

## **GENERAL ADMINISTRATION 100**

---



## Administrative Procedure 100

---

# STRATEGIC PLAN

### Background

Planning in public education is an essential part of ensuring that all students have equitable opportunities to acquire the knowledge, skills and attitudes they need to be self-reliant, responsible, caring and contributing citizens. Planning ensures resources for public education are used for optimal results.

### Procedures

1. System Planning Guidelines
  - 1.1 The mission, vision, values and key goals of the District will provide strategic direction for system planning.
  - 1.2 The planning process will recognize priorities identified by the province and the Board.
  - 1.3 The actions and endeavors of the District and its schools must be guided by sound planning processes.
2. Strategic Plan
  - 2.1 A strategic plan that meets local needs and fulfils accountability requirements will be developed and implemented.
  - 2.2 The strategic plan shall be kept current to ensure focused, efficient and effective change and improvements.
  - 2.3 Progress reports on the strategic plan will be presented to the Board as deemed necessary.
3. The Superintendent shall:
  - 3.1 Provide administrative support to the Board to develop the plan.
  - 3.2 Develop a communications strategy advertising the key actions to be undertaken during the upcoming school year.
  - 3.3 Make provision for distribution of the strategic plan and its placement on the District website.

Reference: Sections 7, 8, 22, 65, 75, 79.2, 85 School Act  
Statement of Education Policy OIC 1280/89

## Administrative Procedure 101

---

# ANNUAL REPORTS

### Background

Accountability is the obligation to be answerable for the performance and results of one's assigned responsibilities. The District recognizes its responsibility to keep stakeholders informed about accomplishments and progress towards goals.

The District will keep its school communities and public informed of the overall results achieved in the District through its Annual Reports.

### Procedures

1. Annually, the Superintendent will report on, at minimum:
  - 1.1 Student enrollments;
  - 1.2 Staffing;
  - 1.3 Programs;
  - 1.4 Goals, targets and results identified in the:
    - 1.4.1 District Achievement Contract;
    - 1.4.2 District Literacy Plan; and
    - 1.4.3 Aboriginal Educational Enhancement Agreement.
  - 1.5 Facilities, maintenance and business services.
2. The Superintendent will develop Annual Reports in accordance with Ministry expectations and submit them to the Board for approval. The Board will submit the Reports in accordance with the requirements set for by the Ministry of Education.
3. The Annual Reports will contain information regarding progress toward meeting goals and objectives established by the District.
4. The Annual Reports will be posted on the District website.
5. The District shall use the Annual Reports for information in the planning cycle and make adjustments to its goals as necessary.

Reference: Sections 8, 22, 76.3, 79.2, 79.3, 81, 81.1 School Act  
Class Size Regulation 245/02

## Administrative Procedure 105

---

# SCHOOL IMPROVEMENT PLANS AND RESULTS REPORTS

### Background

School improvement planning and reporting are integral components of District planning and reporting.

### Procedures

1. All school improvement plans must satisfy the requirements outlined in section 8.3 of the School Act and the Board's criteria for approval of school plans.
2. The Principal must ensure that school improvement plans and results reports are prepared in collaboration with staff, the Parent Advisory Council, and, where appropriate, students.
3. School improvement plans inclusive of results achieved, are to be updated and submitted in written form to the Superintendent annually.
4. School improvement plans are to be submitted by the Superintendent to the Board annually.
5. School improvement plans must be made available to the parents of students attending that school and will be posted on the school website.

Reference: Sections 7, 8.3, 20, 22, 76.2, 79.2, 79.3, 81.1 School Act  
School Regulation 265/89

## Administrative Procedure 110

---

### PARENT ADVISORY COUNCILS

#### Background

Parent and community involvement is an essential ingredient to effective schools and the District. Parent Advisory Councils are therefore supported by the District.

#### Procedures

1. Parents of children at District schools may apply to the District to establish a Parent Advisory Council, if one does not already exist.
  - 1.1 Only one (1) Council is allowed for each school.
  - 1.2 On receipt of the application, the District will establish the Council.
2. Parent Advisory Councils are the officially recognized voice of parents at the school level, providing an opportunity for parents and guardians to advise on school programs, policies, procedures, plans and activities.
3. The purpose of a Parent Advisory Council is to support, encourage and improve the quality of education and well being of students.
4. All parents and guardians of children in the school are voting members of the school Parent Advisory Council.
5. The Parent Advisory Council will:
  - 5.1 Meet on a regular basis to consider school issues of interest and concern to parents.
  - 5.2 Encourage dialogue between school and community.
  - 5.3 Have the opportunity for input into school-based decisions; including advising the Principal and staff on parents' views on any matter relating to the school-programs, policies, procedures, plans and activities.
  - 5.4 Have access to information regarding school programs, policies, procedures and operations.
  - 5.5 Encourage schools to recognize and utilize community talent and resources.
  - 5.6 Encourage continued parent group and community involvement within each school and from kindergarten to grade 12.
  - 5.7 Communicate with parents in accessing the system and provide advocacy support for parents and their children.
  - 5.8 Organize Parent Advisory Council activities and events to support the school.

- 5.9 Contribute to the effectiveness of the school by promoting the involvement of parents and other community members.
- 5.10 Function in accordance with democratic principles.
- 6. All Parent Advisory Council activities, including managing activities and contracting for services must be sanctioned by the District and must comply with Board policy and administrative procedures.

Reference: Sections 8, 22, 23, 65, 85 School Act

## Administrative Procedure 110 – Appendix

---

### INSURANCE COVERAGE FOR PARENT ADVISORY COUNCILS

1. Parent Advisory Councils (PACs) have been named as an additional insured party under the Schools Protection Program comprehensive liability coverage. This means that the insurance coverage in place for school districts is in place for PACs.
2. This coverage comes into play when a PAC undertakes activities that are not sponsored by the District. Examples of such activities might include a dance, dry grad, etc. Activities sponsored by the school or District have a more inclusive coverage.
3. The coverage is limited to:
  - 3.1 Members of the PAC, which is defined as parents and guardians; volunteers working on a PAC activity are not covered;
  - 3.2 Activities approved by the PAC and undertaken by the PAC in connection with the school.

It does not provide coverage if one member of a PAC brings a suit against another member.
4. PACs must file incident reports to the Ministry, the same as schools.
5. The District's insurance premiums will be influenced by the claims experience of the PACs.

#### What Should Principals Do?

1. Ensure that the school PAC is established as required under Section 8 of the School Act.
2. Advise the PAC of the procedure for reporting incidents (i.e. complete report).
3. Advise the PAC that principals must be advised of events involving children, even if not school sanctioned, and they will review the event to ensure that the District's safety requirements are met.
4. Make the PAC aware of the standard of care the District requires when an activity involves students.
5. If you have questions or concerns, contact the District Office, either the Zone Assistant Superintendent or the Director of Finance and Administration.

Reference: Sections 8, 22, 23, 65, 85 School Act



## Administrative Procedure 112

---

### DISTRICT PARENT ADVISORY COUNCIL

#### Background

A District Parent Advisory Council will enhance communications among the school Parent Advisory Councils, the District, the Superintendent, stakeholder groups and the community at large.

#### Procedures

1. The Delta District Parent Advisory Council is an organization of parent volunteers elected from the Parent Advisory Councils of District schools and is the official representative of school Parent Advisory Councils at the District level.
2. The District Parent Advisory Council will:
  - 2.1 Assist individual parents and Parent Advisory Councils in expressing concerns and gaining appropriate access to the education system;
  - 2.2 Promote effective communications amongst Parent Advisory Councils;
  - 2.3 Serve as an advisory council to the Board, District administration and Parent Advisory Councils;
  - 2.4 Encourage the formation and continued operation of Parent Advisory Councils throughout the District;
  - 2.5 Provide resources, other than financial, at the request of any Parent Advisory Council;
  - 2.6 Provide liaison between the B.C. Confederation of Parent Advisory Councils, the Board, District administration, Principals' and Vice-Principals' Association and the Delta Teachers' Association;
  - 2.7 Provide and promote leadership in developing and understanding the rights and responsibilities within the education system.

Reference: Sections 8,8.4, 8.5, 22, 23, 65, 67, 85 School Act

## Administrative Procedure 120

---

### **POLICY AND PROCEDURES DISSEMINATION**

#### **Background**

The Superintendent has been given the responsibility for implementing policy and procedures, which includes maintaining the Board Policy Handbook and the Administrative Procedures Manual and their dissemination to the appropriate members of the District.

#### **Procedures**

1. The Superintendent will ensure that the Board Policy Handbook and the Administrative Procedures Manual will be available on the District website so that all trustees, staff members, students, parents and the general public have ready access to all Board Policies and Administrative Procedures.
2. When updates to the Board Policy Handbook and the Administrative Procedures Manual are made, the Superintendent or designate will ensure that department supervisors, principals and partner groups are advised in a timely manner. These individuals are responsible to advise the appropriate education stakeholders as required.
3. It shall be the responsibility of the Principal and District Office supervisors to convey to and interpret policy and administrative procedures to their respective staffs.

Reference: Sections 20, 22, 65, 85 School Act  
School Regulation 265/89

## Administrative Procedure 121

---

### REVIEW OF ADMINISTRATIVE PROCEDURES

#### Background

A regular review of administrative procedures, with opportunity for input by the appropriate stakeholders, leads to effective operations within the school system.

#### Procedures

1. A review of all administrative procedures will be carried out through the Office of the Superintendent on a regular basis.
2. Review of a specific administrative procedure may be initiated at any time by a formal request from the Board, a Parent Advisory Council, a school administrator, an employee or a student who is personally affected by that procedure. The request for such a review shall detail the issues and concerns associated with the administrative procedure and, if possible, offer suggestions for revision.
3. The Superintendent shall determine an appropriate process for reviewing a specific administrative procedure when requested to ensure that fair and reasonable consideration is given to the request. It is expected that in most instances such a review will be carried out by the Superintendent, a District Office administrator with direct responsibility in that area, and a school-based administrator selected by the Superintendent.
4. Any decisions arising from a review of administrative procedures will be communicated expeditiously to all affected stakeholders.

Reference: Sections 8, 22, 65, 85 School Act  
School Regulation 265/89

## Administrative Procedure 130

---

# SCHOOL CALENDAR

## Background

The school calendar is to be developed so as to reflect the educational interests of students, and the organizational and learning needs of District staff. All legal and contractual obligations shall be reflected in the proposed calendar. Effective planning, coordination and public relations require that decisions on the school day and year be made well in advance of implementation. The process for implementation is described in the appendix to this administrative procedure.

## Procedures

1. School year schedules in the District shall conform to the School Calendar Regulation published by the Ministry of Education.
2. Where options are available, the calendar shall take into account, to the greatest degree possible, the following factors:
  - 2.1 Maximization and effective use of instructional time;
  - 2.2 Contractual arrangements with staff;
  - 2.3 Administrative requirements and convenience for parents, students and staff;
  - 2.4 Provision of non-instructional days as permitted by legislation for planning and professional development at District and school levels.
3. By May 15 of each year, each Principal shall submit to the Superintendent or designate, the intended school calendar for the following school year, including:
  - 3.1 Hours of operation and "breaks" or recesses;
  - 3.2 Number of minutes of weekly instruction;
  - 3.3 Dates and intended purpose of non-instructional days;
  - 3.4 Dates and times of early dismissals for parent-teacher conferences.
4. The calendar and schedule at each school must meet requirements of provincial legislation, union contracts and Board policy. Included are the following provisions:
  - 4.1 Days of instruction are as provided in the "Local School Calendar" established by the District and located on the District website.
  - 4.2 Hours of instruction exclusive of breaks and recesses:
 

4.2.1	Grades K – 7:	4.88	hours/day
4.2.2	Grades 8 – 12:	5.30	hours/day

- 4.3 Opening Day of each school year – students are to attend as follows:
- 4.3.1 Elementary: 9:00 a.m. – 12:00 noon.
  - 4.3.2 Secondary: By local arrangement; students attend no more than three (3) hours unless required for scheduling.
  - 4.3.3 Kindergarten: Hours may be altered to provide a gradual entry during the first six (6) days, within the following limitations:
    - 4.3.3.1 Day 1: Students attend at least forty-five (45) minutes.
    - 4.3.3.2 Day 2 to 4: At least one-third (1/3) of students attend each day for not less than sixty (60) minutes.
    - 4.3.3.3 Day 5 and 6: At least half (1/2) of the students attend each day for not less than ninety (90) minutes.
- 4.4 Non-Instructional Days
- 4.4.1 Of the six (6) allowable days, six (6) shall be common days throughout the District. Schools may alter one (1) of the six (6) days, as designated by the District.
  - 4.4.2 The primary purpose of non-instructional days shall be for staff and program development, in accordance with the School Act.
5. Parent-Teacher Conferences
- 5.1 Up to four (4) days per year may be shortened by one (1) hour to provide time for parent teacher conferences. Shortened hours cannot be combined with half-day non-instructional days.
6. By May 31, parents shall be advised of the school calendar for the following year, including intended dates for non-instructional days and early dismissals. Details of topics for non-instructional days, etc., need not be provided.
7. Significant variation from the standard operating hours must be approved by the Superintendent following the consultative process outlined in the appendix to this administrative procedure.

Reference: Sections 8, 22, 65, 77, 78, 78.1, 85, 175 School Act  
 School Calendar Regulation 114/02  
 Designation of Purpose for Non-Instructional Days Order M122/93

## Administrative Procedure 131

---

# EMERGENCY SCHOOL CLOSING

### Background

The safety of students and personnel, in and on school property, when school is in session or during school sponsored activities is paramount.

Schools provide an important public service to the community. Any closure has a significant impact on tens of thousands of families. Most cannot arrange alternate childcare when schools are closed unexpectedly. Consequently, schools will rarely be closed by the Superintendent due to extreme weather conditions (e.g. snow, ice, high winds) or other emergent conditions (e.g. power outage, disruption of water or sewer services, compromised structural integrity of the building due to earthquake or fire) at a particular school that makes it impossible to operate safely.

Recognizing the importance of consistency, good public relations, and effective use of instructional time, the District will endeavour to keep schools open and in session on all regular school days throughout the school year.

### Procedures

1. The Superintendent or designate, is authorized to close a school, delay the opening time of a school, or dismiss a school early where weather or other conditions might endanger the health or safety of students. The decision will be made in consultation with:
  - 1.1 The Director of Facilities and Planning regarding site and road conditions,
  - 1.2 The Director of Finance and Management Services regarding status of school bus operation; and
  - 1.3 Assistant Superintendents and other sources (i.e. metro District Superintendents) as applicable.
2. To the greatest extent possible, appropriate arrangements shall be made for advising parents and ensuring safety of dismissed students.
3. Trustees shall be advised of significant emergency closings or dismissals as soon as practicable.
4. It is understood that some students travel to school in ways that may not be possible or safe on an extreme weather day. Therefore, no student will be penalized for lack of attendance under such conditions.

## 5. Emergent Conditions Which Occur During the School Day

- 5.1 The Principal will contact the Superintendent or Assistant Superintendent should an emergent condition develop during the school day, and the Principal is concerned about the health or safety of students and staff.
- 5.2 With the approval of the Superintendent or Assistant Superintendent, the Principal may close the school early in the above circumstance.
- 5.3 The Principal is responsible for ensuring students are not released early from the school's supervision unless reasonable and age-appropriate provisions are made for their safe return home.

## 6. Emergent Conditions Which Develop Overnight

- 6.1 Should emergent conditions develop overnight, the Superintendent or designate may decide to close a school or delay its opening, or close all schools or delay their opening, after consultation with District staff and appropriate authorities.
- 6.2 Staff, students and parents are to assume that schools will be open. Should it become necessary to close schools or delay openings, that decision will be made as early as possible, by no later than 7:00 a.m. on that day.
- 6.3 District-wide school closings or delayed openings will be posted on the District website, a notice recorded on the main District telephone number, and announcement made via the following media outlets:

<b>Radio Stations</b>	<b>TV Stations</b>
C.B.C. AM 690	CTV B.C.
CKNW AM 980	C.B.C.
News AM 1130	City TV
CHQM-FM 103.5	Global B.C.

- 6.4 Once announced, decisions will not be changed except by the Superintendent or designate.
- 6.5 All elementary students and secondary students with special needs, who arrive at a closed school without parents/guardians are to be taken into the school as they arrive and are to be supervised until arrangements have been made with parents/guardians for the students' return home. Secondary students and/or students accompanied by parents/guardians are to return home.

## 7. Communication of School Closure

- 7.1 Should the Communications Manager be unavailable, the following personnel are the designated back-ups (in order of call-out):
  - 7.1.1 Manager of Information Technology Services
  - 7.1.2 Office Technology Coordinator

- 7.2 In September of each year, the Communications Manager will contact media outlets to ensure procedures are in place for notification of valid school closings. Also, if possible, procedures shall be established to ensure that false reports of school closings are caught before they are reported in the media.
- 7.3 Communication with the media (television and radio) regarding emergency school closing, cancellation of buses, delayed openings, cancellation of Continuing Education classes or to advise that schools are open, will be made by the Communications Manager.
- 7.4 The Zone Superintendents or designates will initiate the Emergency Phone Fan-out.
- 7.4.1 The fan out list will be updated in October each year by the Administrative Assistants to the Assistant Superintendents. The list will include both home and cell phone numbers.
- 7.5 The Superintendent or designate will contact the Communications Manager who will:
- 7.5.1 Have the notice posted on the District website;
- 7.5.2 Have the notice recorded on the main District telephone number; and
- 7.5.3 Issue the notice via e-mail message to all staff and trustees.
- 7.6 Where the potential for emergency school closing is identified the previous day, the Superintendent or designate will contact the Communications Manager who will :
- 7.6.1 Have a notice posted on the website advising:
- 7.6.1.1 That a decision will be made by approximately 7:00 a.m. the next morning; and
- 7.6.1.2 That the decision will be posted on the website and reported on media outlets (radio and television stations); and
- 7.6.2 Have a message as per 9.5 above recorded on the main District telephone number.
- 7.7 The Director of Continuing Education will contact the Superintendent or designate for a decision regarding operation of evening/weekend classes. The Director of Continuing Education will contact:
- 7.7.1 The Communications Manager to have a notice posted on the website advising of the status of evening/weekend classes, and have the notice recorded on the main District telephone number and advise the Receptionist at the District Office;
- 7.7.2 Principals with evening/weekend classes to advise of the status of evening/weekend classes (in the event of power outages, contact will need to be by means other than e-mail); and
- 7.7.3 The Manager of Facility Services to confirm or cancel arrangements made for building access and/or custodial services.



## 7.8 Return to Regular Operations

- 7.8.1 Once the Superintendent or designate lifts the emergency school closing, the Communications Manager will remove the notice on the website and restore the message on the main District telephone number.

## 8. Busing

- 8.1 Special needs school buses will attempt to operate on their normal schedule during extreme weather days.
- 8.2 Significant changes to the regular bus schedule as a result of weather conditions will be reported on the District website.
- 8.3 Should the condition of side streets require a change to the operation of special needs school buses or any cancellation of service, media outlets will be notified and affected families will be informed by the bus operator.

## 9. Expectations of Staff

- 9.1 At a minimum, this administrative procedure will be reviewed by the Principal at the first staff meeting each school year.
- 9.2 Supervisors at District work sites such as the District Office, Delta Manor Education Centre and Maintenance Office will review the procedures at least once per school year by the end of October
- 9.3 All employees are expected to report for and/or remain at work during a temporary emergency closing unless otherwise instructed.
- 9.4 If the workplace is deemed unsafe or unhealthy, the Superintendent or designate may close the facility and reassign employees to an alternate location.
- 9.5 If the school remains closed the following day, District officials will develop a plan to address the problem.
- 9.6 Recognizing that individual staff members will have differing views as to when it is safe or not safe to travel to work, to a large extent based on place of residence, the District does not expect staff to report to work when they believe it is unsafe for them to do so. Staff members who do not report to work will need to access any entitlement they may have to paid leave (vacation time, banked time, discretionary days) in order to be paid for the day.
- 9.7 If a staff member is prevented from reporting to work due to a police road closure, they are to report the situation to their principal/supervisor or designate. In this situation, the staff member will be paid for the day.
- 9.8 Staff who do not report to work and who believe they have extenuating circumstances may make written application to the Director of Human Resources explaining those extenuating circumstances and requesting pay for the day.
- 9.9 All teachers, education assistants and school clerical staff who do not report for work must report their absence to the SEMS system as soon as possible.

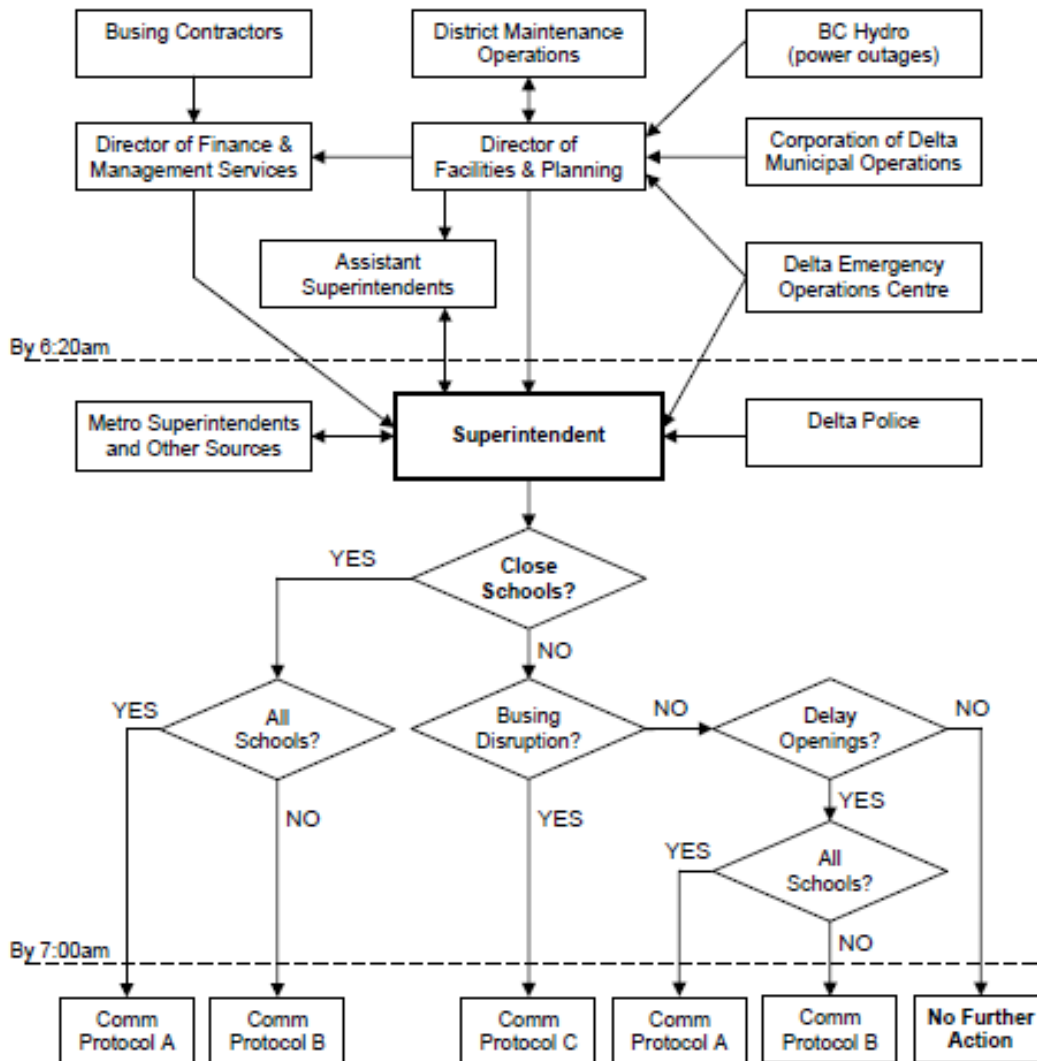
- 9.10 If staff at one (1) or more schools/worksites are advised by the District not to report for work or are sent home, those staff will be paid for the day.
- 9.11 TOC's who have been previously assigned and not cancelled for reasons unrelated to the emergency condition are expected to report to work and will be the first to be re-assigned.
- 9.12 Administrators are expected to report to their buildings in the event of a closure in anticipation that some students will arrive and they will need to be allowed into the building while attempts are made to locate their parents.
- 9.13 Because of the differing nature of custodial staff hours of work, custodial staff unable to attend work must call the Maintenance Office and confirm their absence and the reason for it. If the usual work location is not accessible, custodial staff are to contact the Maintenance Office for instructions. If phone service is unavailable, custodial staff are to report to the nearest work site or refer to the District website if possible, for instruction.
- 9.14 Unless evening Continuing Education classes and user groups are cancelled, custodial staff are to work their regular shifts.

Reference: Section 20, 22, 65, 73, 85, 90 School Act  
School Regulation 265/89

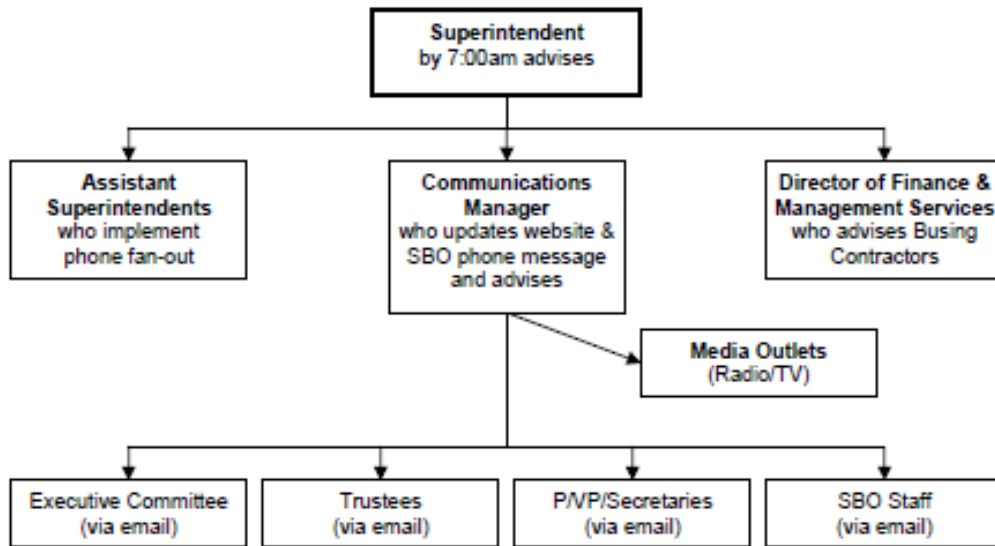
Administrative Procedure 131 – Appendix

**DECISION MATRICES FOR SCHOOL CLOSING**

1. Emergent Conditions Overnight



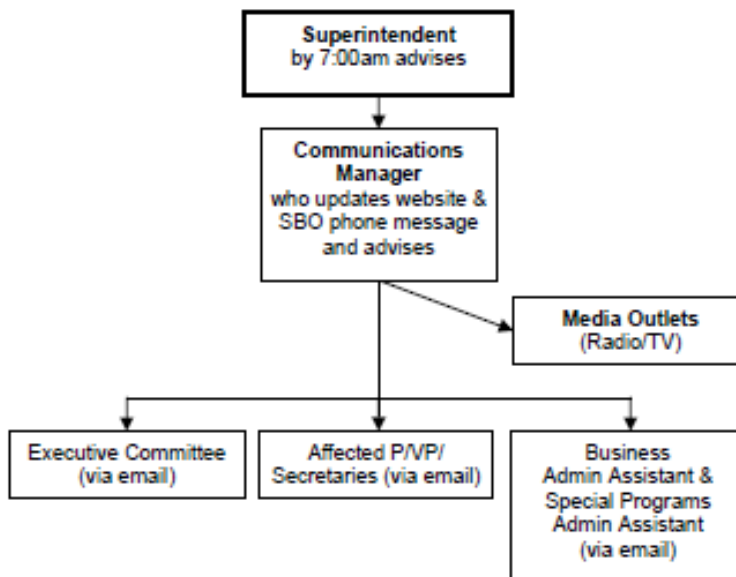
**Communication Protocol A – District School Closing/Delayed Opening**



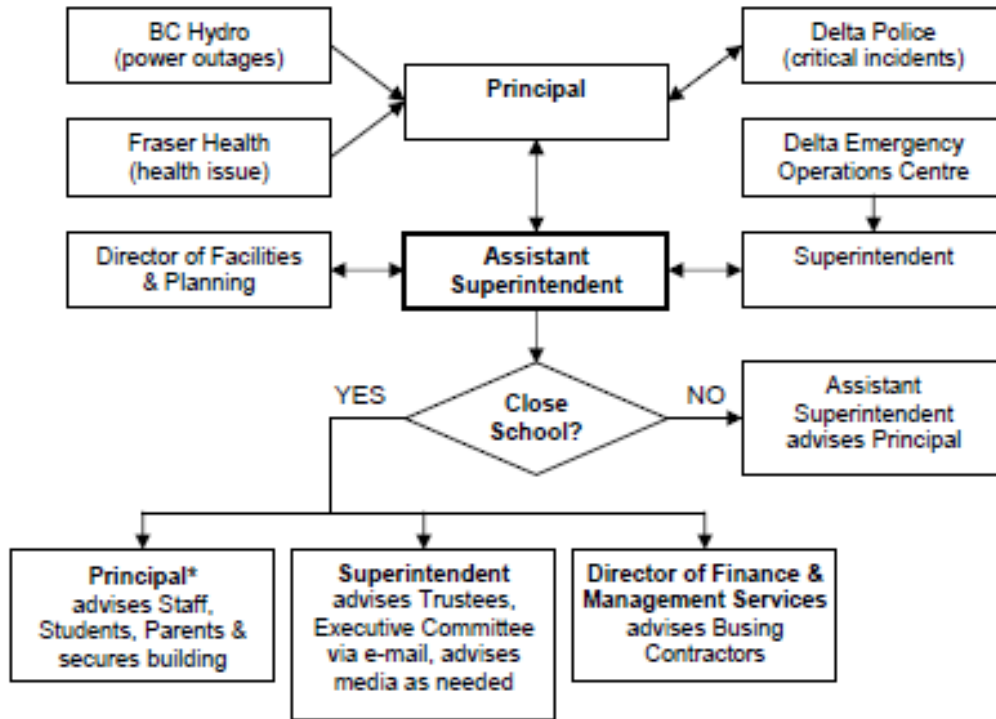
**Communication Protocol B – Individual School Closing/Delayed Opening**

Same as Protocol A, except only specific schools are identified in communications and Assistant Superintendents only contact affected Principals.

**Communication Protocol C – Limited Bus Service**



## 2. Emergent Conditions During the School Day



The Principal is also responsible for ensuring students are not released early from the school's supervision unless reasonable and age-appropriate provisions are made for their safe return home

Reference: Section 20, 22, 65, 73, 85, 90 School Act  
School Regulation 265/89

## Administrative Procedure 140

---

# INFORMATION SYSTEMS ACCEPTABLE USE

### Background

The District offers access to a variety of information systems for staff, student and limited guest use. These systems include, but are not limited to, District computers or computers connected to District systems, software, networks and wireless networks, electronic and fibre optic systems, email and voice mail, data, and access to the Internet. Computers and information systems in schools are owned by the District. These information systems are intended for educational and/or research purposes and for conducting valid District business.

These information systems have been established to support student learning and student achievement. The intention of these systems is to:

- Support and enhance the delivery of educational services to students;
- Provide new forms of information tools to improve the efficiency and effectiveness of the business of education;
- Provide options for students to receive educational services to meet their learning styles, access requirements, and program needs;
- Enhance opportunities for staff to participate in professional development activities; and
- Communicate with partner groups and the community.

### Definitions

For the purposes of this administrative procedure:

A “system administrator” is a person designated by the District to manage an information system and/or a member of the Electronic and Computer Services group.

The term “authorized” means approved by a District system administrator.

### Procedures

1. Access to information systems, including Internet resources is a privilege, not a right.
2. Access is available only so long as the user complies with Board policies, administrative procedures and local, provincial and federal laws.
3. Users will conduct themselves in a courteous, ethical, and responsible manner while using these systems. All Board policies and administrative procedures, including those on harassment, equity, and proper conduct of employees and students apply to the use of information systems.

4. Inappropriate or prohibited use may lead to suspension or termination of user privileges, legal prosecution or disciplinary action appropriate under any applicable laws, policies, regulations, collective agreements or contracts.
5. Student Access to Information Systems
  - 5.1 All students may have access to District information systems through their classroom, library, or school computer lab where such access exists or from home.
    - 5.1.1 If parents do not want their child to have access to the district Network or Internet, they must inform the child's school in writing each year.
  - 5.2 The purpose of student access to the information systems is student learning and education, including, but not limited to:
    - 5.2.1 Training in the use of computer systems;
    - 5.2.2 Accessing a wide range of materials with educational value to the student; and
    - 5.2.3 Communicating with others around the District and the world to enhance the student's education.
  - 5.3 Students may be given different levels of information systems access appropriate to their educational needs.
  - 5.4 Authorization for District email access may be granted to a student, only when the student agrees to be bound by this administrative procedure and any rules and regulations respecting use of the system that are made by the District from time to time.
  - 5.5 There is a wide range of material available on the Internet, some of which is offensive and in conflict with the values of some students, parents or guardians.
    - 5.5.1 Parents/guardians are advised to caution their children regarding material that they think would be inappropriate for their children to access.
    - 5.5.2 The District fully expects that students will follow their parents/guardians' instructions in this matter.
  - 5.6 The District does not filter Internet content but adheres to the Provincial Learning Network filtering protocols ([http://www.bced.gov.bc.ca/plnet/o\\_pln\\_filtering.htm](http://www.bced.gov.bc.ca/plnet/o_pln_filtering.htm)). The District does take reasonable steps to screen or limit access to offensive/inappropriate material while preserving the educational value of the system. However, the dynamic nature of online information services makes total regulation and control impossible. Students must be aware that:
    - 5.6.1 Activities on information systems are not private, and may be monitored or reviewed at any time. Nothing is to be done on an information system that the student does not want other students, school staff, or the District staff to see.
    - 5.6.2 It is rare but possible to accidentally access inappropriate materials. Students are to immediately report such events to District staff and then return to appropriate materials.

- 5.7 Students must accept responsibility for learning, and using, the systems appropriately for educational or research purposes. Failure by a student to comply with this administrative procedure, and any rules and regulations regarding use of the electronic system may result in suspension or revocation of access privileges and disciplinary action.
6. Staff Access to Information Systems
- 6.1 Staff are encouraged to use the electronic system in the conduct of their work, and to find innovative and effective ways to enhance education and District business.
- 6.2 Staff may use the information systems during breaks and before and after normal business hours for personal communications, research, and education purposes that do not interfere with District educational and business use.
- 6.2.1 Such access must be appropriate and legal and is subject to all parts of this administrative procedure.
- 6.2.2 Personal use is understood to be at a lower priority than educational or District business use, and subject to interruption without notice.
- 6.3 Staff are required to comply with this administrative procedure and any rules and regulations regarding use of the electronic system that are made by the District. Failure to do so may result in suspension or revocation of access privileges and disciplinary action subject to the collective agreements.
- 6.4 Any staff using a District information system, including email, network access and/or Internet access, must agree to abide by this administrative procedure and complete an Acceptable Use Agreement form (Form 140-1) prior to use.
7. Guest Access to Information Systems
- 7.1 Guest access to District information systems may be extended to trustees, parent members of Parent Advisory Councils, members of other school districts, or other members of the education community.
- 7.2 Guests are required to comply with this administrative procedure and any rules, procedures, and regulations regarding use of the electronic system that are made by the District. Failure to do so may result in suspension or revocation of access privileges.
- 7.3 Any guest using a District information system, including email, network access and/or Internet access, must agree to abide by this administrative procedure and complete an Acceptable Use Agreement form (Form 140-1) prior to use.
8. Privacy and Confidentiality
- 8.1 Use of district information systems including the Internet, by any individual, may be monitored or reviewed by District system administrator(s) and/or Provincial Learning Network system administrators without prior notice
- 8.2 The contents of computer hard drives and other storage devices owned, operated or maintained by the District may be accessed by the system administrator(s) without prior notice.
- 8.3 The system administrator(s) may block messages or remove files that are unacceptable and/or in violation of Board policies or administrative procedures.



- 8.4 The system administrator(s) will not intentionally inspect the contents of users' email, or disclose the contents to anyone other than the sender, or intended recipient, without the consent of the sender or intended recipient, unless required to do so by law or the policies of the District, or to investigate complaints regarding electronic files which are alleged to contain defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, or illegal material.
- 8.4.1 The District will cooperate fully with any participating District, local, provincial, or federal officials in any investigation concerning or relating to any electronic files transmitted on District information systems.
- 8.5 In cases where files have been accessed efforts will be made to inform users within a reasonable time period of any action that is taken.
- 8.6 Parents/guardians have the right at any time to request to see the contents of their child's District email files where legally applicable.
9. System Administration
- 9.1 While circumstances might dictate that a system administrator must investigate or remove files or hardware from a computer or network without prior notice, effort will be made to inform users within a reasonable time period of any action that is taken.
- 9.2 The District may set quotas for disk usage on any of the District information systems.
- 9.2.1 Users who exceed their quota will be advised to delete files to return to compliance.
- 9.2.2 Users may request that their disk quota be temporarily increased by submitting a request to the system administrator stating the need for the quota increase.
- 9.2.3 After fourteen (14) days notice, the system administrator may remove any excess files.
- 9.3 The system administrator(s) may set filters for viruses, SPAM, inappropriate content in email, email attachments and files. Such material may be deleted from the systems by the system administrator(s) without prior notification.
- 9.4 The system administrator(s) may block ports on the District firewalls and routers that will prevent certain Internet services from being accessed from District computers. These services would be those deemed to be of little or no educational value and/or those that may compromise network performance or security and/or are illegal.
- 9.4.1 Users may request by letter or email that the system administrator(s) unblock a port.
- 9.4.2 The request must include the educational reasons for the required access and the duration of the access.
- 9.5 The system administrator(s) may delete, remove or uninstall any software that is unlicensed or illegal or compromises system or network performance or security without prior notification.

- 9.6 The system administrator(s) may remove any electronic device that compromises system or network performance or security from that network system without prior notification.
- 9.7 The system administrator may suspend or terminate a user's access to, and use of, any District information system upon breach of the Board policies and administrative procedures.
- 9.8 Prior to suspension or termination, or as soon after as is practicable, the system administrator will inform the relevant Principal or department manager, who in turn will inform the user of the suspected breach and give the user an opportunity to present an explanation before deciding on a course of action that is in keeping with Board policies and administrative procedures.
- 9.9 Any server-based or Wi-Fi information system must be registered with the Electronic and Computer Services Department. This will allow for the proper configuration on the network system and monitoring of resource utilization.

## 10. Personal Safety of Students

- 10.1 District staff will not post student personal contact information without the consent of the student's parent/guardian or of the student if of legal age. This includes a student's address, telephone number, school address, work address, or any information that clearly identifies an individual student.
  - 10.1.1 Students' first names and initials may be used in school on-line newsletters.
- 10.2 Students and parents need to be aware of certain dangers about Internet use in general. A good site for parents to find out more information is:  
<http://www.bewebaware.ca>
- 10.3 Students are not to post personal contact information about themselves or other people. Personal contact information includes their address, telephone, school address, work address, etc.
- 10.4 Students are not to agree to meet with a contact they have only met online.
- 10.5 Students and parents need to be aware that harassment and bullying occurs on the Internet and that students are to report any incidents to their parents.
  - 10.5.1 Parents are to report such activity to the appropriate authorities.
- 10.6 Students will promptly disclose to their teacher or other District employees any messages users receive at school that are inappropriate or make them feel uncomfortable.

## 11. Illegal Activities

- 11.1 Users will not attempt to gain unauthorized access to any District computer system or to any other computer system through the District or go beyond their authorized access. This includes attempting to log in through another person's account or access another person's files. These actions are illegal, even if only for the purposes of "browsing".
- 11.2 Users will not make deliberate attempts to disrupt the computer system or destroy data by spreading computer viruses or by any other means. These actions are illegal.

- 11.3 Users will not use the access provided to engage in any other illegal act, such as, but not limited to, arranging for a drug sale or the purchase of alcohol, engaging in criminal gang activity, or threatening the safety of a person.
- 11.4 If students mistakenly commit an act that might be considered illegal, they are to immediately tell their teacher or other District employee; or disclose this access in the manner specified by the school. If staff mistakenly commit an act that might be considered illegal, they are to immediately tell their supervisor or disclose this access in the manner specified by the school. This may protect them against a claim that they have intentionally violated this administrative procedure.

## 12. Security

- 12.1 Users are responsible for their access to information systems and are to take all reasonable precautions to prevent others from being able to use it. For example, users are not to write any password on a post-it note and leaving it in view or save a password in a password list.
- 12.2 Under no conditions are users to provide their password to another person other than a system administrator.
- 12.3 Users must log off their workstations when not in use to avoid unauthorized access.
- 12.4 Users will immediately notify a teacher or the system administrator if they have identified a possible security problem. However, they are not to go looking for security problems, as this may be construed as an illegal attempt to gain access.
- 12.5 Users will not make use of anti-security programs such as, but not limited to, keyboard loggers, password crackers, or unauthorized remote access software.
- 12.6 If student users mistakenly breach security or find a virus, they are to immediately tell their teacher or another District employee or disclose this access in the manner specified by the school. If staff users mistakenly breach security or find a virus, they are to immediately tell their supervisor or disclose this access in the manner specified by the school. This may protect them against a claim that they have intentionally violated this administrative procedure.

## 13. Inappropriate Language and Behaviour

- 13.1 Restrictions against inappropriate language apply to public messages, private messages, and material posted on Web pages.
- 13.2 Users will not use language or imagery which is obscene, profane, lewd, vulgar, rude, racist, inflammatory, threatening or disrespectful.
- 13.3 Users will not post information that could cause damage or pose a danger of disruption to the District.
- 13.4 Users will not engage in personal attacks, including but not limited to prejudicial or discriminatory statements.
- 13.5 Users will not harass other persons. Please refer to the District Code of Conduct (Administrative Procedure 350 – Appendix A).
- 13.6 Users will not knowingly or recklessly post false or defamatory information about a person or organization.

- 13.7 If student users mistakenly post information that might be considered inappropriate, they are to immediately tell their teacher or other District employee. If staff mistakenly post information that might be considered inappropriate, they are to immediately tell their supervisor or system administrator. This may protect them against a claim that they have intentionally violated this administrative procedure.

#### 14. Respecting Privacy

- 14.1 Users will not repost, copy, forward, or otherwise distribute a message that was sent to them marked “private” or identified in the content as “confidential”, without permission of the person who sent them the message.
- 14.2 Users will not post, copy, forward, or otherwise distribute private information about another person.
- 14.3 Users will not repost, copy, forward, or otherwise distribute any information from a District confidential database, including, but not limited to, student, (example: Individual Education Plans), financial, payroll, or personnel, to unauthorized persons.

#### 15. Respecting Resource Limits

- 15.1 The primary use of District information systems is for educational, career and professional development and the business activities related to operation of the District. Reasonable limits may be imposed in order to safeguard the efficient operation of the system and to respect the rights of all users.
- 15.2 Limited personal use of District resources, subject to all of the foregoing regulations, will be permitted providing that there are system resources available. Users may be required, from time to time, to refrain from personal use of resources due to educational and/or operational needs.
- 15.3 Users will not download large files unless absolutely necessary. If necessary, they will download the file at a time when the system is not being heavily used such as after class or business hours and immediately remove the file from the system computer to removable media. Users may be asked to terminate a large download if such activity impairs the efficient operation of the system or an educational activity.
- 15.4 Users will not post chain letters.
- 15.5 Users will not download, install and/or use any unauthorized peer-to-peer file sharing software.
- 15.6 Users will not download, install and/or use any unauthorized gaming software.
- 15.7 Users will check their email frequently, delete unwanted messages promptly, and stay within their account quota as assigned by their system administrator.
- 15.8 To safeguard the resources of a network system the system administrator may set a disk quota that users will have to adhere to.

#### 16. Plagiarism and Copyright Infringement

- 16.1 Users will not plagiarize works that they find on the Internet. Plagiarism is taking the ideas or writings of others and presenting them as their own.

- 16.2 Users will respect the rights of copyright owners. Copyright infringement occurs when users inappropriately reproduce a work that is protected by a copyright.
- 16.2.1 If a work contains language that specifies appropriate use of that work, users are to follow the expressed requirements.
  - 16.2.2 If it is not clear whether or not a work can be used, users are to request permission from the copyright owner.
  - 16.2.3 If copyright cannot be explicitly determined, users are to presume that it exists.
- 16.3 Users are to refer to Administrative Procedure 190 – Copyright for additional information.

#### 17. Inappropriate Access to Material

- 17.1 Users will not deliberately access material that:
- 17.1.1 Is profane or obscene such as, but not limited to, pornography;
  - 17.1.2 Advocates illegal acts; or
  - 17.1.3 Advocates violence or discrimination towards other people such as, but not limited to, hate literature.
- 17.2 If student users mistakenly access inappropriate information, they are to immediately inform their teacher or other District employee. If staff users mistakenly access inappropriate information, they are to immediately tell their supervisor. This may protect them against a claim that they have intentionally violated this administrative procedure.

#### 18. Software Installation

- 18.1 Users will install software on a classroom computer or computer system assigned for their use only where they are permitted to do so. Such software must be legally licensed.
- 18.2 Users will not install software that they have purchased for home use on a District system, unless they remove the software from their home computer and donate the license, media and documentation to the District
- 18.3 Users will not install software that does not have a legal license on a District system.
- 18.4 Users will not utilize district licensed software on personal owned systems. The exception is Microsoft Home Use Program while employed. There are terms and conditions and a cost with this application – please reference the most up to date guidelines from Microsoft.

#### 19. Violations

- 19.1 In the event there is a violation of this Administrative Procedure the matter will be resolved in a manner consistent with Canadian law, Board policies, this administrative procedure and school-based policy.

## 20. Personal Responsibility

- 20.1 A user is liable for the costs of any damage that s/he may maliciously inflict on any District computer system. That damage may include physical damage or electronic damage to system files or data or the files or data of another person using the system.
- 20.2 The user may be liable for the costs of repairing any physical damage or the cost of any technical services required to repair a loss of system functions or data.

## 21. Limitation of Liability

- 21.1 The District makes no guarantee that the functions or the services provided by or through the District information systems will be error-free or without defect.
- 21.2 The District will not be responsible for any damage users may suffer, including but not limited to, loss of data or interruptions to service.
- 21.3 The District is not responsible for the accuracy or quality of the information obtained through or stored on the system.
- 21.4 The District will not be responsible for financial obligations arising through the unauthorized use of the system.

Reference: Sections 17, 20, 22, 65, 85 School Act  
Freedom of Information and Protection of Privacy Act  
School Regulation 265/89  
Canadian Charter of Rights and Freedoms  
Canadian Criminal Code  
Copyright Act

## Administrative Procedure 141

---

### PORTABLE TECHNOLOGY SECURITY

#### Background

All staff using District information at a District location or otherwise are responsible for the management and safekeeping of information under their control by ensuring that there is adequate security to prevent unauthorized access, collection, use, disclosure or disposal of information.

Sensitive and confidential information stored on portable technology such as laptops, personal organizers, cell phones or memory sticks must be kept to an even higher standard due to the higher risk of equipment loss or theft.

#### Procedures

1. All password protection mechanisms available on portable technology must be activated and utilized consistently and to the greatest extent possible. Industry standards/methods are to be deployed in the selection of appropriate passwords.
2. Established passwords must be given in strict confidence to the Superintendent or designate and may not be shared with any other individual.
3. All files containing sensitive or confidential information that are stored on portable technology must be encrypted.
4. Any information that is no longer required on portable technology is to be transferred immediately to more secure electronic storage.
5. All security measures adopted for other technology use within the District apply to portable technology.

Reference: Sections 17, 20, 22, 65, 85 School Act  
Freedom of Information and Protection of Privacy Act  
School Regulation 265/89

## Administrative Procedure 145

---

### USE OF PERSONAL COMMUNICATION DEVICES (PCDs)

#### Background

Openness to new and future technologies and their educated use create opportunities for many constructive and positive uses that can aid the instructional process. Further, regulated use of some personal communication devices in the school and community may contribute to the safety and security of students and staff. However, unregulated use of such devices may pose a risk to personal safety; may disrupt instruction; may invade personal privacy; and may compromise academic integrity.

#### Procedures

1. Personal Communication Devices (PCDs) are not to be operated during regularly scheduled instructional time, or during any school sponsored activity, such as an assembly or talk by a guest speaker, unless such use facilitates the learning activity as permitted by the teacher.
  - 1.1 Normally, PCDs are to be stored in silent mode during instructional and school sponsored activities.
2. PCDs are not to be taken into test or examination settings, unless students have been given permission to do so.
3. PCDs are not to be used in settings such as change rooms, washrooms, private counseling rooms, that have the potential to violate a person's reasonable expectation of privacy.
4. Students who bring PCDs to the school are expected to comply with all parts of Administrative Procedure 350 – Student Conduct and Discipline. Students who consistently refuse to comply with the District's procedures for use of PCDs in the school setting may be subject to disciplinary measures detailed in the school's rules, as well as the steps outlined in Administrative Procedure 350.
5. Principals, in consultation with staff and appropriate stakeholders (including the Parent Advisory Councils), are to formulate and implement specific procedures at each school site.
6. In the event of an emergency, such as a lockdown or an evacuation, the Principal will develop and inform the school community of the acceptable use of PCDs in that emergency situation.
7. PCDs are valuable electronic devices. The security and storage of these items is the sole responsibility of the owner/user. The District assumes no responsibility for the safety, security, loss, repair or replacement of PCDs.
  - 7.1 PCDs which are taken temporarily from students by teachers or administrators must be securely stored.

Reference: Sections 6, 8, 20, 22, 65, 85 School Act  
School Regulation 265/89



## Administrative Procedure 146

---

### SOCIAL MEDIA

#### Background

Part of learning is adapting to the changing methods of communication. Engaging in digital environments can promote learning, teaching and collaboration for students, staff and parents. The very nature of social media introduces potential lack of personal control of content and dissemination of content. Due care and attention is required to safeguard privacy.

#### Definition

Social media includes web-based and mobile technologies that turn communication into interactive dialogue. Some examples include but are not limited to: personal websites, micro-blogs, blogs, wikis, podcasts, digital images and video and other social media technologies.

#### Procedures

1. Personal Responsibility
  - 1.1 All users are personally responsible for the content/information they publish on-line.
  - 1.2 On-line behaviour shall reflect the same standards of honesty, respect and consideration used when meeting face to face.
  - 1.3 Posted information must identify that the information is representative of the poster's personal views and opinions and not necessarily the views and opinions of the District.
  - 1.4 Photographs relating to alcohol, tobacco or drug use may be deemed inappropriate.
  - 1.5 Social media is an extension of the classroom. What is inappropriate in the classroom is also deemed inappropriate on-line.
  - 1.6 Employees are to ensure that posted content is consistent with the work performed for the District. Employees are to act on the assumption that all postings are in the public domain.
  - 1.7 Posting of confidential student information is prohibited.
  - 1.8 Employees are responsible for moderating all content published on all social media technologies related to classroom work.
  - 1.9 Employees shall refrain from posting any comment that could be deemed unprofessional.
2. Copyright and Fair Use
  - 2.1 All users must respect federal copyright and fair use guidelines.

- 2.2 Hyperlink content must be appropriate and educationally beneficial or adhere to Administrative Procedure 153 – Advertising, Canvassing and Commercial Solicitation.
- 2.3 External hyperlinks must be identified. Plagiarism is an academic offence.

### 3. Profiles and Identity

- 3.1 No identifying information about students is to be posted; for example, last names, addresses or phone numbers are not to appear on social media sites.
- 3.2 Where social media is managed by teachers, they are responsible for monitoring for content that may identify students.
- 3.3 Pictures and images are to be appropriate; for example, use of alcohol, tobacco or drugs are not appropriate.

### 4. Social Bookmarking

- 4.1 Sites that are bookmarked are in the public domain. The content of the bookmarked site is to be within the bounds of professional discretion.

Reference: Sections 17, 20, 22, 65, 85 School Act  
Freedom of Information and Protection of Privacy Act  
School Regulation 265/89  
Canadian Charter of Rights and Freedoms  
Canadian Criminal Code  
Copyright Act

## Administrative Procedure 150

---

# COMMUNITY RELATIONS

### Background

Effective communications with the public is a significant element of effective District operation. To this end, appropriate avenues of communications shall be utilized and encouraged.

### Procedures

1. An effective communications program is to include at least the following elements:
  - 1.1 Distribution of press releases, Board meeting summaries and periodic printed reports.
  - 1.2 Prompt responses to inquiries or statements of concern from members of the public.
  - 1.3 Opportunities for individuals or groups to make representation to the Board or to contact individual trustees.
  - 1.4 Efforts at the school level to keep the school's public aware of current matters of interest; such activities will include parent-teacher conferences, newsletters, Parent Advisory Committees, parent visits and information meetings.
  - 1.5 Periodic District efforts to assess community opinion through opinion polls and/or reaction-gathering meetings.
2. Media Relations
  - 2.1 News releases intended to represent the corporate position of the Board must be authorized by the Superintendent or designate. The Superintendent will consult, as necessary, with the Board Chair in developing such releases.
  - 2.2 The Superintendent shall approve all information released to the media. All media requests received at the school shall be directed to the Superintendent.
  - 2.3 Media representatives may be permitted into the schools for legitimate reporting and promotional purposes. This is at the discretion of the Principal. Particular care is to be exercised in protecting the rights of students when media are present. Principals shall ensure that photographed/filmed students have signed appropriate consent forms.
  - 2.4 Media representatives shall not be allowed to disrupt the normal operation of a school or a class for the sole purpose of information gathering. This includes the interviewing of District employees and/or students during regular class times.

2.5 Media representatives may be asked by the Principal or District staff to leave the premises or grounds where it is deemed to be in the best interests of the students and staff to do so.

Reference: Section 8, 20, 22, 65, 85, 177 School Act

## Administrative Procedure 151

---

### PARENTAL COMPLAINTS

#### Background

The District is committed to the establishment of productive partnerships between parents and school staff members in support of student learning. School and system administrators are expected to work effectively with parents to respond to expressed concerns and to deal with complaints in a fair, just and timely manner.

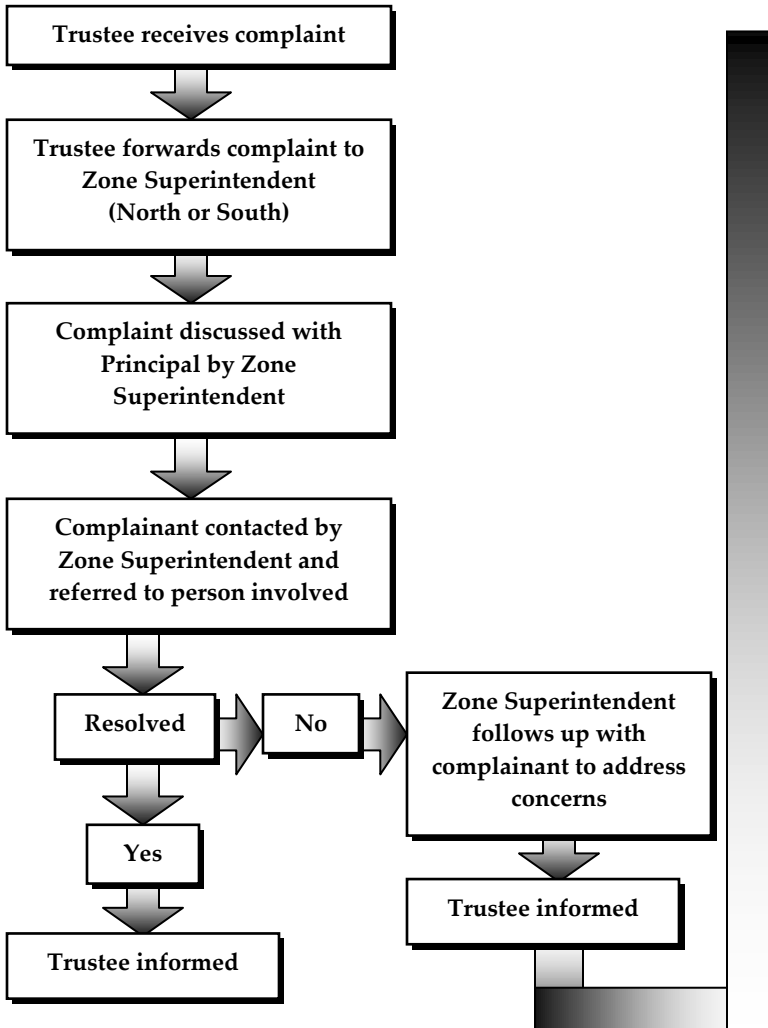
#### Procedures

1. When a complaint arises, the parent is requested to speak first with the employee involved in an attempt to resolve the issue.
2. If satisfactory resolution to the concern is not achieved, the next step is to meet the employee's immediate supervisor.
3. If the parent is reluctant to speak first to the employee affected, the parent may contact a school or District Office administrator to help resolve the issue.
  - 3.1 Advice and support will be given to ensure that the concerns of all parties are reviewed in an appropriate fashion.
  - 3.2 The parent will be informed that the employee will be advised of the parent's concern.
4. If the situation continues to be unresolved, the parent can raise the concern with the Zone Superintendent and, if unsatisfied with this response, the parent can appeal to the Superintendent.
5. Complete confidentiality respecting complaints cannot be guaranteed. Investigation and resolution of complaints will be disclosed to the employee or an agent of the District on a need-to-know basis.
6. The District will not respond to anonymous complaints except in instances where there are allegations associated with child welfare issues or criminal activities.
7. Parents who wish to initiate a formal appeal are to be referred to Board Policy 13 – Complaints and Appeals.

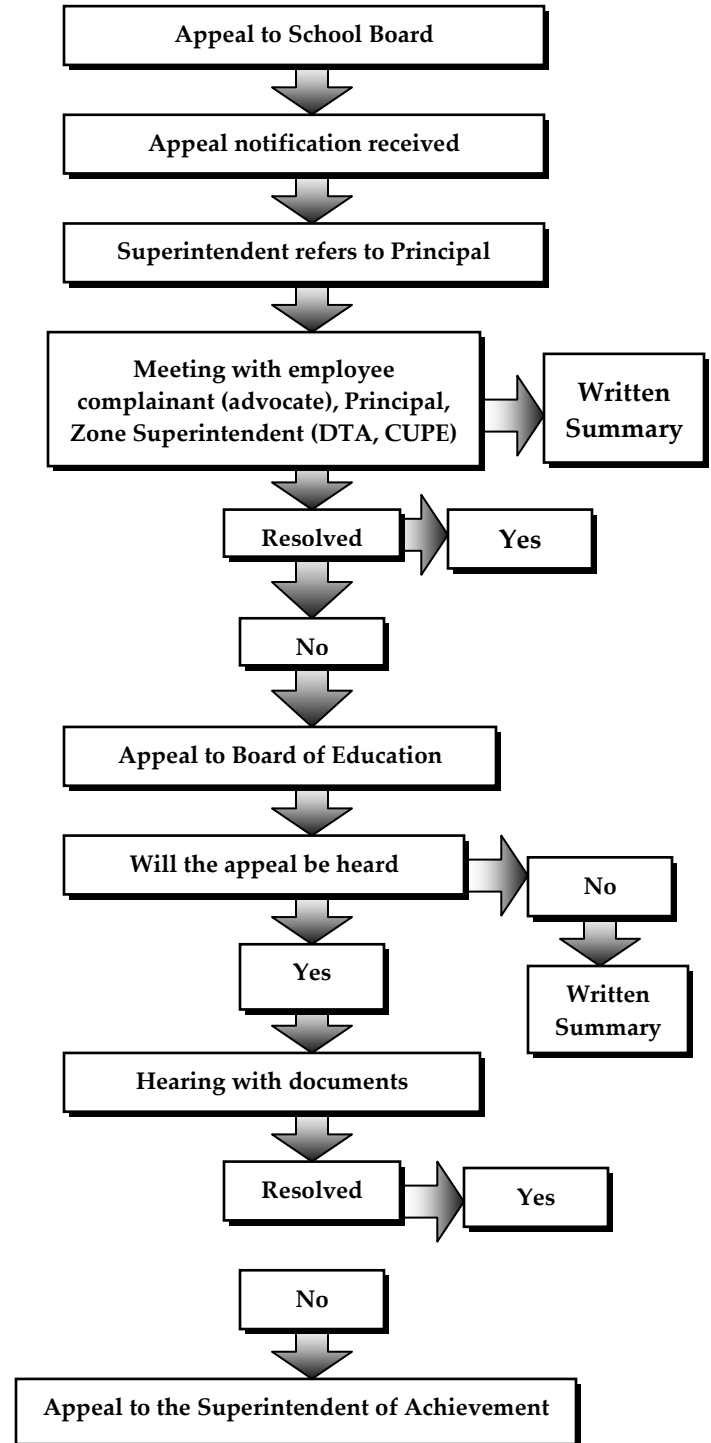
Legal Reference: Sections 6, 11, 11.1, 11.2, 11.3, 11.4, 11.5, 11.6, 11.7, 11.8, 22, 26, 85, 91 School Act  
Appeals Regulation 24/08  
Administrative Tribunals Act  
Collective Agreement

## COMPLAINTS AND APPEALS

### Complaints Process



### Appeals Process



## Administrative Procedure 152

---

# ADVERTISING, CANVASSING AND COMMERCIAL SOLICITATION

### Background

Schools, as educational institutions with a "captive" clientele, must not become vehicles for the circulation of materials intended primarily for commercial gain, nor for exploitation of students and their families by commercial, political, religious, cultural or other non-school interests. In general, therefore, the promotion of sales or support by canvassing, advertising, or by other means, on the part of any person, firm or organization on school premises is not appropriate.

Canvassing, advertising, selling or offering to sell goods, services or merchandise to staff or students requires prior approval.

### Procedures

1. Distribution of materials supplied by genuine, community-oriented organizations may be authorized by the Superintendent or designate, provided that they do not demand undue disruption of school time or routine, and provided that they do not contain religiously oriented or inflammatory material which might create unfavourable community reaction.
2. Limited and selected advertising may be permitted in school or District publications, provided that it meets standards of good taste and does not conflict with educational objectives.
3. Instructional materials furnished by private sources may be utilized when they are appropriate to the curriculum and when the advertising content is reasonable relative to the primary purpose of the materials.
4. Appropriate and discreet acknowledgement may be given to firms or organizations which are involved in a formal school-business partnership.
5. It is the responsibility of the Principal to ensure that school premises are not used to display, distribute, or otherwise advertise a product, service, or function on behalf of any person, business, or organization unless the Principal is satisfied that:
  - 5.1 The display of such material will not lead to the exploitation of the students;
  - 5.2 It does not imply endorsement by the school;
  - 5.3 The primary purpose is such that it will complement the education program;  
and

- 5.4 The claims in such materials are not false or misleading.
- 6. Requests for distribution involving a number of schools or the entire District are to be referred to the Superintendent.

Reference: Sections 8, 17, 20, 22, 65, 85 School Act  
Freedom of Information and Protection of Privacy Act



## Administrative Procedure 153

---

### ACTIVITY DURING ELECTION PERIODS

#### Background

Elections are key elements in the democratic process, providing suitable subjects for educational attention. However, since misunderstandings, conflicts, and claims of bias can also occur more easily during an election period, guidelines for staff are desirable.

While an "election period" may formally be considered the time following an election announcement, or the period following the deadline for nominations in a local election, for purposes of this administrative procedure, it may be more broadly defined as the weeks or months preceding the election.

In general, District activity is to proceed in as normal a manner as possible during an election period, with staff continuing to carry out their duties with integrity and responsibility. However, caution is required to ensure that staff will not be accused of political partiality in carrying out their duties, nor trustees of obtaining unfair political advantage in local elections.

#### Procedures

1. No employee of the District is to participate in campaign activity during his/her normal working hours.
2. Students, as part of a planned citizenship education program, may be informed about and carry on discussions of election processes and issues at any time. Under no circumstances are efforts to be made by staff to indoctrinate students with a particular political view nor to engage them in campaign activities.
3. District Office staff shall make available, on request, to all candidates public information which would be available to any trustee. The materials made available to one candidate will be given to all candidates. A candidate's request to a school is to be referred to the Superintendent's Office.
4. Caution is to be exercised regarding public relations activities or controversial issues which could become part of the election campaign.
5. Requests for staff to provide information for campaign purposes are to be restricted to information available to other members of the public or other candidates.

Reference: Sections 17, 20, 22, 65, 85 School Act  
Local Government Act

## Administrative Procedure 155

---

### EVENT PROTOCOL

#### Background

The Superintendent has been given the responsibility to ensure positive external and internal communications are developed and maintained. Proper protocol is to be followed for events organized by schools. The Superintendent is to be informed whenever elected officials or dignitaries are involved in District or school events.

The success of a District or school event depends largely on good planning, as well as having a defined agenda and purpose for the event. If the event is well planned protocols normally flow smoothly.

Protocols will vary from one situation to another, depending on who is involved in the particular event. Accordingly, in the planning for an event, the order of introductions and speakers must be given special attention.

#### Procedures

1. When organizing a public event at which dignitaries are present, introduce the most senior dignitaries first:
  - 1.1 Members of the Senate representing British Columbia;
  - 1.2 MPs (cabinet members first);
  - 1.3 MLAs (cabinet members first);
  - 1.4 Board Chair and Vice-Chair;
  - 1.5 Mayor;
  - 1.6 Other trustees and civic councilors;
  - 1.7 Senior bureaucrats and heads of other organizations;
  - 1.8 Prominent community members.
  
2. When organizing an event within the District schools, the introductions will take place in the following order:
  - 2.1 Board Chair;
  - 2.2 Vice-Chair;
  - 2.3 Trustees in attendance;
  - 2.4 Superintendent, Deputy/Assistant Superintendent;
  - 2.5 Principal, Vice-Principal.

3. When organizing the order of speakers, protocols dictate that the most senior dignitary speaks last.
4. Seating is to be arranged so that the most senior dignitary is closest to the podium at all times.
5. Trustees are to be introduced at all times.
6. Provision is to be made for trustees and other important guests to be greeted by staff or students.
7. As audience members, dignitaries are to be provided with reserved seating in the front row.
8. Invitations to trustees to attend a school event are to be directed only to the liaison trustee(s) by the Principal. The role and expectations are to be defined in the invitation. Provisions for parking are to be made for dignitaries and trustees. Trustees are to be notified at least two (2) weeks prior to the event.
9. The Office of the Superintendent is to be contacted if a representative of senior staff is requested to attend a school event.
10. The trustee invitation and District Office notice is to indicate who will serve as the Master of Ceremonies (MC).
11. When no trustee is available to attend, the MC will be advised to express regrets on behalf of the Board.
12. For assistance, contact the Office of the Superintendent.

Reference: Sections 20, 22, 65, 85 School Act  
Provincial Government Protocol  
Federal Government Protocol

## Administrative Procedure 156

---

# VISIT PROTOCOL

### Background

The Superintendent has been given the responsibility to ensure positive internal and external communications are developed and maintained. Proper protocol is to be followed for visits that occur within the District.

### Procedures

#### 1. Royal and Other Dignitary Visits

1.1 While rare, school boards or schools occasionally may be included in royal visits (including those of Canada's Governor-General and/or British Columbia's Lieutenant Governor); visits by the Prime Minister or Premier; senior cabinet ministers; ambassadors; or other prominent dignitaries. In such circumstances, the formal protocol of either the Government of Canada or Province of British Columbia takes precedent. Information on proper protocol in these special circumstances can be obtained from the Government of British Columbia. The Superintendent must be contacted in these instances.

1.2 In these circumstances, it is expected local event organizers will ensure trustees are properly recognized and included in the event whenever possible.

#### 2. Special Visits

2.1 The District, in recognizing its responsibilities to share educational experiences, welcomes visitors to the school system.

2.2 Visits to schools by persons from outside the school system shall be arranged by such officials as the Superintendent may appoint. Such visits will be arranged in consultation with the principals and teachers concerned.

2.3 The Superintendent will extend to visitors, at District expense, such courtesies as s/he may deem desirable.

#### 3. General Visits

3.1 All visitors to a school are expected to make their presence known to the Principal or designate.

3.2 Signs indicating this expectation, and the direction to the school office, are to be posted at each unlocked entrance, and at other visible points in the school.

3.3 The Principal determines right of access to the school. Principals may have to restrict or refuse permission for an individual or group to visit the school.

Reference: Sections 20, 22, 65, 85 School Act  
Provincial Government Protocol  
Federal Government Protocol

## Administrative Procedure 157

---

# AUTHORIZED PERSONNEL AND VISITORS

### Background

The School Act provides for the maintenance of order in a school or at an official school function. As part of its duty to ensure a safe, secure environment for students, the District requires principals to exercise discretion in granting access to schools, instructional areas and school grounds.

Authorized employees of the District may require persons to remove themselves from the school or school property.

### Procedures

1. Persons authorized to be on school premises include:
  - 1.1 District employees, trustees and persons on District business;
  - 1.2 Students regularly enrolled at the school (i.e.; students who are not currently under suspension or expulsion from the school or District);
  - 1.3 Students and staff from other schools who are participating in school sponsored or sanctioned activities;
  - 1.4 Students, parents/guardians and members of the public who are observing or participating in school sponsored or sanctioned activities or events that are open to the public, including after-hours community use of facilities and grounds;
  - 1.5 Law enforcement officers in exercise of their duties;
  - 1.6 All persons with legitimate business at the school who proceed directly to the school's main office and secure permission from the Principal or designate to remain on the premises.
2. Where a District employee has cause to believe that a person is on District property without authorization, the following procedure is to be followed:
  - 2.1 The employee shall indicate his/her name and determine the status of the individual by:
    - 2.1.1 Requesting identification;
    - 2.1.2 Requesting the nature of the individual's visit.
    - 2.1.3 Ensuring that the individual checked in at the school office.
3. Where the individual refuses to answer any one of 2.1.1, 2.1.2, or 2.1.3 or the individual's status is doubtful, the employee shall request that the subject accompany the employee to the school office.

4. Where the individual complies with the request to report to the office, the individual is to be referred to the Principal or designate.
5. The Principal or designate shall:
  - 5.1 Determine the status of the individual.
  - 5.2 Gather information.
  - 5.3 Issue the following warning:

"Pursuant to Section 177 of the School Act you (Intruder Name) are hereby directed to immediately leave the lands and premises at this school and you are not to enter upon these lands and premises again before (date required - last day of school). Failure to comply with this order constitutes an offence under the School Act."
  - 5.4 Complete the Intruder Data Sheet (Form 157-1), and
    - 5.4.1 File in the office.
    - 5.4.2 Make available to Delta Police as appropriate.
  - 5.5 Determine whether to issue the formal warning letter (Form 157-2).
6. If the individual fails to comply with the request to report to the office, the employee shall refer the matter to the Principal or designate, who shall contact the police.
7. If the individual fails to comply as a result of the Standard Warning and a second intrusion occurs, the Principal or designate shall:
  - 7.1 Register a complaint with the Delta Police;
  - 7.2 Complete a second Intruder Data Sheet (Form 157-1);
  - 7.3 Proceed with charges where the subject's identification is established.
8. Where the individual's intrusion involves a violent or threatening act, the Principal or designate shall immediately contact the Delta Police.

Reference: Sections 8, 17, 20, 22, 65, 85, 177 School Act

## Administrative Procedure 158

---

# FLAG PROTOCOL

### Background

Principals and appropriate District Office personnel shall ensure that the Canadian flag and the British Columbia flag are displayed at schools and other District facilities.

### Procedures

#### 1. General

- 1.1 The Canadian and British Columbia flags shall be displayed at all schools while in session.
- 1.2 When a flag becomes tattered, torn or faded to the extent that it is no longer a fitting emblem for display, it shall be turned over to the maintenance department for proper disposal.
- 1.3 Flags shall be flown at half-mast in response to the death of persons associated with the District and for prominent citizens.
- 1.4 Flags shall be displayed in accordance with a general protocol as set out by the Secretary of State for Canada.

#### 2. The Principal shall:

- 2.1 Purchase flags, as required, within the school.
- 2.2 Display the Canadian and British Columbia Flags in accordance with this procedure.

Principals may display flags in other areas within the school at his/her discretion.

#### 3. Placement of the flags shall be such that when displayed with another provincial or national flag, the Canadian flag is always placed at the same height as the other, and to the left of an observer facing both flags.

#### 4. Flags shall be flown at half-mast:

- 4.1 At the direction of the Superintendent upon the death of a prominent citizen;
- 4.2 For a period commencing at notification of the death, up to and including the day of the funeral, at the site(s) where the deceased was closely associated or connected; and
- 4.3 On the day of the funeral for cases other than those described in 4.2.

#### 5. Current 'Rules for Flying the Flag' can be found at:

<http://www.pch.gc.ca/eng/1359048153800>

Reference: Sections 20, 22, 65, 85 School Act  
School Regulation

## Administrative Procedure 159

---

### ANIMALS ON SCHOOL PROPERTY

#### Background

As the presence of unauthorized animals on school property during school hours or at other times constitutes a threat to school property and to the safety of children or adults who may be engaged in school or other activities on school property, unauthorized animals are prohibited from school properties at all times.

#### Procedures

1. Principals shall immediately report the presence of any unauthorized animal to:  
Delta Community Animal Shelter  
7505 Hopcott Road  
Delta, B.C.  
Phone: 940-7111
2. Custodians shall immediately report the presence of any unauthorized animal on school premises to the Principal.
3. If the Principal is absent, the custodian is to report the matter directly to the Delta S.P.C.A.
4. In the event the S.P.C.A. is not open, the Delta Police should be notified at 946-4411.

Reference: Sections 8, 17, 20, 22, 65, 85, 177 School Act



## Administrative Procedure 160

---

### HEALTH AND SAFETY OF STUDENTS AND STAFF

#### Background

The District is committed to providing the means to achieve a safe and healthy environment for the students and staff.

A comprehensive Occupational Health and Safety Program shall be established, supported, maintained and integrated with operational activities undertaken to achieve organizational excellence.

The administration and coordination of the joint health and safety program shall be accomplished by management staff, supported by the District joint health and safety committee and joint workplace health and safety committees in each school.

The management, executive officers, supervisors and employees of the District shall work cooperatively to ensure the success of the program, and to this end, specific responsibilities are outlined in the administrative procedures.

#### Procedures

##### 1. General Responsibilities

- 1.1 It shall be the responsibility of management to establish and maintain adequate standards of maintenance of facilities and equipment to guard against or eliminate physical and health hazards, and to develop appropriate work procedures.
- 1.2 It shall be the responsibility of supervisory employees to ensure that employees whom they supervise are trained in proper work procedures to obtain optimal output without accidents and industrial disease; and to secure the observance by employees of proper work methods and the Workers' Compensation Board Regulation.
- 1.3 It is the duty of every employee to follow proper procedures, to observe regulations pertaining to his/her work and to cooperate in achieving the objective of a healthy and safe workplace.

##### 2. Under the Occupational Health and Safety Regulations, all staff members have the responsibility to operate in a manner that ensures the health and safety of students, themselves and their colleagues.

- 2.1 All District administrators, staff and contractors shall comply with Health and Safety legislation.
- 2.2 All District personnel and contractors shall comply with WHMIS (Workplace Hazardous Materials Information System) standards.

- 2.3 All District personnel and contractors who, as a part of their duties, either use or may be exposed to hazardous chemicals, shall participate in a WHMIS training session.
- 2.4 All students in laboratory courses shall be provided with safety training.
3. The establishment and maintenance of safe learning and working conditions is to be a primary consideration for supervisors and staff.
  - 3.1 Principals shall ensure procedures are developed that prescribe the rules of safe operation of all laboratories, technical education, home economics or any other “hands on” course within the school. Such procedures shall address:
    - 3.1.1 Safe and secure storage, annual checking, and disposal, where needed, of chemicals;
    - 3.1.2 WHMIS labeling of all chemicals;
    - 3.1.3 Safe and secure storage and use of laboratory equipment;
    - 3.1.4 Safe use of natural gas and security when gas is not in use;
    - 3.1.5 Appropriate teacher supervision of students in all laboratory activities;
    - 3.1.6 The training of staff in the use and maintenance of safety equipment, and the use and hazards of any equipment or chemicals they may use as well as the safety requirements of any procedure or activity they may use;
    - 3.1.7 The training of students in any safety procedures relevant to the work they are doing; and
    - 3.1.8 Any other measures required to ensure the safety of students and staff in any school class.
4. The development and implementation of safety and accident prevention programs is mandatory in order to develop a learning and working environment that promotes health and safety.
5. The provision of instruction and training to students and staff is essential in order to encourage safe working practices and to ensure appropriate response in the event of an accident.

Reference: Sections 17, 20, 22, 65, 85 School Act  
Health Act  
Safety Standards Act  
Workers' Compensation Act  
Communicable Diseases Regulation  
Occupational Health and Safety Regulation

## Administrative Procedure 161

---

# BIOHAZARD CONTROL PROGRAM, BLOOD-BORNE PATHOGENS AND POTENTIALLY INFECTIOUS MATERIALS

### Background

The District recognizes its responsibility to provide as safe an environment as reasonably possible for students and employees, as well as its obligations to deal with each student and employee with equity and due regard for privacy and to protect students and employees from harmful contact with pathogenic organisms.

### Procedures

#### 1. General

Actions taken in the District to deal with communicable diseases and disease causing organisms shall be governed by the following considerations:

- 1.1 Students diagnosed with serious infectious illnesses continue to have the right to an education program and to receive the program in the least restrictive environment possible.
- 1.2 Infected employees have the right to continue their employment as long as they are able to fulfill duties without risk to themselves or others.
- 1.3 Since serious infectious illness is primarily a medical problem, the guidance of the Medical Health Officer is to be sought when planning an education program for an infected student or when determining whether it is safe, for self and others, for an infected employee to continue in his/her current duties.
- 1.4 Infected students and employees, as with any other illness, are to be provided the maximum degree of confidentiality that is compatible with the safety of other persons.
- 1.5 Specific procedures shall be communicated to all "at risk" employees concerning practices to prevent harmful contact with all blood, body fluids, secretions and excretions. Standard precautions shall be used in all situations dealing with any potentially infectious materials (See Appendix A).

#### 2. Students Infected with Blood-Borne Pathogens [such as Hepatitis B, Hepatitis C, and Human Immuno-Deficiency Virus (HIV)]

- 2.1 The Superintendent or designate shall make a decision concerning the educational plan for the infected child in consultation with the Medical Health Officer, the student's parents or guardians, and the physicians involved in the case.
- 2.2 A more restrictive environment may be considered for infected students who have, for whatever reason, open sores or lesions, or engage in biting. This will be done on the recommendation of the Medical Health Officer.

- 2.3 Each student's educational and medical situation is to be re-evaluated by the appropriate authorities whenever necessary.
  - 2.4 The District shall make every reasonable effort to ensure that the identity of a student infected with blood-borne pathogens shall be confidential. The Medical Health Officer and the Superintendent or designate shall decide who has a "need-to-know" in each case.
3. School Personnel infected with Blood-Borne Pathogens [such as Hepatitis B, Hepatitis C, and Human Immuno-Deficiency Virus (HIV)]
- 3.1 The District may, on the advice of the Medical Health Officer, require the employee to receive a medical examination under the School Act.
  - 3.2 The Superintendent and Medical Health Officer, will consult with the infected employee regarding any work restrictions or accommodations that may be required as a result of his/her condition.
  - 3.3 The employee may choose to take medical leave or long-term disability leave, or any other benefits to which s/he may be legally entitled.
  - 3.4 The District shall make every reasonable effort to ensure that information concerning the health as well as the identity of any infected employee shall be kept confidential. The Medical Health Officer and Superintendent or designate shall decide who has a "need-to-know" in each case.
4. Public Information
- 4.1 In the event that concern arises within the community about an infected student or staff member, the Principal, without confirming whether or not there is an infected person within the school, shall provide information and support to parents utilizing the professional health advice available from the Medical Health Officer and the District.
  - 4.2 The Zone Superintendent shall also be notified.
5. Managing Potential Exposure
- 5.1 Where there is reasonably anticipated risk of harmful contact with Potentially Infected Materials (PIM), the District must develop and implement an exposure control plan meeting the requirements of the Workers' Compensation Board Regulation.
  - 5.2 Where exposure to a blood-borne pathogen is anticipated, the District will evaluate the prevalence of the anticipated exposure.
    - 5.2.1 Where all workers in a classification (e.g. custodians or teaching assistants) have occupational exposure, it is not necessary to list work tasks.
    - 5.2.2 Where only some workers in a classification (e.g. teachers) have occupational exposure, the specific tasks and procedures causing an expected exposure must be listed.
    - 5.2.3 Risk to an unprotected worker must be assessed.

- 5.3 The job classifications with occupational exposure are: Custodians, First Aid Attendants, Principals and Teaching Assistants in Special Programs.
- 5.4 Procedures that involve occupational exposure, including response to incidents where clean up of blood or body fluids or substances, may be the responsibility of a designated respondent. While respondents could be members of any worker group or classification, designated respondents have occupational exposure.
- 5.5 Control procedures include engineering controls and work practice controls personal protective equipment; Standard Precautions; and decontamination and disposal procedures.
- 5.6 Engineering controls refer to heating, ventilating and air-conditioning (HVAC) equipment as well as exhaust or fume hoods in shops or laboratories.
  - 5.6.1 Control of biohazards through HVAC controls is normally an 'indoor air quality' (IAQ) concern and is dealt with in the IAQ procedures.
  - 5.6.2 Sharps containers and tongs are also engineering controls.
- 5.7 Work practice controls include but are not limited to:
  - 5.7.1 Ensuring only trained persons respond to biohazardous incidents;
  - 5.7.2 Ensuring others are kept away from infectious materials;
  - 5.7.3 Ensuring placement of barriers, cones or signs;
  - 5.7.4 Donning Personal Protective Equipment (PPE) before responding or entering a potentially infectious area; and ensuring that clean-up and disposal procedures are followed.
- 5.8 Personal Protective Equipment (PPE)

When establishing the PPE procedures, the following must be considered:

  - 5.8.1 Does the PPE prevent blood or other potentially biohazardous material from passing through a worker's clothes, street clothes, undergarments or reaching an employee's skin, eyes, nose, mouth or other mucous membranes?
  - 5.8.2 Has the PPE been selected and used in accordance with the manufacturer's instructions and recognized standards?
  - 5.8.3 Does the PPE in itself create a hazard to the wearer?
  - 5.8.4 Does the PPE cause allergenic or other adverse health effects?

Refer to Administrative Procedure 161 – Appendix A for detailed procedures regarding Transmission Prevention and the use of PPE.
- 5.9 The District shall provide vaccination against the Hepatitis B Virus as required by the OHS Regulation in accordance with established protocols.

## 6. Training

- 6.1 The OHS Regulation requires the District to inform workers about the contents of the exposure control plan and to provide them with adequate education and training to work safely with and in proximity to potentially biohazardous material.
- 6.2 Education and training shall be provided before a worker begins work with or in proximity to potentially biohazardous material.
- 6.3 The District shall review the exposure control plan at least annually and update it as necessary.
- 6.4 Refresher training may be provided annually or whenever the exposure control plan is updated.

## 7. Response to Exposure Incident

- 7.1 Every person contacting a PIM in an exposure incident must be advised to seek medical evaluation at a hospital emergency department. Immediate first aid, reporting and documentation of the incident must be undertaken.
- 7.2 For direct unanticipated exposure to biohazardous or other potentially infectious material, the individual is to immediately thoroughly wash all exposed areas and report the incident to the employee supervisor.
- 7.3 Emergency medical attention is to be sought within two (2) hours so that the individual can be assessed by a physician to determine what risk of infection exists.
- 7.4 The medical evaluation will be based on an assessment of the risks associated with the incident, and subsequent post-exposure health management must be provided as necessary.

## 8. Record Keeping

- 8.1 The District will retain records of all workers who are exposed in an exposure incident to biohazardous or other potentially infectious material as well as of worker education and training sessions on biohazardous materials as required by the OHS Regulation.
- 8.2 Training records are to include date(s) of training, content or a summary of the training sessions, type of education and training (for example classroom, video, interactive, or on-the-job), names and qualification of those conducting the training, and names, job titles and work locations (departments) of workers attending the sessions.

Reference: Sections 17, 20, 22, 65, 85 School Act  
Health Act  
Safety Standards Act  
Workers' Compensation Act  
Communicable Diseases Regulation  
Occupational Health and Safety Regulation

## Administrative Procedure 161 – Appendix A

---

### STANDARD PRECAUTIONS

Refer to Administrative Procedure 161 –  
Section 7 for Response to Exposure Incidents.

#### Definitions

Biohazardous materials are pathogenic organisms that may cause disease in humans. They include organisms that are present in human blood or other body fluids, secretions and excretions that would be classified in risk group II, III or IV as specified by the Medical Research Council of Canada (MRCC) – see Administrative Procedure 161 Appendix B.

Blood-Borne Pathogens are disease causing organisms that are present in human blood or human blood components.

Decontamination is the use of physical or chemical means to remove viable microorganisms from surfaces or materials. Three methods are available: sanitization, disinfection and sterilization. Sterilization cannot be achieved in the school setting.

Disinfection is cleaning and disinfecting, with appropriate products and procedures, surfaces such as floors, woodwork and countertops which have become soiled. Environmental surfaces (normally contacted only by intact skin) should be disinfected to a level that destroys most bacteria, some viruses, some fungi, but not Mycobacterium tuberculosis or bacterial spores. This level of disinfection is appropriate for the sanitization or decontamination of school surfaces.

Exposure Incident is any actual contact of potentially infectious material with unprotected skin or mucous membranes.

Occupational exposure is the reasonably anticipated risk of harmful contact with blood or other potentially infectious material as a result of the performance of an assigned or regular job duty. Harmful contact through occupational exposure is reasonably anticipated for all First Aid Attendants, but does not include, for example; a worker (other than a first aid attendant) who might help a co-worker or student with a sudden nosebleed.

Organisms that cause disease or are reasonably believed to cause disease in persons are considered 'biohazardous infectious materials' under the WHMIS regulation (Division 3 of Class D).

Pathogens are organisms that cause, or are believed to cause, disease in humans.

Personal Protective Equipment (PPE) refers to items worn or used by persons to prevent the harmful contact of Potentially Infectious Materials. PPE for standard precautions includes: gloves, aprons, masks and eye protection.

Potentially Infectious Materials (PIM's) include vomit, urine, feces, saliva, semen, vaginal secretions, cerebrospinal fluid, pleural fluid, pericardial fluid, peritoneal fluid and amniotic fluid.

Sanitization refers to the reduction of microbial contamination to levels judged safe by public health authorities.

Sharps Container is a rigid walled container used for the collection and disposal of needles and other sharp items that may have been exposed to PIM's.

Standard Precautions refers to a system of precautions designed to protect persons from harmful exposure to Potentially Infectious Materials. It is an expansion of universal precautions and body substance isolation procedures and assumes all body fluids and byproducts (other than sweat) to be infectious.

Standard Precautions represents a system of barrier precautions to be used by all personnel to prevent harmful contact with blood, all body fluids, secretions, excretions, non intact skin, and mucous membranes of **all** persons, regardless of their health or diagnosis. These precautions are the "standard of care."

Standard Precautions focuses on reducing the risk of transmission of pathogenic micro-organisms. The use of barriers is determined by the level of potential contact with body substances and shall be governed by the following considerations:

- The purpose is to reduce the transmission of infectious agents within the District.
- All staff with 'occupational exposure' will incorporate Standard Precautions into operating procedures.
- Training concerning Standard Precautions principles will be given to newly hired employees at risk of contacting infectious materials. Documentation of training will be maintained by the individual departments.
- Standard Precautions will be followed by all personnel and will be based on the degree of anticipated exposure to body substances. It is the responsibility of the individual to comply with Standard Precautions by following written work procedures and instructions.

Virox refers to a freshly made solution of Virox Technologies "Accelerated hydrogen Peroxide 5" DIN 02239828 at a 1:16 dilution ratio as directed on the product label.

## **Transmission Prevention**

### **1. Hand Washing**

- 1.1 Because infections are most frequently spread by contact and the most common form of contact is hand contact, hand washing is the most important and most effective means of preventing transmission of organisms.



- 1.2 To minimize the body's response to abrasion, detergent contact or heat, a mild soap and cool or tepid water are recommended for all hand washing.
  - 1.3 Indications for hand washing and hand antisepsis include:
    - 1.3.1 Before having direct contact with potentially infectious material.
    - 1.3.2 Before donning gloves and performing first aid or any clean up.
    - 1.3.3 After removing gloves and other personal protective equipment.
    - 1.3.4 After contact with body substances or articles/surfaces contaminated with body substances.
    - 1.3.5 After contact with patient's intact skin (i.e. examining any person who reports for first aid).
  - 1.4 Hand Washing Procedure with Liquid or Foam Soap:
    - 1.4.1 Wet hands first with cool or tepid water.
    - 1.4.2 Apply soap sufficient for lather to cover all surfaces of hands and wrists.
    - 1.4.3 Rub hands together covering all surfaces of the hands and fingers with special attention to areas around nails and between fingers for a minimum of fifteen (15) seconds.
    - 1.4.4 Rinse well with running water.
    - 1.4.5 Dry thoroughly with paper towel.
    - 1.4.6 Use paper towel to turn off faucet.
    - 1.4.7 Avoid using hot water as repeated exposure to hot water may increase risk of dermatitis.
2. Personal Protective Equipment (PPE)
- 2.1 Gloves

Gloves used to prevent transmission of pathogens must be disposable (single use) gloves and shall be readily available in medical and/or First Aid rooms. Vinyl or latex gloves are used for all activities requiring protection during routine First Aid and custodial tasks where contact with blood and body fluid is likely. Vinyl and latex gloves are equally effective in preventing skin contact with microorganisms.

    - 2.1.1 Gloves must be worn for:
      - 2.1.1.1 Anticipated contact with moist body substances, mucous membranes, tissue and non-intact skin of all patients.
      - 2.1.1.2 Contact with surfaces and articles visibly soiled/contaminated by body substances.
    - 2.1.2 Gloves are to be donned immediately prior to task.
    - 2.1.3 Torn, punctured or otherwise damaged gloves are to be replaced immediately.

- 2.1.4 Gloves are to be removed and discarded after each individual task involving body substance contact and before leaving the work area.
  - 2.1.5 Hand-washing is to occur as soon as possible after glove removal, or removal of other protective equipment.
  - 2.1.6 Gloves are not to be washed or decontaminated for reuse except utility gloves for custodians.
  - 2.1.7 Gloves do not provide protection for puncture wounds caused by sharp objects. Use extreme caution when handling sharp objects or when providing First Aid to a person with a puncture wound.
- 2.2 Masks, Eye Protection and Face Shields
- 2.2.1 Masks are to be worn in combination with eye protection devices; face shields, goggles or glasses with side shields during First Aid procedures that are likely to generate droplets, spray, or splash of body substances to prevent exposure to mucous membranes of the mouth, nose and eyes.
- 2.3 Protective Aprons
- Protective aprons prevent contamination of clothing by blood/body fluid exposure and are:
- 2.3.1 To be worn during First Aid and/or cleaning procedures that are likely to soil clothing with body substances; and
  - 2.3.2 Removed before leaving the immediate work area.
3. Environment
- 3.1 Waste Disposal
- 3.1.1 All potentially infectious waste material shall be placed into double bags, securely tied and discarded into the general waste.
- 3.2 Spill Management
- 3.2.1 Spills of body substances are to be cleaned up promptly. Workers are to wear gloves, apron and mask and use other protective equipment if there is risk of splash.
  - 3.2.2 Encapsulator products may be used to solidify or pick up liquid waste. Excess materials are to be removed with disposable absorbent towels, and then soaked with Virox solution (1:16) for thirty (30) seconds. Wipe dry and repeat application of Virox solution (1:16) and allow to remain wet for five (5) minutes.
  - 3.2.3 Schools without custodians must initiate clean up procedures by site personnel. All contaminated surfaces shall be cleaned and decontaminated with Virox solution as in 3.2.2.
  - 3.2.4 Workers removing potentially infectious materials from school grounds must follow protocols for hand hygiene, glove use and disposal.

- 3.2.5 Workers removing PIM's that are sharp (used needles, broken glass contaminated with blood) must also use tongs or other devices to pick up materials and transfer them directly into a puncture resistant container enclosed on all sides or equipped with a lid.

### 3.3 Handling and Disposal of Sharps

- 3.3.1 Sharp disposal is the responsibility of the user/handler of the sharp.
- 3.3.2 Puncture-resistant sharps containers are readily available in all medical or first aid rooms.
- 3.3.3 Do not place sharps in the regular trash.
- 3.3.4 Take the Sharps Container to the location of the sharp; dispose of at point of use or collection.
- 3.3.5 Do not overfill Sharp Containers.
- 3.3.6 Look closely at the sharps container before placing a used sharp inside to assure that nothing is protruding from the container or that the container is not overfilled.
- 3.3.7 When Sharps Container is two-thirds (2/3) full (to "full" line), close securely and contact Custodial Services at 604-946-5088 for disposal. Request replacement sharps container if one is not already available.
- 3.3.8 In order to ensure Sharps Container safety, Sharp Containers are to be kept only in the medical room.
- 3.3.9 Broken glass contaminated by blood will not be directly handled with gloved or bare hand. It will be handled by mechanical means (tongs, dust pan and broom). Contaminated broken glass will be placed in a puncture-resistant container and disposed of in regular waste.

### 3.4 Cleaning Vomit and Body Waste

Individuals who clean up vomit or feces must minimize the risk of infection to themselves and others by:

- 3.4.1 Wearing disposable gloves and plastic disposable apron or water-resistant gown and mask.
- 3.4.2 Using paper towels to soak up excess liquid. Transfer these and any solid matter directly into a plastic garbage bag.
- 3.4.3 Cleaning the soiled area with detergent and water, using a "single-use" cloth.
- 3.4.4 Disinfecting the contaminated area with freshly made Virox solution.
- 3.4.5 Disposing of gloves and depositing apron/cloths into a garbage bag.
- 3.4.6 Washing hands thoroughly using soap and warm running water for at least thirty (30) seconds.

If cleaning up vomit in food preparation areas:

- 3.4.7 Disinfecting the area (including vertical surfaces) with freshly prepared Virox solution.

- 3.4.8 Disposing of any exposed food (food that has been handled by an infected person or food that may have been exposed to the virus by someone vomiting in close proximity).
- 3.4.9 Washing all dishes, utensils and trays in a commercial dishwasher – with hot water rinse of at least 60°C (140°F), being careful not to cross-contaminate dirty to clean dishes.

Reference: Sections 17, 20, 22, 65, 85 School Act  
Health Act  
Safety Standards Act  
Workers' Compensation Act  
Communicable Diseases Regulation  
Occupational Health and Safety Regulation

## Administrative Procedure 161 – Appendix B

---

### LIST OF COMMUNICABLE DISEASES

Acquired Immunodeficiency Syndrome (AIDS)	Q-Fever
Amebiasis	Rabies
Anthrax	Rye Syndrome
Arboviral Infections (including Dengue)	Rickettsial Infections
Botulism	Rocky Mountain Spotted Fever
Brucellosis	Rubella (including Congenital Rubella)
Campylobacter	Rubeola
Cerebrospinal Fluid Isolates	Salmonella Infections
Chickenpox	Shigella Infections
Cholera	*Stool Pathogens, all types
Congenital Infections (includes Cytomegalovirus, Hepatitis B, Herpes Simplex, Rubella, Toxoplasmosis, Varicella-Zoster)	Tetanus
Dengue	Toxic Shock Syndrome
Diphtheria	Tuberculosis
Encephalitis (specified or unspecified)	Tularemia
*Enteric Pathogens	Typhoid
*Foodborne Illness	Typhus
*Gastroenteritis, epidemic	Varicella
Giardiasis	Viral Hemorrhagic Fevers (including Marburg, Ebola, Lassa, Argentinean, African Hemorrhagic Fevers)
Hemophilus Influenza Infections (invasive)	*Waterborne Illness (all causes)
Hemolytic Uremic Syndrome	Yellow Fever
Hepatitis A, B, Non-A, Non-B	
Kawasaki Disease	
Lassa Fever	
Legionella Infections	
Leprosy	
Leptospirosis	
Malaria	
Measles	
Meningitis (all causes)	
Meningococcal Infections	
Mumps	
Neonatal Herpes	
Nosocomial Infections	
Ophthalmia Neonatorum (all causes)	
Paratyphoid	
Pertussis	
Plague	
Poliomyelitis	
Psittacosis	

* Enteric Pathogens, Foodborne Illness, Gastroenteritis, epidemic and Waterborne Illness include the following and any other identified or unidentified cause: Aeromonas; Bacillus cereus; Campylobacter; Clostridium botulinum and; perfringens; Salmonella; Shigella; Staphylococcus; Viruses such as Norwalk and Rotavirus; Yersinia
---

Reference: Sections 17, 20, 22, 65, 85 School Act  
Health Act  
Safety Standards Act  
Workers' Compensation Act  
Communicable Diseases Regulation  
Occupational Health and Safety Regulation

## Administrative Procedure 162

---

# TOBACCO-FREE ENVIRONMENT

### Background

Tobacco use and smoking are addictive practices and tobacco use in the school and work environments is not conducive to good health. Activity mimicking smoking behaviours as in the use of e-cigarettes, also are not conducive to good health.

### Procedures

1. Smoking and the use of tobacco in all its forms is prohibited on any District owned or leased property, within any District owned or leased building, or within any District owned or leased vehicle.
  - 1.1 This prohibition applies to all staff, students, visitors, facility renters and users, contractors and other members of the public at all times, including evenings and weekends.
2. The only exemption to this administrative procedure is the ceremonial use of tobacco where that activity is performed in relation to a traditional aboriginal cultural activity, or performed by a prescribed group for a prescribed purpose.
3. Participation in tobacco cessation programs is encouraged and instruction on the hazards of tobacco use will be provided for students in all schools.
4. Although considered as part of a smoking cessation alternative, all procedures applying to tobacco use under 1. above, are also extended to cover electronic cigarettes (e-cigarettes).

Reference: Sections 6, 17, 20, 22, 26, 65, 85 School Act  
Tobacco Damages and Health Care Costs Act  
School Regulation 265/89

Revised: April 2014

**Administrative Procedure 163**

---

**ALCOHOL AND DRUG EDUCATION****Background**

The District recognizes that the use of alcohol and other drugs and the problems associated with their use is a serious concern in our society and amongst youth.

**Procedures**

1. In order to reduce the incidence of alcohol and drug use by youth, the District supports and encourages systematic school based prevention, early intervention programs and referral to community based drug abuse prevention counselling programs.
2. Principals are to include in the school rules of conduct, expectations related to being under the influence of, in possession of, or trafficking in the use of alcohol and/or drugs at any school activity, and to communicate these to students and parents.
3. Appropriate consequences will be administered to those students who are under the influence of, in the possession of, or trafficking in alcohol or drugs while under school supervision.

Reference: Sections 6, 17, 20, 22, 26, 65, 76, 85 School Act  
School Regulation 265/89

## Administrative Procedure 164

---

### NUTRITION AND HEALTHY LIFESTYLE

#### Background

Schools share responsibility with parents and the community to promote, model and teach students the importance of making healthy lifestyle choices that include a focus on healthy nutrition and physical activity. Good physical health and nourishment also provide a key foundation for student achievement.

Accordingly, nutrition, daily physical activity, positive lifestyle choices, and social responsibility will be included in the learning experiences of students. Similarly, all food and beverages sold in schools or school-associated event must follow the guidelines outlined in this administrative procedure.

#### Procedures

1. Food Services in Schools
  - 1.1 Students will be provided adequate time to eat their lunches, a minimum of fifteen (15) minutes.
  - 1.2 Food Services to students shall comply with standards for good nutrition and healthy lifestyles. Food Services include:
    - 1.2.1 Vending machine services.
    - 1.2.2 Meals programs, cafeteria and canteen services.
    - 1.2.3 Food-based fun days and activities.
    - 1.2.4 Food-based reward programs.
    - 1.2.5 Fund-raising activities.
  - 1.3 Vending Machine Services
    - 1.3.1 Generally, vending machines are acceptable in elementary and secondary schools.
    - 1.3.2 Parents (through the Parent Advisory Council), staff and students must be consulted prior to vending machines being installed in schools.
    - 1.3.3 Vending machine contracts must be approved by the Superintendent or designate and where possible, contracts will be coordinated through the procurement department.
    - 1.3.4 Food and beverage vending machines are permitted in elementary schools only with the approval of the Principal.



- 1.3.5 Healthy foods sold in vending machines will be consistent with the Canada Food Guide for Healthy Choices Guidelines, the Guidelines for Food and Beverage Sales in B.C. Schools.
- 1.3.6 Advertising on vending machines must support healthy choices.
- 1.4 Meals Programs, Cafeteria and Canteen Services
  - 1.4.1 Foods served must be consistent with Canada's Food Guide to Healthy Eating and Healthy Choices, the Guidelines for Food and Beverage Sales in B.C. Schools and support the nutrition curriculum of the District.
  - 1.4.2 Food made available to students on a daily basis in schools is to be consistent with sound nutritional rules as taught in the curriculum.
- 1.5 Operation of Cafeterias
  - 1.5.1 A school cafeteria where operated, is intended to provide a laboratory for the practical phases of a program in Food Services, and to provide for the members of the staff and student body, well-balanced and nutritious meals at a low cost.
  - 1.5.2 Cafeteria programs may also be utilized to support community and extra-curricular activities while providing valid educational and practical experiences for students.
  - 1.5.3 The chef is responsible to the Principal for directing and organizing the educational program for students in the Food Service training course and for operating the cafeteria in a cost-effective manner.
- 1.6 Food-Based Fun Days and Activities
  - 1.6.1 A broader range of food options is acceptable provided such activities are of an intermittent nature and such foods are not sold. Nevertheless, schools are to consider the Healthy Choices Guidelines whenever possible.
- 1.7 Food-Based Rewards Programs
  - 1.7.1 Healthy nutrition and modeling issues are to be considered when choosing food as a reward for students, for example: using stickers, recognition bulletin boards, or other incentives rather than food rewards.
- 1.8 Fund Raising Activities
  - 1.8.1 Food-based fundraising activities such as canteens, concessions where food is being sold to students shall comply with the Guidelines for Food and Beverage Sales in B.C. Schools.
  - 1.8.2 The above guidelines are to be considered when planning and organizing food-based fundraising where food is not sold directly to students is permitted.

## 2. Physical Activity

Physical activity includes physical education courses and daily physical activity programs.

## 2.1 Requirements for daily physical activity

### 2.1.1 Kindergarten to Grade 7

The District will offer thirty (30) minutes of daily physical activity as part of students' educational program.

### 2.1.2 Grades 8 to 12

2.1.2.1 Students must document and report a minimum of one hundred and fifty (150) minutes per week of physical activity at a moderate to vigorous intensity, as part of their Graduation Transitions program.

2.1.2.2 The District is responsible for providing options to give students a number of choices for how they will meet the daily activity requirements at school, at home, and/or in the community.

## 3. Partnerships with the Community

3.1 Schools are encouraged to develop partnerships with community resource providers to support healthy lifestyles and teach the value of healthy living.

3.2 Partner groups include:

3.2.1 Parents/Guardians.

3.2.2 School Parent Advisory Councils.

3.2.3 District Parent Advisory Council.

3.2.4 Businesses.

3.2.5 Community recreational service providers.

3.2.6 Public Health representatives.

3.2.7 Physicians and other health care practitioners.

3.2.8 Cities, municipalities and other local governments.

3.3 Principals and staff, in conjunction with their Parent Advisory Councils, are encouraged to develop a Code of Nutrition and Physical Activity.

3.4 The District and its schools are encouraged to increase communication between the school and family by providing nutrition and physical activity information. This may be accomplished through:

3.4.1 Regular student newsletters.

3.4.2 Encouraging parents/guardians to participate in relevant health related homework or school health activities.

3.4.3 Linking nutrition and physical activity to ensure students understand the importance of how they combine to support healthy lifestyles.

3.4.4 Supporting and facilitating further development of ActionSchools programs in all elementary schools.

Reference: Sections 17, 20, 22, 65, 85 School Act  
School Regulation 265/89  
Canada Food Guide for Healthy Choices Guidelines  
Guidelines for Food and Beverage Sales in B.C. Schools  
Daily Physical Activity Kindergarten to Grade 12

## Administrative Procedure 165

---

# EMERGENCY RESPONSE PLAN

### Background

There are many hazards that could affect the District, due to its geographical location and naturally occurring events, including but not limited to the following:

- Earthquakes,
- Floods,
- Fires,
- Hazardous material incidents,
- Transportation incidents, or
- Utility failures.

In addition, schools are not immune from threats to life and property, such as:

- Bomb threats,
- Incidents involving weapons,
- Violent incidents involving multiple victims,
- Fights,
- Threats to students and/or staff, or
- Robbery and theft.

### Procedures

1. The District must provide a District Emergency Plan for students and staff and provide assistance to other agencies by providing access to District facilities and resources as available.
2. The Superintendent or designate is responsible for ensuring that emergency plans are developed for each District facility. The District plans are to be coordinated with the Corporation of Delta Emergency Plan.
3. Schools
  - 3.1 Principals are required to develop site-specific emergency plans, undertake emergency and fire drills and maintain necessary emergency supplies and equipment, all in accordance with the District Emergency Plan.
  - 3.2 An emergency container is to be located at each school, which is to be fully stocked by the school at all times as recommended in the District Emergency Preparedness Manual.

- 3.3 Procurement Services will receive requests from schools and make bulk purchases at of container contents at set times during the year.
- 3.4 Principals are authorized to collect an "Emergency Preparedness Fee", not exceeding five dollars (\$5.00) annually, from students to pay for these supplies and equipment.

#### 4. Emergency Situations

- 4.1 District staff having control of the students during school hours will act to safeguard the children under their care, until the Delta Municipal Emergency Operations Centre (EOC) has been activated and advises that it is safe to release students.
- 4.2 Upon request from the EOC Director (the Corporation of Delta Chief Administrative Officer) or designate, District facilities will be made available for emergency evacuation or reception centres (defined as a site where evacuees may be received, registered and emergency services coordinated during a disaster). The following schools have been identified as potential centres:
  - 4.2.1 South Delta Secondary
  - 4.2.2 Delta Secondary
  - 4.2.3 Burnsvew Secondary
  - 4.2.4 Delview Secondary
  - 4.2.5 North Delta Secondary
  - 4.2.6 Sands Secondary
  - 4.2.7 Seaquam Secondary
  - 4.2.8 Other facilities may be provided as circumstances dictate.
- 4.3 A call for a reception centre during a community emergency takes priority over regular school use.
  - 4.3.1 Every effort will be made by the EOC Director to use non-District facilities first or expedite the process to mitigate disruption to the school.
  - 4.3.2 Reception centre staff (furnished by Delta Emergency Social Services) will work closely with school administration to facilitate a smooth process.
- 4.4 In the event of an emergency during normal school hours, the Principal/Site Manager or designate of an affected school/site is responsible for:
  - 4.4.1 Implementing the school/site "Emergency Plan", or
  - 4.4.2 Implementing the school/site "Evacuation Plan", as advised by the Corporation of Delta EOC Policy Group, depending on the nature and scope of the emergency.

- 4.5 Upon request from the EOC Director or designate, District staff will be provided to coordinate and provide direction with respect to the operation and maintenance of the District facilities being utilized as evacuation or reception centres.
- 4.6 Upon request from the EOC Director or designate, District staff and available equipment will be provided to support engineering operations tasks.

Reference: Sections 17, 20, 22, 65, 85 School Act  
School Regulation 265/89

**Administrative Procedure 165 – Appendix A**

---

**DISTRICT EMERGENCY PREPAREDNESS MANUAL**

<http://facilities.deltasd.bc.ca/district-emergency-preparedness-manual>

Reference: Sections 17, 20, 22, 65, 85 School Act  
School Regulation 265/89

**Administrative Procedure 165 – Appendix B**

---

**SCHOOL CRITICAL INCIDENT RESPONSE PROTOCOL**

[http://web.deltasd.bc.ca/files/1957\\_SchoolCriticalIncidentProtocolRevisedFeb2014.pdf](http://web.deltasd.bc.ca/files/1957_SchoolCriticalIncidentProtocolRevisedFeb2014.pdf)

Reference: Sections 17, 20, 22, 65, 85 School Act  
School Regulation 265/89



## Administrative Procedure 166

---

# EMERGENCY DRILLS

### Background

In emergencies, the safe and speedy evacuation of occupants from a building is essential. Successful evacuation is dependent upon a practical plan practised often enough that it will be followed in cases of real emergency. As in any emergency, it is recognized that all staff members have a responsibility for the care and safety of students.

### Procedures

1. All emergency drills must be conducted in conformance with approved procedures detailed in the District Emergency Preparedness Manual, recorded and a file maintained in the school office for viewing by the Fire Inspector. Copies of all drill reports must be faxed or emailed to the District Emergency Planner.
2. Prior to school start-up each September, the Principal/Site Manager shall ensure that:
  - 2.1 The site Emergency Plan has been reviewed and updated;
  - 2.2 An orientation session with staff outlining the site emergency plan and drill procedures is held;
  - 2.3 A hazard assessment of the site is conducted by the site Occupational Health and Safety Committee; and
  - 2.4 First aid supplies are replenished.
3. All evacuation drills must involve:
  - 3.1 The calm, quiet, orderly exiting of the building using predetermined and alternate routes (in the event of blockage). School classes are to remain in formation;
  - 3.2 The mustering of students and/or staff in designated evacuation areas and taking of attendance; and
  - 3.3 No re-entry into the building until three (3) bells have rung, signaling the conclusion of the drill.
4. Where a potential hazard is discovered during the course of the drill, the Principal/Site Manager shall take immediate action to have the matter remedied.
5. Fire Drills and Automatic Alarm Systems
  - 5.1 In accordance with the B.C. Fire Code, school evacuation drills shall be held at least three (3) times in each of the fall and spring school terms for a total of six (6) times per school year.

- 5.2 There is to be at least one (1) planned fire drill at the commencement of each school year.
- 5.3 All alarms are automatically relayed to the Monitoring Station which in turn informs Delta Fire and Emergency Services.
- 5.4 Prior to a fire drill or alarm test, the Monitoring Station (604-731-4126) must be notified as to the date and time of the drill or test. The Monitoring Station will advise Delta Fire and Emergency Services accordingly.
- 5.5 Prior to the fire drill, the Principal/Site Manager or designate will ensure the fire alarm panel is unlocked (to enable reset at drill conclusion), and trip the alarm by opening a pull station using the special key and activating the toggle switch.
- 5.6 After the fire drill is completed and the pull station and fire alarm panel re-set, the Principal/Site Manager or designate will contact the Monitoring Station to verify that they received the call and to advise that the test is now completed.
- 5.7 An evaluation of each drill is to take place, with staff advised of any improvements needed before the next drill.

## 6. Earthquake Drills

- 6.1 Classroom earthquake drills shall be held at least twice each year, once in September and once in January.
- 6.2 Full evacuation earthquake drills shall be held at least annually, during Emergency Awareness Week (first week in May).
- 6.3 The DROP, COVER AND HOLD method will be immediately deployed when earthquake drills are announced over the public address system or at the onset of a seismic event.
- 6.4 Upon completion of each earthquake drill, an evaluation of the drill through debriefing of staff, including students and/or parents as appropriate, is to be conducted, with any improvements needed documented for future reference.
- 6.5 A completed Situation Report (Form 166-1) must be faxed or emailed to the District Emergency Planner upon completion of the May drill.

Reference: Sections 17, 20, 22, 65, 85 School Act  
B.C. Fire Code  
School Regulation 265/89

## Administrative Procedure 167

---

# LOCKDOWNS

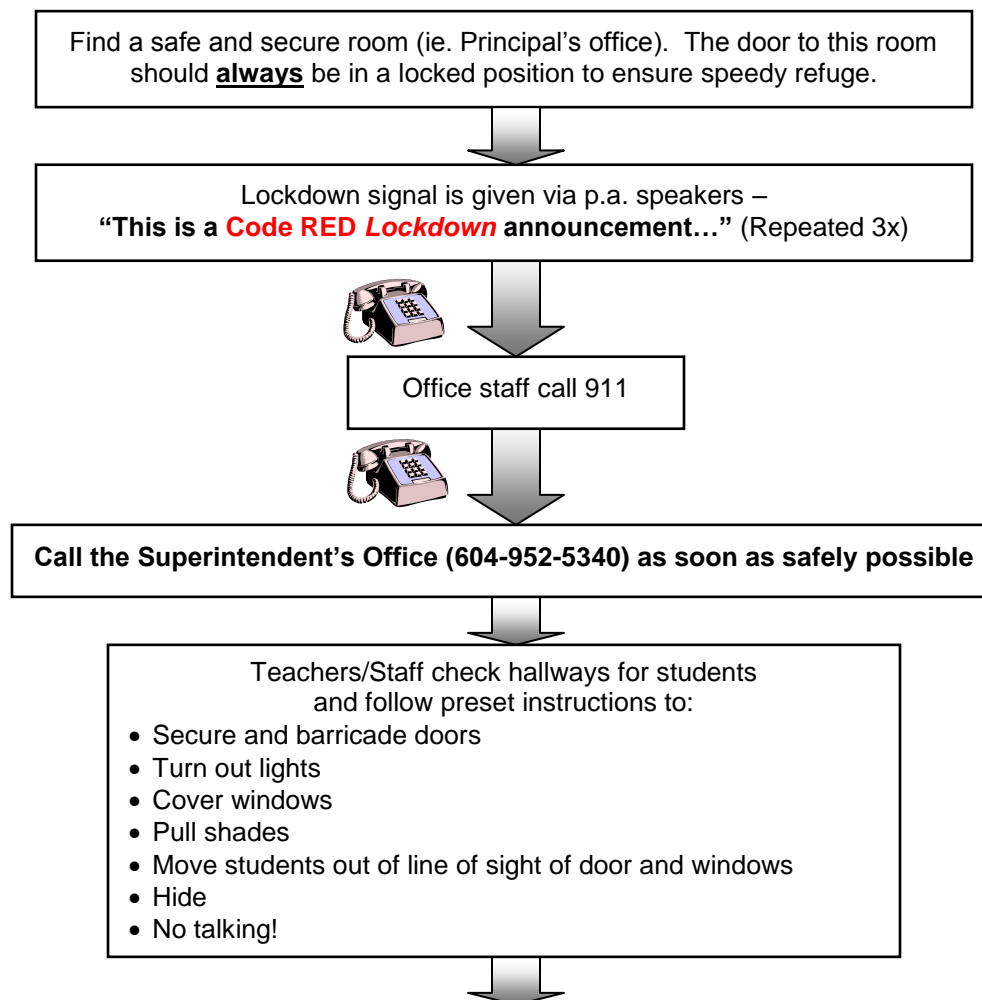
## District Action for Emergencies (SAFE) Plan

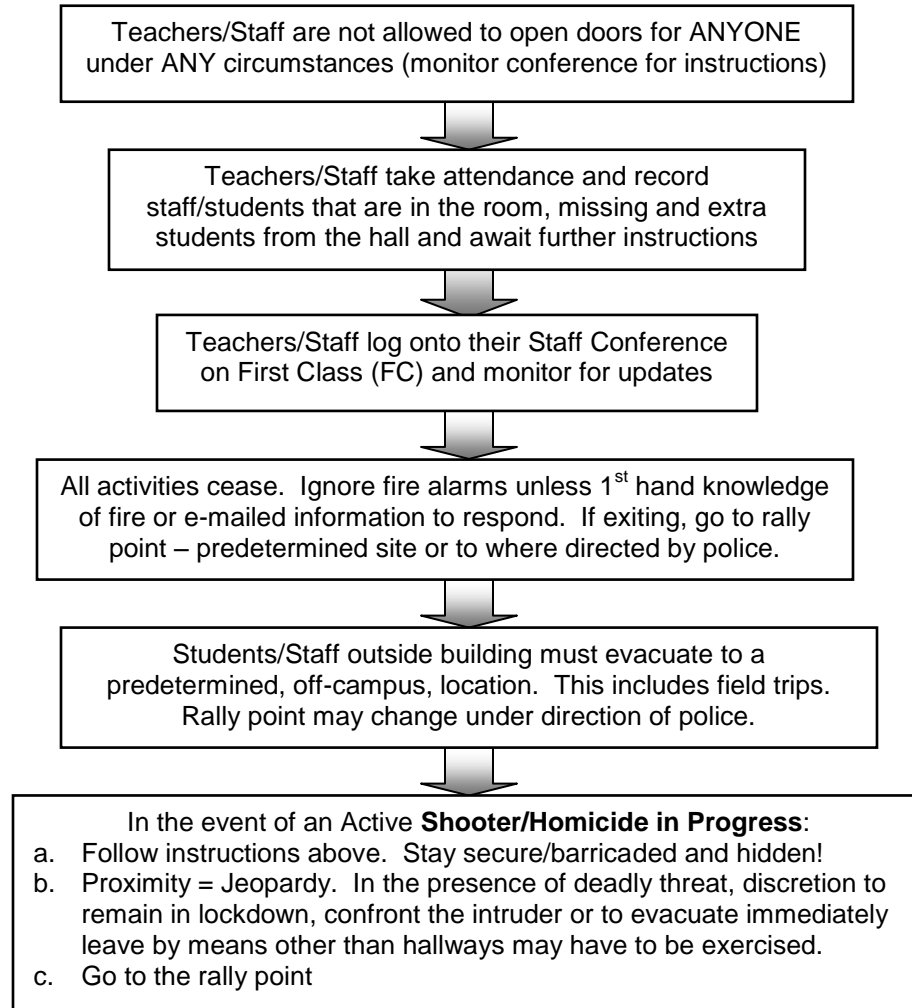
### EMERGENCY PROTOCOL

### **CODE RED - LOCKDOWN**

This procedure is used when there is an immediate and imminent threat to the school building population. School staff and students are secured in the rooms they are currently in and no one is allowed to leave until the situation has been safely resolved or evacuated safely. Most commonly implemented when building has an intruder.

#### Steps to implement Lockdown after a threat has been identified:





**NOTE: When evacuating leave with hands up until clear of police perimeter.**

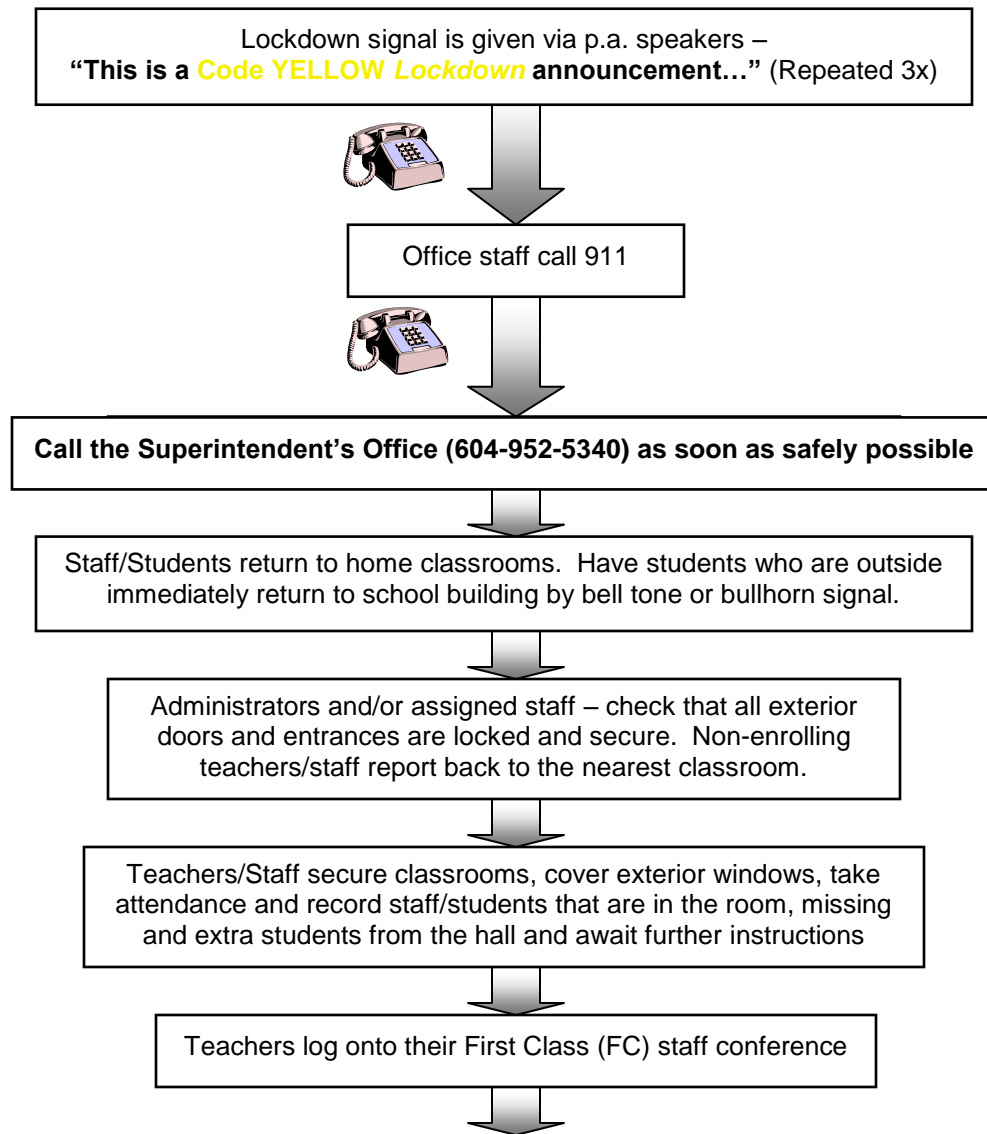
**“Code GREEN** - All clear” x3 on p.a. and FC. Called only after building is secured and most have been evacuated by police. Only open/come out for identified police officer.

## District Action for Emergencies (SAFE) Plan

### EMERGENCY PROTOCOL **CODE YELLOW - LOCKDOWN**

This is a procedure, which allows the school to continue with the normal school day, but forbids outside activity and unnecessary room to room transit. No unauthorized personnel are to enter the building. Most commonly used when incident is occurring outside school building, on or off school property, and there is no immediate or active threat.

#### Steps to implement Lockdown after a possible threat has been identified:



Students do quiet seatwork. Do not open doors (no bathroom/drinks).  
Ignore fire alarms unless 1<sup>st</sup> hand knowledge of fire or e-mailed  
information to respond. If exiting, go to rally point – not grounds.



Monitor main entrance and allow only AUTHORIZED  
personnel into building through this point

**NOTE :** **Code YELLOW** may move to **Code RED** should threat become immediate and active.

**“Code GREEN** - All clear” x3 on p.a. and FC.  
Called only after threat has been resolved.

## Code RED - Lockdown

This procedure is used when there is an immediate and imminent threat to the school building population. School staff and students are secured in the rooms they are currently in and no one is allowed to leave until the situation has been safely resolved or evacuated safely. Most commonly implemented when building has an intruder.

### Steps to implement Lockdown after a threat has been identified:

1. Lockdown signal is given via p.a. speakers –  
"This is a Code RED *Lockdown* announcement ..." (Repeated 3x)
2. Office staff call 911.
3. Call the Superintendent's Office or as soon as safely possible.
4. All persons report to nearest securable room.
5. Teachers/Staff check hallways for students and follow preset instructions to: 
  - Secure and barricade doors
  - Turn out lights
  - Cover windows
  - Pull shades
  - Move students out of line of sight of door and windows
  - Hide
  - No Talking!
6. Teachers/Staff are not allowed to open doors for ANYONE under ANY circumstances (monitor conference for instructions).
7. Teachers/Staff take attendance and record staff/students that are in the room, missing and extra students from the hall and await further instructions.
8. Teachers/Staff log onto their Staff Conference on First Class (FC) and monitor for updates.
9. All activities cease. Ignore Fire alarms unless 1<sup>st</sup> hand knowledge of fire or e-mailed information to respond. If exiting, go to rally point – predetermined site or to where directed by police.
10. Students/Staff outside building must evacuate to a predetermined, off-campus, location. This includes field trips. Rally point may change under direction of police.
11. In the event of an Active **Shooter/Homicide in Progress**: 
  - a. Follow instructions above. Stay secure/barricaded and hidden!
  - b. Proximity = Jeopardy. In the presence of deadly threat, discretion to remain in lockdown, confront the intruder or to evacuate immediately leave by means other than hallways may have to be exercised.
  - c. Go to the rally point.

***NOTE: When evacuating leave with hands up until clear of police perimeter.***

12. **Code GREEN** – All Clear x 3” on p.a. and FC. Called only after building is secured and most have been evacuated by police. Only open/come out for identified police officer.



## Code YELLOW - Lockout

This is a procedure, which allows the school to continue with the normal school day, but forbids outside activity and unnecessary room to room transit. No unauthorized personnel are to enter the building. Most commonly used when incident is occurring outside school building, on or off school property, and there is no immediate or active threat.

### Steps to implement Lockout after a possible threat has been identified:

1. Lockout signal is given via p.a. speakers –  
"This is a Code Yellow - Lockout announcement..." (Repeated 3x)
2. Office staff may call 911 and then call the School Board Office.
3. Staff/Students return to home classrooms. Have students who are outside immediately return to school building by bell tone or bullhorn signal.
4. Administrators and/or assigned staff - check that all exterior doors and entrances are locked and secure. Non-enrolling teachers/staff report back to the nearest classroom.
5. Teachers/Staff secure classrooms, cover exterior windows, take attendance and record staff/students that are in the room, missing and extra students from the hall and await further instructions.
6. Teachers log onto their First Class (FC) staff conference.
7. Students do quiet seatwork. Do not open doors (No bathroom/drinks). Ignore fire alarms unless 1<sup>st</sup> hand knowledge of fire or e-mailed information to respond. If exiting, go to rally point – not grounds.
8. Monitor main entrance and allow only AUTHORIZED personnel into building through this point.

**NOTE :** Code YELLOW may move to Code RED should threat become immediate and active.

9. "Code GREEN – All Clear x 3" on p.a. and FC. Called only after threat has been resolved.

### Administrative Assistants: Code Red/Yellow

In the case of a **Code Red** - Administrative Assistants must secure their **safety first**. Go to a secure room. This would not necessarily be the Principal/Vice-Principal's office and does not need to be a room with a computer.

Principal/Vice-Principal's office doors should always be locked so that it need only be closed to be secure.

Once you are secure, if you feel safe and are able to, announce "This is a **Code Red**" (repeat 3 times) (this announcement code be a deterrent for the intruder). If you still feel it is safe for you – call 911 inform them it is a **Code Red** and name your school. If you do not feel it is safe to say more – do not say anything else. If you still feel it is safe, call the Superintendents office (604-952-5340) informing them of the situation.

In a **Code Red** **do not** answer the phone, lights out and be quiet.

The First Class Emergency Conference is a secondary concern and most important once the police have the situation under control. Monitor it only if you feel it is safe for you to be using a computer.

The police will not communicate with school staff until the situation is under control. They will probably be in contact with the SBO first and the SBO may send an update to the staff emergency conference.

Once the situation is under control they may come to the office to review the First Class Emergency Conference and if you have not been monitoring it they could at that time secure a computer for you to use.

A **Code Yellow** could be many different things so you will need to assess the situation and make a decision as to what you should do – always, your safety first.

In a **Code Yellow** the announcement "This is a **Code Yellow**" (repeat 3 times) needs to be made by an Administrator or Administrative Assistant and calls to the police and the Superintendents office (604-952-5340) informing them of the situation.

In a **Code Yellow** staff need to monitor the First Class Emergency Conference until an "**Everyone Accounted For**" message is posted by an administrator/administrative assistant. Once staff receives this message they can continue teaching/quiet activities in their classroom.

In elementary schools it may be easier to record the information on the First Class Emergency Conference if teachers entered their **Division #** and Room # (if they know it) under *Classroom #*. Division #'s would be quicker to check off. Staff in offices should enter the room/office # but if they do not know the room number they should not open the door to find it they should just give the room description (e.g. L.A. Room)

**Education Assistants** should have a classroom key so that they can get themselves and the students they are working with to a safe location. They should also be reminded to inform the teacher that is reporting into the First Class Emergency Conference to report that they are in the classroom.

The District Action for Emergencies (SAFE) Plan – EMERGENCY PROTOCOL reads that the **Staging Area** is "Established by Police". The Staging Area is actually established by the **school** and your Assistant Superintendent should be informed of its' location. Also the Staging Area should be **near** the school, **not at** the school. Police recommend it be at a community centre, if one is close enough, and should **not** be another school.

Reference: Sections 17, 20, 22, 65, 85 School Act  
School Regulation 265/89

## Administrative Procedure 168

---

# BOMB THREATS

### Background

The District has a responsibility to ensure the safety of students, staff and visitors in all District facilities. All bomb threats are to be taken seriously and appropriate action taken.

### Procedures

The following procedures are to be followed when a bomb threat is received:

1. Manner of Response
  - 1.1 Be calm and courteous.
  - 1.2 Do not interrupt the caller.
  - 1.3 Obtain as much information as possible.
2. Listening to Provide Voice Description
  - 2.1 Male, female, young, old.
  - 2.2 Accent.
  - 2.3 Speech characteristics/impediments.
  - 2.4 Sober/intoxicated.
  - 2.5 Manner (calm, emotional, vulgar, etc.).
  - 2.6 Any background noises.
  - 2.7 Familiarity of voice.
3. Questions to Ask
  - 3.1 When is the bomb going to explode?
  - 3.2 Where is the bomb right now?
  - 3.3 What kind of bomb is it?
  - 3.4 What does it look like?
  - 3.5 Why did you place the bomb?
  - 3.6 Where are you calling from?
  - 3.7 What is your name?
4. Responsibilities of Principal or Designate
  - 4.1 Evaluate the call.

- 4.2 Consult with senior officer of Delta Police to determine action to be taken.
  - 4.3 Record:
    - 4.3.1 Name of officer.
    - 4.3.2 Decision reached.
    - 4.3.3 Information to assist with identification of caller.
  - 4.4 Notify the Superintendent or designate.
5. Evacuation
- 5.1 Only when threat is judged as serious by the Principal or designate.
  - 5.2 The Superintendent or designate is to be notified.
6. Search
- 6.1 Police officer is obligated to assist.
  - 6.2 Start with:
    - 6.2.1 Gym.
    - 6.2.2 Cafeteria.
    - 6.2.3 Auditorium.
    - 6.2.4 Access hallways.
  - 6.3 Students may then be housed in above areas during rest of search.
7. If Calls Persist
- 7.1 Notify police.
  - 7.2 Police can request that Telus put tracing equipment on line.

Reference: Sections 17, 20, 22, 65, 85 School Act  
School Regulation 265/89

## Administrative Procedure 169

---

### COMMUNITY ALERT NOTICES

#### Background

Occasionally incidents occur of which Delta Police feel parents in a specific school are to be advised.

#### Procedures

1. The Principal is to be notified whenever an incident possibly requiring a community alert notice has occurred.
2. The Principal shall inform the School Liaison Officer, who will contact the Patrol Section and Detective Office regarding ongoing file(s) and the incident. The Superintendent's Office is also to be informed.
3. The School Liaison Officer shall advise the Principal, District Office and the Corporal of Community Relations on the decision regarding sending the notice to parents.
4. Principal(s) shall inform(s) parents by letter or email, relaying information provided by police. The correspondence shall be approved by Superintendent or designate and the Police Department prior to distribution. The Superintendent, in consultation with the police, will determine the scope of distribution.
6. The Superintendent's Office is to inform the trustee liaison and the Board Chair.
5. Principals may wish to include an item in a regular newsletter to parents to make them aware of this process, for example:

"Occasionally it becomes necessary to alert parents regarding incidents which have occurred, and of which the Delta Police feel that parents in a specific school or area should be made aware.

In such cases it is the District practice to send appropriate information to parents by a letter or email, which is approved both by the Delta Police and the District.

Hopefully, these occasions will be rare, but please be assured that you will be kept informed as necessary."

Reference: Sections 20, 22, 65, 85 School Act  
School Regulation 265/89

## Administrative Procedure 170

---

# VIOLENCE AND INTIMIDATION

## Background

The District recognizes its responsibility in providing safe schools and a positive climate for all members of the school community in which all will be safe from violence and intimidation and will be able to develop freely to their potential.

## Definition

Violence means the attempted or actual exercise by any person (employee, student, parent, the public or other), of any physical force so as to cause injury to a worker, and includes any threatening statement or behaviour which gives the employee reasonable cause to believe that the employee is at risk of injury. Violent acts by employees are specifically included in this definition even through the WorkSafe B.C. Violence in the Workplace regulations excludes employee acts of violence.

## Procedures

1. Actions dealing with violence and intimidation shall be governed by the following considerations:
  - 1.1 The use of media, illustrative material or portrayal of behaviour, which glorifies the use of violence, is prohibited.
  - 1.2 The conduct of any student that adversely affects school climate is considered a serious offence.
  - 1.3 Any act of violence or intimidation that affects members of the school or community may be considered a serious threat to the school environment and to the safety of both students and staff. School and District personnel are authorized to take appropriate action and may, following consultation with the Superintendent or designate, proceed with disciplinary and/or legal action against any individual so involved. Such action may fall under Section 177 of the School Act.
  - 1.4 The possession within the school environment of any potential weapon or any instrument intended to inflict injury or to intimidate another person, or the use of any instrument for the purpose of inflicting injury or intimidating another person is expressly prohibited. School and District personnel are authorized to take appropriate action and may proceed with disciplinary and/or legal action against any individual so involved.
2. In-service and Training
  - 2.1 In September and February of each year, all employees shall be made aware, by their immediate supervisor, of their responsibilities to respond to and report incidents of violence.

- 2.2 The District will provide in-service opportunities annually which will include training in the areas of conflict resolution and intervention strategies for dealing with violent incidents.

### 3. What to do When a Violent Incident Occurs

- 3.1 Where an employee has been trained in Crisis Prevention and Intervention (CPI) to respond to violence, threats of violence or similar situations, the employee's actions and responses will be guided by such training.
- 3.2 In the case where an employee is faced with violence or similar situation without said training, s/he is to remove him/herself from the situation immediately and report such incident as follows:
  - 3.2.1 If an employee is involved in a violent incident where there is a continuing danger of violence, the police are to be notified using 911 procedures as appropriate. The immediate supervisor shall be informed immediately.
  - 3.2.2 If an employee is involved in a violent incident where the immediate threat has passed, then the immediate supervisor shall be informed. The police will be notified through non-emergency procedures, if deemed appropriate by the supervisor.
  - 3.2.3 When deciding on police involvement, the supervisor will assess whether the best interests of the child are being served while ensuring that employee safety has been addressed through appropriate actions/consequences including a threat assessment, using the "Threat Assessment Protocol". The Threat Assessment Protocol is contained in the Critical Incident and Emergency Procedures Manual which is kept in the office of each school as well as Special Programs.
  - 3.2.4 An involuntary violent act by a student with special needs (e.g. autism spectrum disorder) will not be reported to the police however the supervisor will ensure that a threat assessment occurs.
  - 3.2.5 Acts or threats of violence to employees shall be reported to the employee's supervisor and, if any injury occurs, to the first aid attendant.
    - 3.2.5.1 It is the responsibility of the employee to complete the Employee Incident Report form (Form 170-1) and where necessary assistance will be provided by his/her immediate supervisor.
    - 3.2.5.2 The immediate supervisor must forward the report to the Director of Human Resources for review by the District Health and Safety Committee.

### 4. Notification of Potential Risk

- 4.1 The employer shall inform employees who may be exposed to the risk of violence of the nature and extent of the risk.

- 4.2 The duty to inform employees includes a duty to provide information and procedures related to the risk of violence from persons who have a history of violent behaviour and whom employees are likely to encounter in the course of their work.
- 4.3 In the case where a threat has come from a student the District will conduct a threat assessment of the offending student.
  - 4.3.1 From that threat assessment where the level of threat is deemed that the student shall remain in school, a safety plan shall be completed and all employees who will interact with the student shall be informed of the safety plan and appropriate responses.

## 5. Threat Assessment of Potential for Violence by a Student

The assessment of students to determine the risk of violence towards staff and students can occur at any time throughout a student's career in school. The following procedures address the assessment of risk of student violence.

### 5.1 New Student Intake

- 5.1.1 The Special Programs Coordinators liaise with staff from preschools to determine if any new children coming into school present a risk of physical aggression.
- 5.1.2 Other students new to the District have a file review (conducted by the Counselor of Mainstream Support Teacher in the receiving school) to determine if they are at risk for aggressive behaviour.
- 5.1.3 Students with disabilities that may encompass challenging behaviours are identified to the appropriate school staff (Principal, Counselor or regular or resource room teacher).
- 5.1.4 If a student has an identified special need, Education Assistant (EA) time may be allocated by the Director or District Principal/Vice-Principal (P/VP) of Special Programs.
- 5.1.5 If the student does not have an identified special need but is deemed at risk, by a Special Programs Coordinator, to display aggressive behaviour, the Principal may apply to Special Programs Department for additional EA time.

### 5.2 Response to an Aggressive Incident

- 5.2.1 Upon an incident of aggression occurring school based staff will implement regular discipline procedures including: completion of the Employee Incident Report (Form 170-1) or a School Safety Report (Form 170-2) if no employee is involved, reviewing the incident with staff and determining a consequence for the behaviour.
- 5.2.2 If the incident involves a student with special needs, school staff will review the behaviour plan as identified in the student's Individual Education Plan (IEP) which will be found in the student's file in the school office.



- 5.2.3 Depending on the severity or frequency of the incident, the District P/VP of Special Programs or a Special Programs Coordinator may review the incident with school staff and make recommendations regarding changes including: changes to an existing behavioural program, developing a Safety Plan specific for the student to be kept in the student's file; and new or refresher training for staff (e.g., CPI training).
- 5.3 Threat Assessment
  - 5.3.1 All threats are taken seriously.
  - 5.3.2 The District Principal/Vice-Principal of Special Programs:
    - 5.3.2.1 Provides in-service targeted to specific staff or made available to all staff through Pro-D programs on threat assessment each year.
    - 5.3.2.2 Maintains the Threat Assessment Protocol which is used to determine the level of risk associated with a threat. The Threat Assessment Protocol is located in the Critical Incident and Emergency Procedures Manual.
  - 5.3.3 The District Threat Assessment team is available through Special Programs to assist with determining the risk of any threat making behaviour and develop a student plan where necessary.
  - 5.3.4 Requests for assistance of the District Threat Assessment team are to be made by the Principal or site supervisor.
- 5.4 Documentation
  - 5.4.1 Employee Incident Reports (Form 170-1) or School Safety Reports (Form 170-2), if no employee is involved, are to be given to the immediate supervisor.
  - 5.4.2 If an incident occurs involving a student with special needs, a copy of the report is also to be sent to the District Principal/Vice-Principal of Special Programs.
  - 5.4.3 Individual Education Plan Students
    - 5.4.3.1 Most students with aggressive behaviours will have an IEP that includes a goal on behaviour.
    - 5.4.3.2 The goal will set the desired behaviour to be attained, positive strategies to assist with reducing the problem behaviour, a form of data collection to determine the efficacy of the behavioural program, and a review date.
  - 5.4.4 Student Safety Plan
    - 5.4.4.1 Is written by school staff in response to an act of aggression or because of a perceived risk of aggression by a student.

- 5.4.4.2 Includes a review of precursors to the behaviour, a clear description of the behaviour, and the immediate consequences.
  - 5.4.4.3 Determines the most effective pro-active strategies to eliminate the behaviour and details a reactive plan in the event of aggressive behaviour occurring again.
  - 5.4.4.4 Includes a review date.
- 5.5 Education Assistant Training
- 5.5.1 Students who pose a threat of aggressive behaviour shall have some support of an Education Assistant (EA).
  - 5.5.2 Students who are known to present aggressive behaviours are assigned EA staff who have been determined qualified to work in the “behavioural” classification. EA’s in this classification have a level of training and experience higher than other EA classifications.
  - 5.5.3 Staff working with students with aggression will be provided with training in “Non Violent Crisis Intervention”. This training includes both verbal de-escalation skills and skills in physical restraint.
  - 5.5.4 Staff working with students with autism will be given training in Autism Spectrum Disorders and may also receive training in Applied Behaviour Analysis to better enable them to predict and manage challenging behaviours.

## 6. Sexual Harassment

- 6.1 All employees have the right to work in an environment free from sexual harassment
- 6.2 Any incidents of sexual harassment shall be reported in writing.
- 6.3 All such allegations shall be investigated and, where necessary, appropriate action shall be taken.

Reference: Sections 20, 22, 65, 85, 177 School Act  
 Workers’ Compensation Act  
 Occupational Health and Safety Regulation

## Administrative Procedure 170 – Appendix A

---

### THREAT ASSESSMENT SCREENING AND REPORTING

#### LEVEL 1

The School Threat Assessment Team will initiate a Level 1 Threat Assessment Screening *when a student makes a threat, or if there is **concern** that a student may be about to act out violently or has acted out violently.* Information is to be shared amongst all members of the Building Team, as this is essential to the effectiveness of the Threat Assessment Screening and to the development of an Intervention Plan. The School Threat Assessment Team is directed by the School's Threat Assessment Coordinator and consists of:

- Administrator (Principal, Vice-Principal)
- School Police Liaison Officer
- School Counselor
- Teacher or other person who knows the student

This Threat Assessment Screening will guide your inquiry, document concerns, and help you develop an Intervention Plan to maximize student safety. Contact administrative officers as necessary for guidance. **Actively seek** information from:

- Current and previous school/discipline records
- Law Enforcement, Probation, Diversion, etc.
- Interviews with school staff, students, parents, the target of the threat, the student of concern
- Searches of the student(s), lockers, and cars
- Other agencies: mental health, human services, etc.
- Activities: internet histories, diaries, notebooks
- Parent/Guardian interview: offer support, seek their help in understanding, clarify interest in/access to weapons

***THE INTERVENTION MUST BE DEVELOPED IN A TIMELY MANNER.  
STUDENTS WHO ARE SUSPENDED FROM SCHOOL DURING THE  
THREAT ASSESSMENT PROCESS MUST RETURN TO SCHOOL  
WITHIN FIVE DAYS, UNLESS THE ASSESSMENT INDICATES  
OTHERWISE.***

**Step 1: Make Sure All Students Are Safe**

- Appropriately detain the student(s).
- If there is imminent danger; call the Delta Police School Liaison Officer.
- Do not allow access to coats, backpacks, or lockers

**Step 2: Notify the Student's Parents(s) or Guardian(s) of threat makers and targets(s)**

- Parents/guardians have been notified of the situation and this screening.
- Parents/guardians have NOT been notified because:
- Notify District Threat Assessment Team (Special Programs). If unavailable, continue with Threat Assessment Screening.

**Step 3: Interview witnesses including all participants directly and indirectly involved.**

- If threat maker is unknown, proceed to Step 5.

**Step 4: Initiate the Level 1 Threat Assessment Screening**

The purpose of this process is to determine whether a student poses a threat to the safety of others. Does the student appear to have the resources, intent, and motivation to carry out the threat? Is there evidence of attack-related behaviours that suggest movement from thought to violent action? Document and discuss all warning signs that apply.

**Step 5: Review Findings with the School Threat Assessment Team**

Convene the School Threat Assessment Team and discuss all relevant information regarding the student. As a team, ask the question: *"To what extent does the student pose a threat to school/student safety?"*

**Step 6: Decide on a Course of Action**

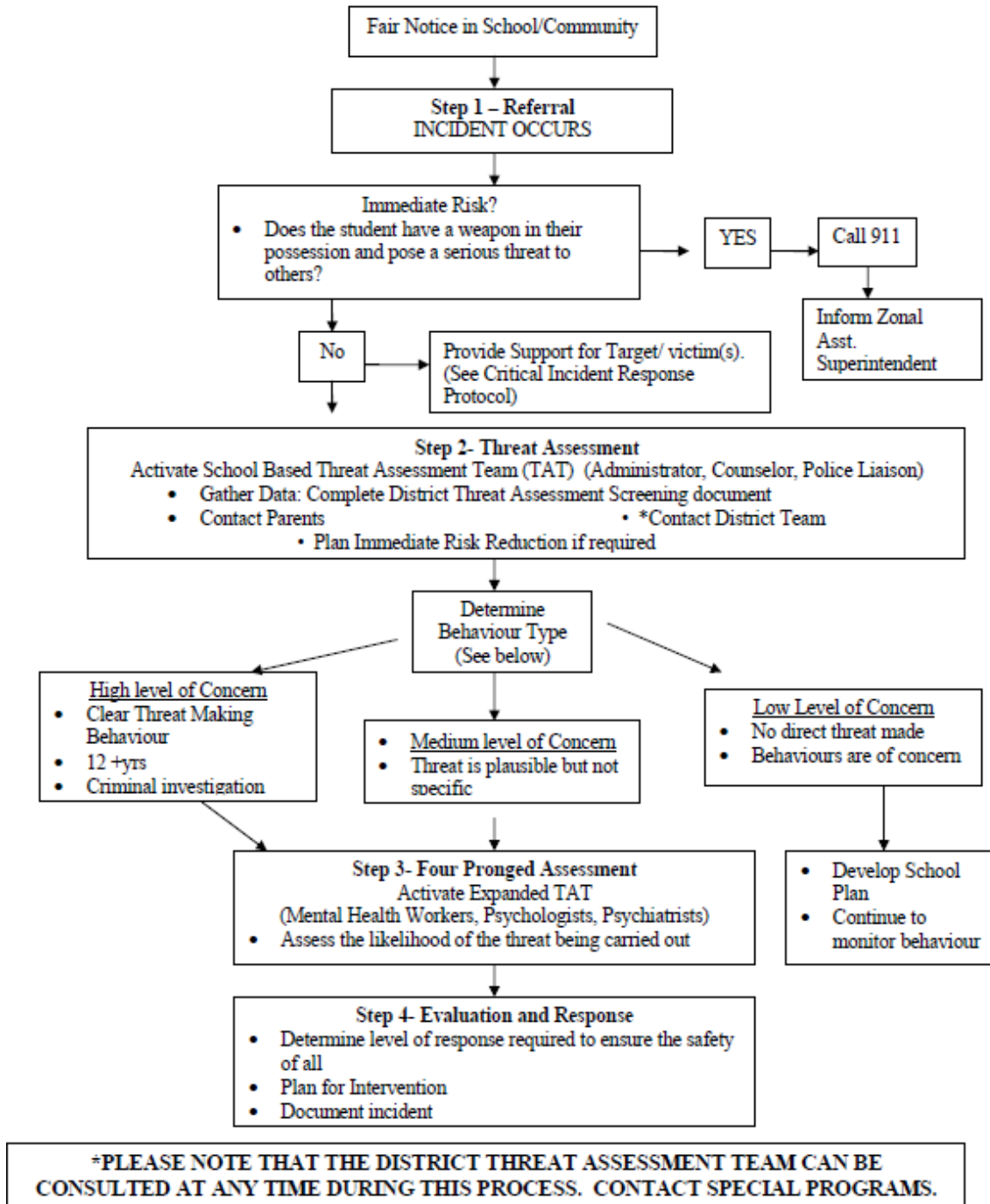
With the input of **all** School Threat Assessment Team members, decide on a course of action. If there is a low to medium level of concern, the student can likely be managed at school with appropriate (increased) supervision.

**Step 7: Develop an Intervention Plan**

**Step 8: FAX completed screening document** and Note to File document to the District Threat Assessment Coordinator at (604) 946-7803 or email to: [dgalezka@deltasd.bc.ca](mailto:dgalezka@deltasd.bc.ca)

Administrative Procedure 170 – Appendix B

**THREAT ASSESSMENT PROTOCOL – FLOW CHART**



## Administrative Procedure 170 – Appendix C

---

### ASSESSING HIGH RISK STUDENT BEHAVIOUR

The following procedures will guide our practice in dealing with high risk student behaviour. We will respond to all threats following the guidelines below:

1. All District employees having knowledge of threat making behaviour must promptly report the information to the Principal or designate.
2. School personnel have received training in threat assessment. As a result all schools have the capacity to conduct an initial review of information to determine what further steps need to be taken. *(If necessary, complete Form 170-3 – Threat Assessment Reporting Document)* The school team would be comprised of administrators, counsellors, school psychologists and School Liaison Police Officers, as needed.
3. If the school needs assistance in assessing risk, they may call the District team which consists of the Zone Superintendent, a representative from Special Programs and other counsellors or administrators, as needed, along with an expanded school team, e.g. learning assistance teachers, multicultural workers, aboriginal support workers, teaching assistants, etc.
4. If the data indicates that the student in question poses a threat, the School Team may invite community partners trained in threat assessment to assist with an intervention plan. The Community Team may include the police, representatives from Child and Youth Mental Health, the Ministry for Children and Family Development, Adolescent Crisis Response, Deltassist Family and Community Services, forensic psychologists and physicians.

<p>NOTE: At any point in this process, the school may consult with the Zone Superintendent or a Representative from Special Programs</p>
--

## Administrative Procedure 180

---

# FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY

### Background

The District recognizes that all procedures for the collection and storing of information by District staff in the course of affairs and procedures regulating the release of information to other parties must follow provisions of the Freedom of Information and Protection of Privacy Act (FOIP).

The purposes of FOIP and this District administrative procedure are to:

- Allow any person a right of access to the records in the custody or under the control of the District subject to limited and specific exceptions as set out in the Act,
- Control the manner in which a public body may collect personal information from individuals, to control the use that the District may make of that information and to control the disclosure by the District of that information,
- Allow individuals, subject to limited and specific exceptions as set out in the Act, a right of access to personal information about themselves that is held by the District,
- Allow individuals a right to request corrections to personal information about themselves that is held by the District, and
- Provide for independent reviews of decisions made by the District under the Act and the resolution of complaints under the Act.

### Procedures

1. The Superintendent will designate a Coordinator for the purposes of the Freedom of Information and Protection of Privacy Act and that individual is responsible for ensuring that the District complies with the provisions of the Act.
2. The Coordinator is hereby empowered to fulfill the duties described in the Freedom of Information and Protection of Privacy Act which include the establishing of procedures and practices to ensure appropriate management of the legislation.
3. When fees are to be levied under the Freedom of Information and Protection of Privacy Act, the rates adopted by the Government of British Columbia, as specified in Freedom of Information and Protection of Privacy Act Regulation shall be confirmed as the rates used by the District.
4. All persons making requests for the release of information shall be notified as to appeal provisions under the Act.

Reference: Sections 22, 65, 85 School Act  
Freedom of Information and Protection of Privacy Act

## Administrative Procedure 180 – Appendix

---

### COLLECTION, USE AND DISCLOSURE OF PERSONAL INFORMATION

Under the School Act, school districts/schools are authorized to obtain personal information on students and teachers for a specific purpose, namely:

- Students – information to be used for educational program purposes
- Employees – payroll administration, administration of employee benefits, recruitment and selection of staff, etc.

All individuals, under the Freedom of Information/Protection of Privacy Act, have a right to protection from unauthorized collection, use, and disclosure of personal information. Therefore, written consent must be obtained prior to obtaining personal information to be used for other than the purposes stated above.

To gather personal information on a student or employee, for other than the above-authorized purposes, the student/parent or employee must be advised in writing:

- (a) What information is to be collected
- (b) The purpose for collecting the information (should include who will have access to the information)
- (c) The person to contact if there are questions about the collection and use of the information.

#### Definitions

PERSONAL INFORMATION – means recorded information about an identifiable individual including:

- The individual's name, address or telephone number
- The individual's race, national or ethnic origin, colour, or religious or political beliefs or associations
- The individual's age, sex, sexual orientation, marital status or family status
- An identifying number, symbol or other particulars assigned to the individual
- The individual's fingerprints, blood type or inheritable characteristics
- Information about the individual's health care history, including a physical or mental disability



- Information about the individual's educational, financial, criminal or employment history
- Anyone else's opinions about the individual and individual's personal views or opinions except if they are about someone else

Reference: Sections 22, 65, 85 School Act  
Freedom of Information and Protection of Privacy Act

## Administrative Procedure 181

---

# VIDEO SURVEILLANCE

### Background

To enhance the safety of students and others on school premises and deter destructive acts, the District authorizes the use of video surveillance equipment on District property and buses supporting District activities, where circumstances have shown that it is necessary for these purposes and its benefit outweighs its impact on the privacy of those observed.

In dealing with surveillance of students, the District recognizes both its legal obligation to provide appropriate levels of supervision in the interests of student safety and the fact that students have privacy rights that are reduced but not eliminated while the students are under the supervision of the school.

Video surveillance, like other forms of student supervision, must be carried out in a way that respects student privacy rights.

A recording is recognized to be subject to the provisions of the Freedom of Information and Protection of Privacy Act.

### Procedures

#### 1. General

- 1.1 Video cameras may be used to monitor and/or record.
- 1.2 Video surveillance camera locations must be authorized by the Principal/Site Manager or by the Superintendent or designate.
  - 1.2.1 The School Parent Advisory Council of an affected school must be consulted and must approve of any permanent video surveillance camera installation and proposed locations before any authorization is granted.
  - 1.2.2 Any change in camera location must be authorized in the same manner.
- 1.3 Before video surveillance is introduced at a new site, a report must be provided to the Superintendent describing the circumstances that indicate the necessity of having surveillance at that site, including a discussion of less invasive alternatives.
- 1.4 Video surveillance may be used at times and places where vandalism, safety or security issues are likely to occur.
- 1.5 Public notification signs, clearly written and prominently displayed, must be in place in areas that are subject to video surveillance.

- 1.5.1 Any exception to this, such as for a time-limited specific investigation into criminal conduct, must be authorized by the Superintendent on the grounds that covert surveillance is essential to the success of the investigation and the need outweighs the privacy interest of the persons likely to be observed.
  - 1.5.2 Covert surveillance may not be authorized on an ongoing basis.
  - 1.6 Video surveillance is not to be ordinarily used in locations where appropriate confidential or private activities/functions are routinely carried out (e.g. bathrooms, private conference/meeting rooms).
    - 1.6.1 Any exception to this must be authorized by the Superintendent on the grounds that no other supervision option is feasible and that the need is pressing and outweighs the privacy interest of the student or other person likely to be observed.
    - 1.6.2 Surveillance of such locations may not be authorized on an ongoing basis.
  - 1.7 Temporary installations of video surveillance cameras for specific investigative purposes do not require the approval of the School Parent Advisory Council.
2. Security
- 2.1 Video cameras will be installed only by a designated employee or agent of the District.
    - 2.1.1 Only designated employees or agents and the Principal/Site Manager shall have access to the key that opens the camera boxes.
    - 2.1.2 Only designated employees shall handle the camera or recordings.
  - 2.2 Video recordings shall be stored in a locked filing cabinet in an area to which students and the public do not normally have access.
  - 2.3 Recordings may never be sold, publicly viewed or distributed in any other fashion except as provided for by this administrative procedure and appropriate legislation.
3. Real Time Monitoring
- 3.1 Real time monitoring generally takes place during periods when staff and students are in the building, for the purpose of identifying problems that require immediate intervention and for the safety of people on the premises.
  - 3.2 The monitor will be located in the administrative office area under the direct supervision of the office staff.
4. Viewing of Recordings
- 4.1 Monitors used to view recordings are not to be located in a position that enables public viewing.

- 4.2 Recordings may only be viewed by the Principal/Site Manager or individual authorizing camera installation, by parents and students (see 4.4 below), or by District staff with a direct involvement with the recorded contents of the specific recording, or employees or agents responsible for the technical operations of the system (for technical purposes only).
  - 4.3 If an employee or student is facing any disciplinary action, s/he may authorize his/her union representative or other advocate to also view the recording.
  - 4.4 Parents or guardians requesting to view a segment of a recording that includes their child/children may do so.
  - 4.5 Students may view segments of a recording relating to themselves if they are capable of exercising their own access to information rights under the Freedom of Information and Protection of Privacy Act.
  - 4.6 Student/parent/guardian viewing must be done in the presence of the Principal or designate.
  - 4.7 A student, parent or guardian has the right to request an advocate to be present.
  - 4.8 Viewing may be refused or limited where viewing would be an unreasonable invasion of a third party's personal privacy, would give rise to a concern for a third party's safety, or on any other ground recognized in the Freedom of Information and Protection of Privacy Act.
5. Retention of Recordings
- 5.1 Where an incident raises a prospect of a legal claim against the District, the recording, or a copy of it, shall be sent to the District's insurers.
  - 5.2 Recordings shall be erased within one (1) month unless they are being retained at the request of the Principal/Site Manager, Superintendent or designate, employee, parent or student for documentation related to a specific incident, or are being transferred to the District's insurers.
  - 5.3 Recordings retained under 5.2 shall be erased as soon as the incident in question has been resolved, except that if the tape has been used in the making of a decision about an individual; the tape must be kept for a minimum of one (1) year as required by the Freedom of Information and Protection of Privacy Act unless earlier erasure is authorized by or on behalf of the individual.
6. Review
- 6.1 Each Principal/Site Manager is responsible for the proper implementation and control of the video surveillance system.
  - 6.2 An annual review of each video surveillance system must be undertaken that assesses if the installation and operation of the system is accomplishing its intended purpose (protecting safety of individuals and their belongings, or school property).
  - 6.3 The Superintendent or designate shall conduct a review at least annually to ensure that this administrative procedure is being adhered to and to make a report to the Board on the use of video surveillance in the District.

## 7. Improper Use

- 7.1 Video surveillance is to be restricted to the uses indicated in this administrative procedure.
- 7.2 The District will not accept the improper use of video surveillance and will take appropriate action in any cases of wrongful use of this administrative procedure.

Reference: Sections 8.2, 20, 22, 65, 74.01, 85 School Act  
Freedom of Information and Protection of Privacy Act  
School Regulation 265/89

## Administrative Procedure 182

---

# SCHOOL BUS VIDEO SURVEILLANCE

### Background

For reasons of safety of students and others, and deterring destructive acts, the District authorizes the use of video surveillance equipment on District buses, where circumstances have shown that it is necessary for these purposes and the benefit outweighs the impact on the privacy of those observed.

### Procedures

1. Notice to Students and Parents
  - 1.1 If a video surveillance system is in place on school buses, the District will advise students and parents.
  - 1.2 On any bus equipped for video camera operation, one (1) or more decals advising that a camera system is in place will be prominently displayed on the interior of the bus.
  - 1.3 Students will also be advised verbally by the bus driver.
  - 1.4 On any route where the regular assigned bus has been equipped for video camera operation, parents will be advised by bulletin prior to the camera being utilized.
  - 1.5 Notices will include contact information for the Superintendent or designate as the person who can answer questions about the operation of the surveillance system.
2. Access to Cameras
  - 2.1 Only supervisory staff and designated technical staff of the District and/or busing service provider shall have access to the key that opens the camera boxes.
  - 2.2 Only designated employees shall handle the camera or recordings.
3. Storage of Recordings
  - 3.1 Recordings shall be removed from the bus immediately after completion of the bus run.
  - 3.2 Recordings shall be stored in a locked filing cabinet within the office of the service provider.
  - 3.3 Recordings shall not be edited or selectively erased. Tapes or discs are to be kept intact until totally erased or destroyed.

#### 4. Viewing of Recordings

- 4.1 Monitors for viewing recordings shall not be located in a position that enables public viewing.
- 4.2 Any parent or legal guardian is entitled to view a recording, which includes his or her child/children.
- 4.3 Students may view segments of recordings relating to themselves, if they are capable of exercising their own access to information rights under the Freedom of Information and Protection of Privacy Act.
- 4.4 A student, parent or guardian has the right to request an advocate to be present.
- 4.5 Viewing may be refused or limited where viewing would be an unreasonable invasion of a third party's personal privacy, would give rise to a concern for a third party's safety, or on any other ground recognized in the Freedom of Information and Protection of Privacy Act.
- 4.6 Viewing will take place only at the office of the service provider or at the school on appointment with and in the presence of the appropriate District officials.
- 4.7 Recordings shall not be shown to anyone other than District staff, bus service providers or the parents/guardians of the students involved, or the students themselves.
- 4.8 Only those District employees with a direct involvement with the recorded contents of the specific videotape shall be permitted to view it.

#### 5. Retention of Recordings

- 5.1 Recordings shall be erased within one (1) month unless they are being retained at the request of the Superintendent or designate, driver or parent/student for documentation related to a specific incident, or sent to the District's insurers as set out in 5.3.
- 5.2 Recordings retained under 5.1 shall be erased as soon as the incident in question has been resolved, except that if the recording has been used in the making of a decision about an individual, the recording must be kept for a minimum of one (1) year as required by the Freedom of Information and Protection of Privacy Act unless earlier erasure is authorized by or on behalf of the individual.
- 5.3 Where an incident raises a prospect of a legal claim against the District, the recording, or a copy of it, shall be sent to the District's insurers.

#### 6. Review

- 6.1 The management of the bus service provider is responsible for the proper implementation and control of the video surveillance system.
- 6.2 The Superintendent or designate shall be responsible for conducting a review at least annually to ensure that this administrative procedure is being adhered to and to make a report to the Board.

7. Improper Use

- 7.1 Video monitoring is to be restricted to the uses indicated in this administrative procedure.
- 7.2 The District will not accept the improper use of video surveillance and will take appropriate action in any cases of wrongful use of this administrative procedure.

Reference: Sections 22, 65, 74.01, 85 School Act  
Freedom of Information and Protection of Privacy Act



## Administrative Procedure 185

---

# RETENTION AND DISPOSAL OF DOCUMENTS

### Background

A records management program will be maintained to provide control over the quality and quantity of information produced by the District, from its creation until its disposal, for legal, fiscal and historical purposes. Proper custody, storage and disposal of records shall comply with statutory requirements.

Federal and provincial statutes require varying retention periods for different financial and related records.

### Procedures

1. The District shall maintain a schedule which specifies the length of time that important documents used in the school system shall be retained.
2. Retention periods shall be determined on the basis of:
  - 2.1 Legal requirements.
  - 2.2 Usefulness for operational, historical or statistical purposes.
  - 2.3 Storage minimization.

Reference: Sections 22, 23, 65, 85 School Act  
Document Disposal Act  
Freedom of Information and Protection of Privacy Act

## Administrative Procedure 185 – Appendix

---

### SCHEDULE OF RETENTION PERIODS

#### 1. Board Records

<u>Subject</u>	<u>Minimum Retention Period</u>
Annual Report	Indefinite
Board policy	Indefinite
Committee reports	Indefinite
Minutes	Indefinite
Notice of meeting and agenda	5 years
Oaths and declarations of trustees	For term of office

#### 2. Financial Records

<u>Accounting: (Board Office)</u>	<u>Minimum Retention Period</u>
Accounts payable and receivable	6 years
Annual budget and supporting documents	Indefinite
Auditor's reports	Indefinite
Cancelled cheques	6 years
Cheque duplicates	2 years
Debenture and bylaw register	Indefinite
Debenture and coupons redeemed resolution required prior to destruction)	3 years after audit
Financial and statistical statements	Indefinite
Ledgers, synoptics, subsidiary ledgers, journals	Indefinite
Purchase orders and invoices	7 years
Quotations and relative correspondence	1 year
Receipts issued	6 years

#### 3. Banking

<u>Board Office and School</u>	<u>Minimum Retention Period</u>
Bank statements	6 years
Deposit books	6 years
Loans – authorization of cancelled notes	1 year or term of loan 6 years
Stop orders	1 year

## 4. Personnel/Payroll: (Board Office)

<u>Subject</u>	<u>Minimum Retention Period</u>
All records and data relating to any employee (application, appointment, TD1, etc. – any records)	Indefinite
Applications and job competitions	1 year after position filled
Complaints or investigations of personnel	Indefinite or as per personnel collective agreement
Payroll sheets	Indefinite
Records of payroll remittances (garnishees, superann., UIC, Inc. Tax)	3 years
Salary agreements	Indefinite
Time cards	3 years
TD-4 and Summary	3 years
W.C.B. Claims	Indefinite

## 5. Buildings and Property: (Board Office)

<u>Subject</u>	<u>Minimum Retention Period</u>
Appraisal and inventory records	Indefinite
Authorization for expenditure of capital funds	Indefinite
building plans and specifications (with related changes, guarantees, bonds, liens and valuable correspondence)	Indefinite
Land titles, deeds and plans	Indefinite
Records of payroll remittances (garnishees, superann., UIC, Inc. Tax)	3 years
Mortgages and leases	1 year after expiration of term
Capital expenditure plans, OICs	10 years

## 6. General Administration: (Board Office)

<u>Subject</u>	<u>Minimum Retention Period</u>
Administrative circulars	While in effect
Complaints or allegations with possible future repercussions	5 years
FOIPOP requests	3 years
FOIPOP requests to review decisions	5 years after review or adjudication complete
general correspondence (not departmental)	2 years
Insurance – accident reports	1 year or until finalized
Insurance – claims	Indefinite
Insurance – policies	While in effect
Manual of the school law and regulations	While in effect
Transportation data	While applicable

## 7. School Records

Subject

Permanent student records

Other student records

Minimum Retention Period55 years from the date  
the student withdraws or  
graduates from school  
Refer to Administrative  
Procedure 320 –  
Student Records

Reference: Sections 22, 23, 65, 85 School Act  
Document Disposal Act  
Freedom of Information and Protection of Privacy Act

## Administrative Procedure 190

---

# COPYRIGHT

### Background

The District believes in the rights of creators and expects staff members to be aware of and uphold these rights as required by the Copyright Act. At the same time, the District recognizes the need for students to have access to a wide range of educational resources. This administrative procedure is intended to set limits within which staff members may copy and distribute copyrighted materials.

The District will not accept responsibility for a staff member who willfully and knowingly contravenes the Copyright Act or who copies materials without permission of the author or publisher which are excluded from the Access Copyright agreement.

### Definitions

In this administrative procedure:

Copyright means the legal protection of a creator's original work. Copyright law does not protect ideas, only the form in which they are expressed.

Copyright infringement means publishing, adapting, exhibiting, translating, editing, performing in public, communicating by telecommunication, copying or converting to another medium without permission of the creator.

Works covered by copyright means all original literary, dramatic, musical and artistic works for which the copyright owner's term of rights has not expired.

Examples include: books, writing, encyclopedias, photographs, films, dictionaries, statistical data, newspapers, reviews, magazines, translations, tables, compilations, examination questions, speeches set down in writing, any piece that can be recited, choreographies, harmony, melody, lyrics, paintings, drawings, sculptures, works of artistic craftsmanship, engravings, architectural works of art, maps, plans, charts, records, cassettes, tapes, sound recordings, television programs and electronic resources such as computer software, on-line programs and applications, CD-ROM's, laser disks and computer programs stored on any media.

Dubbed off-air means making a copy of any television program during broadcast.

Educational Resource Acquisition Consortium (ERAC) is an association of B.C. public school districts overseen by an Executive Committee and working together on software, video and learning resource acquisition and evaluation.

## Procedures

1. Works covered by copyright may only be reproduced for District Office, class or school use with oral or written permission from the copyright owner or if they are covered by the agreement entered into with Access Copyright on behalf of the District by the British Columbia Ministry of Education. The District will allocate funds through school budgets for provision of learning resources and for the payment of copyright permission.
2. Print Resources
  - 2.1 For personal use only, reproducing single copies of a work for private student or research, or, for personal use only, reproducing single copies of work for criticism, review, or newspaper reporting, provided the source and author are acknowledged.
  - 2.2 Reproducing for educational purposes a single copy for each student, two (2) copies for the teacher, or the number required for administrative purposes of whichever is greater: ten percent (10%) of a published work, or:
    - 2.2.1 An entire chapter that constitutes twenty percent (20%) per cent or less of a book;
    - 2.2.2 An entire single short story, play, essay, or poem from a book, periodical or anthology;
    - 2.2.3 An entire newspaper article or page;
    - 2.2.4 An entry from a reference work;
    - 2.2.5 An illustration or photograph from a publication containing other works, including cartoons;
    - 2.2.6 Large-print material to accommodate the perceptually disabled, published in Canada;
    - 2.2.7 In limited cases, as specified in the licence, out-of-print books;
    - 2.2.8 The source and author must be acknowledged.
  - 2.3 Copy a work protected by copyright by hand onto a surface normally used to display hand-written material, such as a blackboard, whiteboard or flip chart.
  - 2.4 Copy a work protected by copyright for the purpose of overhead projection using a device such as an LCD, overhead, opaque, or slide projector, provided the work is used for the purpose of education and training and is not already available in a commercial format.
  - 2.5 Making alternate format copies of all or any part of published works included in the Access Copyright agreement for persons who by reason of a sensory, physical or neural handicap cannot effectively use print materials.
  - 2.6 If it is necessary for staff members to make multiple photocopies of an item:
    - 2.6.1 Check the back of the title page in books and the table of contents page in magazines to determine what copying privileges the publisher may grant.

- 2.6.2 Check the Access Copyright list of what is permitted or what is excluded.
  - 2.6.3 If the item is included in the exclusions list or out of print, contact the copyright owner by phone first, then follow up with a letter for permission to photocopy. Sample forms are included in the Forms Directory.
  - 2.6.4 If verbal permission to photocopy copyrighted material is granted, indicate grantor, time, and date on your copy of the letter of request. If verbal permission is granted, materials may be used immediately or before the form is returned.
  - 2.6.5 If a fee to reproduce materials is required, confirm arrangements with the Principal before proceeding with duplication.
  - 2.7 The Access Copyright agreement does not authorize the copying of:
    - 2.7.1 Published work cards, assignment sheets, tests, and examination papers that are available for purchase;
    - 2.7.2 Material designed for one-time use (e.g., workbooks and activity books);
    - 2.7.3 Instruction manuals and teachers' guides;
    - 2.7.4 Federal, provincial, and territorial government publications, except those of the Government of Quebec;
    - 2.7.5 Print music.
3. Visual Resources
- 3.1 Television programs may only be dubbed off-air with permission from the copyright owner.
  - 3.2 A single copy of a news program or a news commentary program may be dubbed off-air for exclusive use by students and teachers in the course of teaching for a period of one (1) year without obtaining permission from the copyright owner.
  - 3.3 A single copy of all other types of broadcast programs may be dubbed off-air and a teacher may examine the copy for a period of up to thirty (30) days. If the copy is shown on school premises, including within the thirty (30)-day evaluation period, payment must be made.
  - 3.4 Cable in the Classroom is a programming service providing access, free of charge, to a limited number of television programs for use on school premises. A monthly schedule of available programming is available on their Internet site [www.cableeducation.ca](http://www.cableeducation.ca)
  - 3.5 Only video/DVD programs and feature film rentals with public performance rights may be shown in schools or at District functions. These include:
    - 3.5.1 Videos/DVDs purchased through the Educational Resource Acquisition Consortium (ERAC);
    - 3.5.2 Videos/DVDS available through the District online Media Catalogue;

- 3.5.3 Videos/DVDs purchased or rented from video stores may be shown provided;
- 3.5.4 Videos purchased or rented from video stores and American companies may be shown in schools or at District functions if a site license that covers these titles has been purchased from the Canadian distributor (i.e. Audio Cine Films, VEC/Criterion Pictures);
- 3.5.5 Staff may submit requests through their teacher-librarian to the District for purchasing consideration of video/DVD titles for classroom use. If recommended for purchase, these videos/films would include a public performance rights license.

#### 4. Electronic Resources

- 4.1 Electronic resources such as computer software, CD-ROM's, on-line programs, electronic bulletin boards, freeware, shareware and computer programs stored on any media may only be used according to conditions specified on the license.
- 4.2 The District will consider where possible, purchasing multiple copies of electronic resources or to purchase site or jurisdictional licenses for electronic resources.
- 4.3 One (1) back-up copy, adaptation, a translation or a computer program is permitted by law and does not require special permission from the copyright owner.
- 4.4 Schools (school libraries) may only lend the original program, not the back-up copy.
- 4.5 Where a work has been placed on the Internet with the message that it can be freely copied, there is an actual license to copy the work, subject to conditions.

#### 5. Music Resources

- 5.1 Under the SOCAN/ERAC agreement, the following situations are permissible:
  - 5.1.1 Music performed at school dances.
  - 5.1.2 Music performed at school sporting events.
  - 5.1.3 Music performed by students at an event on school premises for students, faculty, family members and others.
  - 5.1.4 Music performed on school premises for no other reason than as background (e.g., in the classroom, cafeteria, halls, at school events such as fairs, carnivals, socio-cultural events).
  - 5.1.5 Music performed in school assemblies (e.g., a recording of O Canada).
  - 5.1.6 Music performed by a student in a presentation to other students, teachers, assessors or parents (e.g., as part of a presentation during music class).



- 5.1.7 Music performed in demonstration activities by students, primarily for other students, teachers, assessors or parents, and for which any admission fee charged covers costs but does not make a profit (e.g., a concert by the school choir, gymnastic routines, shows by school bands).
  - 5.1.8 Music performed during school hours for teaching/learning (e.g., music/dance/dramatic arts classes).
  - 5.1.9 Music performed before and after school hours, and during recess, if the use is for educational purposes (e.g., school radio operated by students for credit and supervised by a teacher).
  - 5.2 Where a work has been placed on the Internet with the message that it can be freely copied, there is an actual license to copy the work, subject to conditions.
6. "Public Domain" Resources
- 6.1 Staff members may reproduce works that are in the "Public Domain".
  - 6.2 If a work is in the "public domain", it means that reproduction is allowed without requesting permission. Fifty (50) years after the death of a creator, a work becomes part of the "public domain", except when rights are passed to others. If the work is reprinted in a new edition, only the original text is in the "public domain".
7. Ownership of Copyright
- 7.1 The District owns copyright in any works produced by a staff member in the course of his/her employment.
    - 7.1.1 The Superintendent may grant others the right to reproduce work copyrighted by the District under such terms as may be appropriate. The reproduction must include the copyright and give acknowledgment to the authors.
    - 7.1.2 The Superintendent may enter into an agreement with others to produce, in part or in whole, a work for the District. This agreement shall specifically address copyright of the work produced.
    - 7.1.3 The District may market District material at a cost that shall cover printing, mailing and royalty.
    - 7.1.4 The District may enter into an agreement with a private publisher to publish District material for sale and distribution.
    - 7.1.5 If the District markets a resource profitably, it may choose to compensate the creative staff member.
  - 7.2 Students own the copyright on anything that they create and parental permission to reproduce their work should be obtained if the student is under sixteen (16).
  - 7.3 Student permission is required if the student is sixteen (16) or over. Permission is not required to display student work within the school.

- 7.3.1 Each school will request and file permissions from parents/guardians at the beginning of each school year to record and/or tape their child(ren) for possible performance.
- 7.3.2 Parental approval shall be obtained to display any student work outside the school at such sites as teachers' conventions, conferences, public libraries, District Office or shopping centres.
- 7.3.3 The copyright in photographs taken by students for school publications with equipment and supplies provided by the school is usually the property of the school.

## 8. Adherence to Copyright Law

- 8.1 Staff members will not be required by their supervisors to perform any service that is a violation of the copyright policy.
- 8.2 All DVD players, videocassette players, photocopiers, and computers are to be labeled to identify clearly what constitutes copyright infringement.
- 8.3 Copyright in-service sessions shall be offered to all staff members, to ensure they are made aware of Copyright Law, the Access Copyright agreement and this administrative procedure.
- 8.4 The Superintendent may appoint a committee to review copyright procedures periodically and will continue to provide updated information to all schools. This administrative procedure will be reviewed as necessary and rewritten when amendments to the current Copyright Act are passed.

Reference: Sections 17, 20, 22, 65, 85 School Act  
Copyright Act  
Copyright Regulations  
Access Copyright Agreement

**Administrative Procedure 190 – Appendix**

---

**SAMPLE COPYRIGHT INFORMATION LABELS****Photocopiers**

Employees and students shall not photocopy copyrighted materials without permission from the copyright owner.

**Computers**

Employees and students shall not copy computer software without permission from the copyright owner.

**Videocassette Recorders**

No off-air dubs of television programs or videos without public performance rights may be used without permission from the copyright owner.

Reference: Sections 17, 20, 22, 65, 85 School Act  
Copyright Act  
Copyright Regulations  
Access Copyright Agreement