

REPORT
POLICY COMMITTEE MEETING
March 4th, 2014 3:00 PM School Board Office

Members	Administration
L. Collingwood, Chair J. McIntosh (Alternate) F. Farrell L. Kearns (ex officio)	C. van der Mark, Superintendent D. Margerm, Secretary Treasurer M. McDiarmid, Assistant Superintendent
Regrets:	C. Whalen, Transportation Supervisor

The regular meeting convened at 3:00 pm and continued to 4:32 pm.

REVIEW OF PREVIOUS MEETING OF March 4th, 2014

Policy	Description	Type	Status
11.140	Student Transportation	Revision	On-going
9.950	Student Choice	Revision	In-committee
1.150	Standing Committees	Revision	In-committee
1.1525	Education Forum	Deletion	In-committee
6.330	IT Systems & Information Security - Disaster Recovery	Completed	Approved
6.340	Purchasing Policy	Completed	Approved

OLD Business

Student Choice (9.950): Revisions attached

Through discussions over the past several months, the following significant changes were recommended:

1. *No policy changes around the cross-transfer within catchment areas*
2. *Strike out particular language around dates of application or acceptance*
3. *Edit for K-7 language*

Student Transportation (11.140) Revisions attached

Through discussions over the past several months, the following significant changes were recommended:

1. *Policy would require the District know which students are on any bus at any time & require parent authorization for students to travel on busses*
2. *Recognize the distinction between eligible bussing students (living out of town limits) and non-eligible bussing students (living within town limits) Cross catchment transfers would be deemed as an eligible student. Only eligible students would have access to the district bussing system.*
3. *Transportation of eligible bussing students would only be to-and-from accepted residence(s).*
4. *Restrictions on students driving other students or just themselves*
5. *People other than staff can drive district mini-buses*
6. *Medical examination requirements*
7. *Deletion of bus rider rules*

C. Date & Time of Next Meeting: May 6th, 2014 @ 3 pm

Type: New, Revision, Deletion
Status: In-committee, on-going, approved
Consultation Yes, Not required, Complete

SCHOOL CHOICE

Policy 9.950

Guiding Principles

Student admission in SD# 54 is to be guided by the following principles:

- Access to neighbourhood school: The admission process will maximize the number of students able to attend their catchment area school in accordance with **parent request**
- Choice: The admission process will maximize the student's and parent's ability to choose the school and educational program which best meets the student's educational needs
- Certainty, stability, continuity: The admission process will support certainty, stability and continuity for students and families.
- Efficient resource allocation: The admission process will enable school and district staff to plan the allocation of space and instructional resources to best accommodate demand and minimize adjustments required at the beginning of the school year.
- **The admission process will also consider the any district transportation necessitated the application.**

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

Regulations: Student Admission and School Choice

1. Definitions

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

- 1.5 “Place of residence”: For purposes of this policy, a student’s place of residence is deemed to be that of the student’s parent, unless satisfactory evidence is produced that the student’s ordinary place of residence during the school year is elsewhere.

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

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

- 2.1 The board of trustees delegates to the Superintendent of Schools or his or her designate, the decisions whether space and facilities are available in individual schools and educational programs for purposes of section 74.1(6) and (7) of the *School Act*.
- 2.2 Decisions will be made in consultation with the principal of the affected school and will be based on program capacity, including consideration of the following factors:
- the operating capacity of the school as defined by the Ministry of Education
 - staff assigned to a school by the district
 - the physical space in which instructional programs operate in the school
 - the ability of the school to provide appropriate educational programs for the applicant and other students
 - the needs of other programs located in the school.
- 2.3 After enrolment of continuing students, if the requisite space and facilities are determined to be available, transfer applications and applications from new students will be accepted in the following priority order:
- catchment area child
 - non-catchment area child
 - non-school district child.
- provided application deadlines and other requirements have been met
- 2.4 If space and facilities are inadequate to accommodate all continuing students, continuing students will be re-enrolled in the following descending order of priority:
- continuing catchment area student
 - continuing non-catchment area student
 - continuing non-school district student.
- 2.5 Waitlists, **prioritized by date of application**, will be established for those not accepted, to be maintained until 3:00 pm on the third Friday of September.
- 2.6 Applicants for enrolment in Kindergarten will be separately prioritized in accordance with the priorities set out in 2.3.
- 2.7 Applicants for enrollment in French Immersion will be separately prioritized without respect to catchment areas. Transportation of a student outside his/her catchment area will be the responsibility of the home.

3. **Tie-breaking**

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

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

~~5. Dates for Applications to Enroll and Enrolment~~

- ~~5.1 The Board has established the following timelines in order to accommodate the registration, enrollment and placement of students in district schools:~~

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

~~Last school day in March—The deadline by which a student must submit a School Transfer Application to attend a non-catchment area school in order to be eligible for enrollment in that school.~~

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

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

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

6. Commitment

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

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

- 7.1 Enrolment applications from non-school district children may be refused if the child:
- (a) is under suspension from a BC public school or school district, or
 - (b) has been refused an educational program by a BC public school board under s. 85(3) of the *School Act* for refusing to comply with the code of conduct and other rules and policies of the board or has failed to apply himself or herself to his or her studies.

7.2 Such applications will be referred to the superintendent or designate for a decision on admission. Admissions may be made subject to terms and conditions. A student who has been admitted under this section are not entitled to the status of a continuing student in the following year unless approved by the school principal or superintendent's designate.

8. Communication

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

9. Transportation

9.1 Transportation of a student outside his/her catchment area will be the responsibility of the home.

Attendance Areas

Houston

1. **Twain Sullivan Elementary**

All students Grades **K – 7** residing on the “bench” area (Mountainview and Westpoint Subdivisions)

All students **K – 7** on Hungry Hill and Houston Estates buses

All students **K – 7** on bus runs from East of Houston

All students **K – 7** on the Owen Lake bus

2. **Silverthorne Elementary**

All students **K – 7** residing in the town area other than Mountainview and Westpoint Subdivisions, plus all bus students, **K – 7** traveling from the west except the Hungry Hill, Houston Estates and Owen Lake buses

Smithers

1. **Lake Kathlyn Elementary**

All students **K – 7** West on Highway 16 from Anderson Road and Scotia Avenue (Golf Course Road) including Moricetown

2. **Walnut Park Elementary**

All students **K – 7** residing East along Highway 16 from Manton Road, and on the Walnut Park side of the Highway to the Bulkley River bridge

All students **K – 7** living in the area East of the Bulkley River and North of Old Babine Road

All students **K – 7** residing in the trailer court on Laidlaw Road

3. **Muheim Memorial Elementary**

All students **K – 6** residing East along Highway 16 from Scotia Avenue (Golf Course Road) and on the Muheim side of the highway to the Bulkley bridge

All students **K – 7** residing on the Seymour Lake Road and Tatlow Road

All students **K – 7** in the triangle bounded by the Bulkley River Bridge East along Highway 16 to Good Road and the Bulkley River (this includes Laidlaw Road and Raymond Road, but not Mountainview Trailer Court)

All students **K – 7** residing in the area East of Highway 16 and North of Babine Lake Road up to, but not including Old Babine Road

4. **Telkwa Elementary**

All students **K – 7** residing East of Donaldson Road along Highway 16 including Telkwa and continuing East to include students on Quick West Road to the top of the hill before going down to Quick Station

All students **K – 7** residing East of, but not including Babine Lake Road on the West and Round Lake Road on the East

All students **K – 7** on Round Lake Road and Woodmere Road

5. **Quick Elementary**

~~All students **K – 6** residing at Quick Station and East along Highway 16 from the junction of Round Lake Road and Quick West Road~~

~~All students **K – 6** residing West of Walcott Road~~

Revised: April 15th, 2014
Adopted: March 25, 2003

Type: New, Revision, Deletion
Status: In-committee, on-going, approved
Consultation: Yes, Not required, Complete

STUDENT TRANSPORTATION

11.140

POLICY

Transporting students within and without the district is a shared responsibility with the district, parents, employees and volunteers. Regulations with respect to student transportation reflect the need for the safe and efficient transport of students.

1. The use of privately owned vehicles for transporting students is permitted. Specific restrictions and prohibitions apply.
2. The District shall provide mini-busses to both secondary schools.
3. The District shall provide daily School Bus services to district students residing outside of municipal boundaries. Routes and schedules are within the purview of the Board and may change from time to time.
4. Students from private / independent schools within School District 54 may access the district's established bussing services for a fee.

VALUES

1. Our responsibility of safely transporting students within the district and to extra-curricular activities outside the district must be shared with parents and volunteers.

REGULATIONS

GENERAL

These regulations deal with five areas of student transportation.

1. **Guiding Principles**
2. Routes, scheduling and Fleet Management
3. The use of privately owned and operated vehicles
4. Rental Vehicles
5. The use of mini-busses for extra-curricular travel
6. ~~Bus Rider Rules~~

1) Guiding Principles

- a) The district recognizes the distinction between:
 - i) 'eligible' bussing students: students living out of town limits and approved cross-catchment transfers*
 - ii) 'non-eligible' bussing students: living within town limits

Only `eligible` students would have access to the district bussing system.

* As per section 9.1 of the School Choice Board Policy (9.950), 'Transportation of a student outside his/her catchment area will be the responsibility of the home.' Though, the school district will attempt to accommodate transportation requests due to cross-catchment transfer applications.

- b) Transportation of eligible bussing students would only be to-and-from approved residence(s).
- c) The district is required to know which students are on any bus at any time & require parent authorization for students to travel on busses.

1) Routes, Scheduling & Fleet Management

- a) Routes and schedules are designed to maximize the efficiency of transport operations and may change periodically.
- b) The *Custodial & Transportation Supervisor* has day-to-day responsibility for all matters relating to bussing.
- c) District vehicles may only be driven by district employees after acquiring appropriate licensing and training. The *Custodial & Transportation Supervisor* is responsible for approving all employee licensing.
- d) District vehicles may not be driven by students.

3. The Use of Privately Owned and Operated Vehicles

- a) Principals are responsible for the decisions involving the use of private vehicles at their schools.
- b) **Students are not permitted to drive other students to off-site school designated functions and may only drive themselves with the express written consent of school administration and their parent.**
- c) Whenever a private vehicle is used for transporting students within or without the district, parents of those students travelling must provide specific permission for their child(ren) to travel in that vehicle.
- d) The use of privately owned or rented 15 passenger vans for outside-the-district, extracurricular student transport is prohibited.

- e) The Principal shall ensure that any special safety requirements connected with the trip are met. The *Custodial & Transportation Supervisor* can provide advice and assistance.
- f) The Principal shall ensure that:
- g) The vehicle/owner have in place a minimum of \$1 million worth of Automobile liability Insurance.
- h) The operator has a valid BC driving license appropriate to the class of vehicle being driven. The table below provides the relevant restrictions.

i) Required Drivers License Classification	j) Seating Capacity (including Driver)
k) Class 5	l) Passenger Vehicle up to 10 people
m) Class 4	n) School bus:11 – 24 people (includes Vans)
o) Class 2	p) School bus: over 24 people

- q) The owner of the vehicle confirms that the vehicle is properly licensed, registered and insured and in proper mechanical condition, including but not limited to seasonally appropriate tires and brakes.
- r) Volunteer drivers must be at least 25 years of age and that the following documents are properly completed and filed with the Principal.
 - i. Copy of any rental agreements
 - ii. Insurance coverage
 - iii. Drivers license
 - iv. A current driver's abstract
 - v. Volunteer Driver Application
 - vi. Criminal Record Review

1. The Use of Rental Vehicles

- Vehicles used for the transport of students may only be rented with the prior approval of the *Custodial & Transportation Supervisor* and/or the Secretary Treasurer.
- Vehicles used for the transport of District employees may only be rented with the prior approval of the School Principal. Only the name of the individual on the Rental Agreement is permitted to drive that vehicle.

2. The Use of Mini-Busses for Extra-Curricular Travel

- Mini buses are provided to the secondary schools to support curricular and extra-curricular student and school based activities. The busses supplement the transportation provided by volunteers.

Type: New, Revision, Deletion
 Status: In-committee, on-going, approved
 Consultation Yes, Not required, Complete

- Only **people over the age of 25 that are** approved by the *Custodial & Transportation Supervisor* may operate the busses. A (minimum) Class 4 BC Drivers License is required to operate the vehicles.
- All operators must undergo a medical examination **upon at the ages of: 25, 30, 35, 40, 45, 48, 51, 54, 57, 60, 63 and every year upon reaching the age of 66 to ensure their medical fitness to operate the vehicle (National Safety Code)**. Costs associated with these medical examinations will be the responsibility of the District.
- The use of the vehicles must be arranged through the school Principal.
- The Principal shall communicate with the *Custodial & Transportation Supervisor*, on a periodic basis, to coordinate appropriate vehicle maintenance.
- Students shall not operate the buses.
- An initial/annual orientation shall be provided to all operators which, at a minimum, will include the following:
 - i. Safety features of the vehicle
 - ii. Emergency procedures
 - iii. Out of district repair procedures
 - iv. Vehicle operating training, including:
 1. maximum hours of driving per day
 2. assessing road and weather conditions
 3. safe handling of the vehicle
- No operator shall exceed 13 hours of driving time per day.
- A driver must not drive after the driver has accumulated 14 hours of on-duty time in a day.
- For all travel (within and without the district), a detailed itinerary and passenger manifest must be provided to the school principal.
- For overnight travel, the Principal shall ensure that the operator has a properly functioning cellular telephone and a list of emergency contact names and telephone numbers.

3. Bus Rider Rules

1.0 General

~~These regulations are provided to ensure the safe and orderly operation of the school bus fleet. The safety of the students, staff and volunteers riding on the bus is of paramount concern. Ridership is a privilege and not a right. This privilege may be withdrawn at the discretion of the~~

Type: New, Revision, Deletion
 Status: In-committee, on-going, approved
 Consultation: Yes, Not required, Complete

~~driver and/or the Principal at any time should there be a violation of these regulations or the safety of the bus passengers is threatened.~~

~~Where unsafe conditions occur due to weather and road conditions, busing may be suspended or cancelled on the recommendation of the Custodial & Transportation Supervisor.~~

2.0 Condensed School bus Rules

- ~~• The bus driver is the authority at all times~~
 - ~~• Follow the driver's directions the first time they are given~~
 - ~~• Keep your hands, feet and objects to yourself~~
 - ~~• Stay in your seat unless directed to do otherwise~~
 - ~~• Talk quietly, using only appropriate language~~
 - ~~• Smoking, drugs and alcohol are prohibited~~
-
- ~~• A permission slip from the Principal is required to ride on a school bus other than your regular bus or get off at a stop other than your regular stop.~~

3.0 Discipline Procedure

~~Step 1 — The driver gives verbal warning to the offender~~









~~Step 2 — The driver will issue a school bus Discipline Memo to the student.~~

~~————— The Discipline Memo provides two (2) levels of discipline as follows:~~






- ~~1. acknowledgement signature from parent/guardian before being allowed to ride again.~~
- ~~2. banned from riding bus until Principal's authorization.~~

4.0 Detailed Bus Rider Regulations














4.1 Prior to Loading (on the road and at school)






- ~~ Be on time at the designated school bus stops.~~
- ~~ Stay off the road at all times while waiting for the bus.~~
- ~~ Wait until the bus comes to a complete stop and the flashing red lights are on before crossing the road.~~
- ~~ Be careful in approaching bus stops.~~
- ~~ Bus riders are not permitted to move toward the bus at the school loading zone until the buses have been brought to a complete stop.~~
- ~~ Loading and unloading will be permitted at designated bus stops and loading zones only.~~
- ~~ All students should wear appropriate clothing to the season to ensure they are adequately protected from the cold in the event of a bus delay or breakdown.~~
- ~~ All students shall carry identification while riding the bus.~~

4.2 While Riding on the Bus





- ~~ Keep hands and head inside the bus at all times.~~
- ~~ Students shall not open any window without the driver's permission.~~
- ~~ No weapons of any kind, including knives of any size or shape or other sharp object.~~
- ~~ Keep the bus clean — do not litter~~
- ~~ No shouting, screaming or any unnecessary loud noise.~~

Type: New, Revision, Deletion
Status: In-committee, on-going, approved
Consultation Yes, Not required, Complete

- ~~ Treat the bus equipment with respect. Damage caused by students will be paid for by the student.~~
- ~~ Do not touch any equipment, controls or instruments.~~
- ~~ Check your space as you leave to ensure you have all of your belongings~~
- ~~ Keep the aisle clear.~~
- ~~ Older students can assist younger students with safety and comfort~~
- ~~ Do not throw any object out the window.~~
- ~~ Stay in your seat while the bus is in motion.~~
- ~~ No horseplay.~~
- ~~ Show courtesy at all times to driver and fellow riders.~~
- ~~ Maintain absolute quiet while approaching a railroad crossing.~~
- ~~ Follow the driver's instructions at all times.~~
- ~~ In case of a road emergency, riders stay in the bus unless directed by the driver.~~
- ~~ Refrain from speaking to the driver while the bus is in motion.~~

- ~~ No pets or animals without the driver's permission.~~
- ~~ The emergency door is to be used only for emergencies.~~
- ~~ Permission is required to bring large objects such as musical instruments, school projects, etc. Large objects permitted on the bus must be kept on the floor in front of the rider or on their laps.~~
- ~~ Skates with guards may be brought onto the bus and stored at the front of the bus in an area designated by the driver.~~
- ~~ Profane language and obscene gestures are not acceptable at any time.~~

4.3 After Leaving the Bus

- ~~ Students shall cross the road only while the bus is stationary and when the red lights are flashing. Students shall only cross the road in front of the bus and at least 3 metres in front of the bus and be alert to traffic. Be alert to the danger signal from the driver.~~
- ~~ Stay well off the travelled part of the road.~~
- ~~ Older students should assist younger students if necessary.~~
- ~~ Parents / guardians of students who wish to get off the bus at a stop other than their own must give written permission to the Principal of the school their children attend. Upon receiving this permission, the Principal will issue a permission slip to the student to present to the bus driver.~~

Amended: May 18, 2010
 Amended: September 16, 2008
 Amended: March, 2008
 Amended: June 15, 1999
 Amended: February 18, 1992
 Amended: August 27, 1991
 Amended: September 18, 1990
 Adopted: December 12, 1986

Type: New, Revision, Deletion
 Status: In-committee, on-going, approved
 Consultation: Yes, Not required, Complete