procedure for parent/guardian concerns and complaints within the School District, which are not otherwise covered by the provisions of the collective agreement.

Beliefs:

Our school district believes that parents/guardians are essential partners in the education of their children. On occasion, parents/guardians may have concerns or complaints about their child's education. It is best to work towards a solution with those directly involved with the concern or complaint.

Procedures:

1. When there is a concern or complaint about a teacher, the first attempt at resolution is for the parent/guardian to contact the teacher involved.
2. If the concern or complaint has not been resolved after contacting the teacher, the parent/guardian will contact the school administration with their concern or complaint. If the parent/guardian has not spoken with the teacher, the administrator will advise that this is the first step of the process.
3. If the parent refuses to meet with the teacher, the administrator will inform the teacher about the concerns brought forward by the parent/guardian.
4. If the concern or complaint cannot be resolved, the administrator will schedule a meeting with the teacher and the parent/guardian to discuss and attempt to resolve the concern or complaint.
5. If the parent/guardian/teacher/administrator meeting is unable to resolve the concern or complaint, the parent/guardian will then contact the Superintendent or designate.
6. Indigenous parents/guardians may request the support of an Indigenous Support Worker, Education Coordinator, District Principal of Indigenous Education, or advocate at any time during the raising of a complaint or concern.
7. Parents/guardians may request the presence of an advocate at any time.

Date of Original Superintendent Approval: April 9, 2025

Date Amended:

Cross Reference:



Administrative Procedure		Nicola Similkameen School District
Section:	School Administration	
Title:	Volunteers	

Purpose

To establish the application procedure for volunteering with the School District.

Guidelines

1. All individuals interested in volunteering at a school must complete the Volunteer Application form. The form must be completed for each school year in which an individual applies to be a volunteer.
2. Volunteers must submit their application to the school principal and complete the appropriate forms before being assigned to any volunteer services.
3. Volunteer drivers must also complete the Volunteer Driver form.
4. A Criminal Record Check (CRC) is mandatory for all volunteers who may be alone with students, without the near company of school district employees. Activities where a CRC is required for volunteers include, but are not limited to, coaching school teams; accompanying students on overnight field trips; and driving students to and/or from school-sponsored events in accordance with the Field Trips Administrative Procedure.
5. Principals or supervisors are responsible for ensuring a CRC is obtained for the volunteers prior to the volunteers working with the students. The Principal/ Supervisor and/or Office Staff will initiate the criminal record check process for volunteers. The volunteer must complete the applicable consent to a CRC for processing in accordance with the instructions from the Human Resources Department.
6. There are no fees for the CRC for volunteers.
7. The processed Consent for Disclosure of Criminal Record Information will be returned to the Human Resources Department by the BC Criminal Records Check website.
8. Considering the information received on the Volunteer Application and on the 'Consent for Disclosure of Criminal Record Information,' applicants may be contacted for further information.
9. Should the Volunteer Application or CRC reveal information which indicates that employees may be exposed to a risk of violence, employees working with the volunteer will be informed according to WorkSafe BC Regulation 4.30.
10. Principals will be advised by the Human Resources Department of the results of the processed Criminal Record Check.
11. All School Volunteer Applications and Criminal Record Checks will be held in strict confidence. A central database of all processed CRCs will be maintained by the Human Resources Department.
12. Schools will be provided a report of their approved CRC volunteer listing on an annual basis and/or as requested.

Criminal Record Check

1. A Criminal Record Check (CRC) determines if the individual who is the subject of the CRC, has an outstanding criminal charge or has been convicted of a relevant offence, or specified offence, and advises the School District whether the individual does or does not present a risk of physical or sexual abuse to children or a risk of physical, sexual or financial abuse to vulnerable adults.

2. A CRC is effective for 5 years, and as such, employees and volunteers are required to provide an updated CRC every five years.
3. The School District requires volunteers to complete the CRC through the Criminal Records Review Program (CRRP). This process is now completed online.
4. An access code is provided by the District when proceeding with the online submission. The District will provide direction at the time of requesting the CRC. Link to information on this program ([insert link](#)).
5. The CRC can be requested online. Online Link: <https://justice.gov.bc.ca/eCRC/>

Date of Original Superintendent Approval: April 9, 2025

Date Amended:

Cross Reference: