

Education Committee Meeting

Agenda



Education Committee Meeting
November 1, 2016, 3:30 pm
Board of Education Office - Boardroom

		<u>Page</u>
1.	Draft Policy Manual Structure	Action 1
2.	Draft Policy #180: Physical Restraint and Seclusion	Action 4
3.	Draft Policy #200: Catchment Areas, Cross Boundary Applications, Schools of Choice and Programs of Choice	Action 9
4.	Curriculum Update	Information 15
5.	Student Transportation Funding	Information 16
6.	District Parent Advisory Council	Information 18

ITEM 1 **Action**

TO: Board Policy Development Committee
FROM: Secretary Treasurer
SUBJECT: Draft Policy Manual Structure

Recommendation:

THAT the revised structure of the Board Policies and the recommendation to review the policies as indicated, by June 2017, be considered.

Summary:

Good governance includes a regular review of Board Policies. This review helps ensure the policies are achieving the goals of the Board. In addition, policies that are structured in a clear and concise format assist the public in understanding the policies and staff in implementing the policies.

An orderly review of the Board policies will facilitate the simultaneous review of procedures to support the policies. As the recommendation includes a revision to the structure of the policy manual, it would be prudent to begin the review with the governance policies in the first section.

Background:

Effective policies provide the direction and guidelines necessary to deliver governance, and services, through the actions of the Board, Staff, and Students. Policies also serve as sources of information and guidelines to all who may be interested in, or connected with, the operation of the School District.

The Board is responsible for adopting new policies and revising existing policies. Policies constitute the will of the Board in determining how the School District will be operated.

In its policy making, the Board should consider the requirements of providing public K-12 education, and that policies must comply with the *School Act* and other relevant Provincial and Federal legislation. In addition, policies should align with the School District's overall strategic plan.

Options:

1. Review the policies and structure as recommended.
2. Select another order or process for review.

Analysis and Impact:

The review and revision of policies will impact the workload of staff. However, if the review is conducted over the recommended time period, the impact would be manageable.

Strategic Priority:

The review aligns with the direction of the draft Strategic Plan which, if approved, directs the following action:

Review, revise and create policy and committee structures that contribute to effective governance and operational direction. Policies will be reviewed and revised ensuring transparent participation.

Policy, Regulation, Legislation:

The current Board policy on Policy Development provides for the Board to review each policy as and when required.

Public Consultation:

The use of the Policy Committee, Education Committee, and eventually the Committee of the Whole will allow for public participation in the review and revision of the policies.

Implementation:

Staff will initiate the review of each policy, based on direction from the Board.

Attachment:

A: Board Policy Structure

Mission Public School District - Policy Review 2016 / 2017

Old #	Current Name	New #	New Name	Review	Finalize
Foundation		0 - 29 Series			
1	District Direction	1	Mission, Vision, Values Statement		
		5	Strategic Priorities	Oct-16	Dec-16
3	School Board Powers & Duties	20	School Board Purpose, Structure and Responsibilities	Nov-16	Feb-17
Governance		30-99 Series			
5	Trustee Code of Ethics	30	Trustee Code of Ethics	Nov-16	Feb-17
6	Role of the Board Chair	40	Board Roles and Responsibilities	Nov-16	Feb-17
7	Role of the Vice Chair		- Board Chair, Vice Chair, Trustees		
4	Role of the Trustee				
8	Board Governance and Operations (bylaw	50	Board Meeting Procedure	Oct-16	Dec-16
		55	Board Correspondence	Jan-17	Feb-17
9	Board Representatives	60	Liaison Appointments	Jan-17	Feb-17
		62	Board Memberships	Jan-17	Feb-17
		64	Trustee Professional Development	Jan-17	Feb-17
10	Policy Development	80	Policy Development	Feb-17	Mar-17
2	Trustee Elections	90	Trustee Elections (Bylaw #2)	Feb-17	Apr-17
Administration		100 -149 Series			
		100	Delegation of Authority	Mar-17	Apr-17
12	Role of the Superintendent	105	Administration Roles and Responsibilities - Superintendent, Secretary Treasurer	Mar-17	Apr-17
19	District Code of Conduct	110	Code of Conduct	Apr-17	May-17
25	Respectful Schools, Harassment and Anti-Bullying	111	Respectful Schools, Harassment and Anti-Bullying	Apr-17	May-17
26	Sexual Minority - Sexual Orientation - Gender Identity - Anti-Homophobic	112	Sexual Minority - Sexual Orientation - Gender Identity - Anti-Homophobic	Apr-17	May-17
39	Social Media	??	Social Media and Communication	Apr-17	May-16
41	Protection of Confidential Information	??	FIPPA (legislated)	May-17	Jun-17
23	Environmental Sustainability	130	Environmental Sustainability	May-17	Jun-17
14	Concerns or Complaints	145	Addressing Parent Concerns or Complaints	May-17	Jun-17
24	Whistle Blower Protection	??	Whistle Blower Protection (legislated)	May-17	Jun-17
Health and Safety		150 - 199 Series			
		180	Physical Restraint and Seclusion	Oct-16	Dec-16
Schools & Instruction		200 Series			
17	Catchment Areas, Cross Boundary Applications and Programs of Choice	200	Catchment Areas, Cross Boundary Applications and Programs of Choice	Oct-16	Dec-16
Students		300 Series			
Human Resources		400 Series			
Finance		500 - 519			
Facilities		520-559			
18	Transportation Services	550			
Support Services		570-579			
Other		600			

ITEM 2 Action

TO: Board Policy Development Committee
FROM: Secretary Treasurer
SUBJECT: Draft Policy #180: Physical Restraint and Seclusion

Recommendation:

THAT the draft Physical Restraint and Seclusion policy be approved in Principle;
AND THAT the draft Physical Restraint and Seclusion policy be referred to the public for comment;
AND THAT the public comments be referred to the January 2017 Committee of the Whole meeting to be considered with the draft Physical Restraint and Seclusion policy;
AND THAT the final Physical Restraint and Seclusion policy be returned to the Board for consideration at the January 2017 Board meeting.

Executive Summary:

The attached new draft of a Physical Restraint and Seclusion policy is presented for the Board's consideration. The Province and the BCSTA provided information to school districts on the development of a policy to address the use of physical restraint of students. The policy was developed considering the guidance and research of these groups.

The new policy clarifies when physical restraint may be used, and the need for follow-up when restraint is used. A policy to assist with the implementation of this policy is currently under review, and will be finalized for use when the policy is adopted.

Background:

Effective policies provide the direction and guidelines necessary to deliver governance and services, through the actions of the Board, Staff, and Students. Policies also serve as sources of information and guidelines to all who may be interested in, or connected with, the operation of the School District.

Issues had been identified by the Province with the use of physical restraint in schools. Recommendations for policy development were provided to school districts by the Province and the BCSTA. Staff conducted additional research on policies being used in other school districts. Staff considered all this information, and the needs of the Mission Public School District, and put together a policy for consideration.

Analysis and Impact:

The new policy clarifies when physical restraint may be used to ensure the safety of staff, the student, or other students. The procedures that assist with implementing the policy will be finalized prior to final approval of the policy.

Strategic Priority:

The review aligns with the direction of the draft Strategic Plan which, if approved, directs the following action:

Review, revise and create policy and committee structures that contribute to effective governance and operational direction. Policies will be reviewed and revised ensuring transparent participation.

Policy, Regulation, Legislation:

The Ministry of Education has created guidelines to help Boards maintain safe learning environments for all children and adults. They were developed in consultation with an advisory committee whose members included representatives from Inclusion BC, the Family Support Institute, the BC Council of Parent Advisory Committees, the BC School Trustees' Association, the BC Association of School Psychologies and the BC Council of Administrators of Special Education. Further information is attached to the Agenda.

Public Consultation:

The policy will be referred to the public and partner groups for consideration prior to final approval.

Implementation:

Initial review – Education Committee, November 1, 2016

Approval in Principle – Board meeting November 15, 2016

Public Consultation review period – November 16 – December 30, 2016

Committee of the Whole review – January 10, 2017

Final Approval – Board meeting January 24, 2017

Attachments:

- A. Draft Policy #180: Physical Restraint and Seclusion
- B. Draft Template Student Behaviour Incident Notice to Parents Report Form
- C. Draft Template Student Behaviour Incident Report Form

Physical Restraint and Seclusion

Policy #180

Purpose

To outline the responsibility of providing a safe work environment, and when necessary, to manage instances where physical aggression of a student poses a danger to staff and other students.

General Policy

The Mission Public School District is responsible to provide and maintain a safe, personally secure and respectful environment for all students and staff.

The School District recognizes that preventing escalating aggressive behavior is the best method of maintaining a safe, personally secure and respectful environment. The School District will provide positive educational / behavioural interventions supports for all students in the least restrictive environment, which is considered to be “best practice” for reducing aggressive behavior. Every effort will be made to structure the learning environment and to provide learning supports that make seclusion or physical restraint unnecessary.

Physical aggression or threats of a physical nature by students can comprise the safety of staff and students. In order to meet the responsibility of providing a safe environment for all students and staff, it may be necessary in exceptional emergent circumstances where the student's behavior poses imminent danger or serious physical harm to self or others, for staff members trained in crisis intervention and the safe use of physical restraint and/or seclusion.

The decision to use reasonable physical restraint or seclusion must be guided by professional judgment of staff only in exceptional emergent circumstances. Physical restraint or seclusion is not to be used as an intervention or treatment procedure. Appropriate School District staff, the Superintendent, and the parents will be informed in a timely manner of any use of physical restraint or seclusion.

The use of physical restraint and seclusion must be handled in accordance with relevant provincial legislation and the School District's administrative procedures.

See Administrative Procedure: 180-1

Date of Board Approval:

Date Amended:

Student Behaviour Incident Report

Name of Student	School
Date of occurrence	Time of occurrence
Location of occurrence	
Name(s) and role(s) of staff members present:	
Name:	Role:
Name:	Role:
Name:	Role:
Description of the incident (e.g. the actions of the student and staff members involved, location)	
Results of occurrence (e.g. injuries to staff, injuries to students, damage to property)	
Name and Signature of Staff Member who completed the Incident Report	
_____	_____
Name	Signature

Principal Notification of Incident

Principal notified of the incident by:	
Date:	Time:

ITEM 3 Action

TO: Board Policy Development Committee
FROM: Secretary Treasurer
SUBJECT: Draft Policy #200: Catchment Areas, Cross Boundary Applications, Schools of Choice and Programs of Choice

Recommendation:

THAT the draft Catchment Areas, Cross Boundary Applications, Schools of Choice and Programs of Choice policy be approved in Principle;

AND THAT the draft Catchment Areas, Cross Boundary Applications, Schools of Choice and Programs of Choice policy be referred to the public for comment;

AND THAT the public comments be referred to the January 2017 Committee of the Whole to be considered with the draft Catchment Areas, Cross Boundary Applications, Schools of Choice and Programs of Choice policy;

AND THAT the final Catchment Areas, Cross Boundary Applications, Schools of Choice and Programs of Choice policy be returned to the Board for consideration at the January Board meeting.

Executive Summary:

The attached draft Catchment Areas, Cross Boundary Applications, Schools of Choice and Programs of Choice policy is updated with the lens of making the document easier for the public to use and for staff to implement. Many of the procedure components of the policy are removed, and will be included in the administrative procedures. The draft policy is ready for review, and if approved in principle, ready for formal referral to partner groups and the public.

Background:

Effective policies provide the direction and guidelines necessary to deliver governance and services, through the actions of the Board, Staff, and Students. Policies also serve as sources of information and guidelines to all who may be interested in, or connected with, the operation of the School District.

A number of issues were identified with the catchment area policy. Staff have reviewed the existing policy, and are recommending the changes to the policy. The revised draft policy is presented for the Board's consideration.

Analysis and Impact:

The revised policy is expected to clarify a few issues identified with the policy during the past few years. The administrative features of the current policy will also be moved into administrative procedures. These procedures will be updated prior to final approval of the policy.

Strategic Priority:

The review aligns with the direction of the draft Strategic Plan which, if approved, directs the following action:

Review, revise and create policy and committee structures that contribute to effective governance and operational direction. Policies will be reviewed and revised ensuring transparent participation.

Policy, Regulation, Legislation:

See Current Board Policy #17

Public Consultation:

The policy will be referred to the public and partner groups for consideration prior to final approval.

Implementation:

Initial review – Education Committee, November 1, 2016

Approval in Principle – Board meeting November 15, 2016

Public Consultation review period – November 16 – December 30, 2016

Committee of the Whole review – January 10, 2017

Final Approval – Board meeting January 24, 2017

Attachment:

- A. Draft Policy #200: Catchment Areas, Cross Boundary Applications, Schools of Choice and Programs of Choice

Catchment Areas, Cross Boundary Applications, Schools of Choice and Programs of Choice

Policy #200

Purpose

To provide guidelines for students to access public education at neighbourhood schools, and to establish the criteria for students to access public education through Schools of Choice and Programs of Choice.

Policy

Neighbourhood schools will generally be accessible to all school-age students in the neighbourhood, subject to enrolment capacity.

Neighbourhood schools may be accessible to school-age students outside of the neighbourhood, subject to a cross boundary school permit application process and enrolment space availability.

Schools of Choice and Programs of Choice will be available to all students in the district, subject to an application process and the enrolment space availability in the School or Program.

General Guidelines

In accordance with the *School Act*, schools will enroll students in the following descending order or priority:

- A catchment area student who, in the previous school year, attended the school.
- A student assigned by the Board to the school.
- A catchment area student.
- A non-catchment area student who, in the previous school year, attended the school.
- Siblings of non-catchment area students who, in the previous school year, attended the school.
- A non-catchment area student.
- A non-school district student.

Catchment Areas

An elementary school catchment area is a specified geographic area that surrounds a school. In determining a school catchment area, consideration will be given to the walk limits specified in Board Policy, and the number of students that would be attending the elementary school. The objective will be to consider the capacity of the schools and balance the enrolment amongst most elementary schools.

Information on the school catchment areas will be provided to parents and students, with additional information and details made available on the Mission Public School District website (www.mpsd.ca).

The School District may amend the catchment areas as needed.

Elementary Schools

The elementary school in each defined catchment area will be the neighbourhood school for that area. Residency in the elementary school catchment area qualifies an elementary school student to attend that school.

Middle Schools

The Middle School catchments are determined to equitably distribute the student population between the two middle schools. Elementary schools are assigned to a Middle School catchment as follows:

Hatzic Middle School Catchment Schools	Heritage Park Middle School Catchment Schools
Albert McMahon Elementary	École Christine Morrison Elementary
Cherry Hill Elementary	Hillside Traditional Academy
Deroche Elementary	École Mission Central Elementary
Dewdney Elementary	West Heights Community School
Edwin S. Richards Elementary	Windebank Elementary
Hatzic Elementary	
Silverdale Elementary	

Exceptions:

Students attending Edwin S. Richards 2012-2013 who live in the Windebank catchment area will have the choice to attend HPMS (Note: this clause would be obsolete in 2018-2019).

Cross Boundary

The School District will consider cross boundary school permit applications for students to attend a school outside of their catchment area. Applications for a cross boundary school permit must be submitted in accordance with the Administrative Procedure, by March 31 for the following school year.

The School District will use a fair and equitable approach when considering cross boundary school permit applications, as outlined in Administrative Procedure.

Approval considerations

Applications for a cross boundary school permit will be considered when sufficient enrollment space is available at the cross boundary school. Applicants will be notified of the decision regarding the cross boundary school permit application on or before June 30.

Applications for students that have been displaced by the closure of a school will be given priority for a cross boundary school permit for the school year immediately following the closure.

If approved, cross boundary school permits will be for one school year only.

School District Cross Boundary Placement

The School District may find it necessary to enroll a student in a school other than the neighbourhood school due to the availability of special programs or enrollment restrictions. While such placements shall be expected to remain for the duration of the current school year, whenever possible students will be returned to their neighbourhood school effective the start of the next school year.

Schools of Choice

A School of Choice means a school other than the neighbourhood school that parents choose to have the child(ren) attend. The School District has two Schools of Choice. These schools are not neighbourhood schools and do not have a defined catchment area. Any student may apply to attend a School of Choice. The Schools of Choice are:

- Edwin S. Richards – Arts-Based Curriculum
- Hillside Traditional Academy – Curricular outcomes in an environment based on traditional values.

The School District will use a fair and equitable approach when considering applications to attend a School of Choice, as outlined in Administrative Procedure.

Programs of Choice

The School District offers Programs of Choice at four schools. Programs of Choice are a School District initiated program approved by the Board and designated to run in one or more school sites. Programs of Choice are offered in elementary schools as follows:

- French Immersion École Christine Morrison Elementary School
- French Immersion École Mission Central Elementary School

The elementary school Program of Choice catchment area is aligned with the neighbourhood catchment area for the elementary schools listed below. The catchment boundaries for the Programs of Choice will be reviewed annually to ensure that each school is being utilized to its potential for the regular programs and to ensure the dual-track schools meet the Board’s expectations.

École Christine Morrison (West)	École Mission Central (East)
Cherry Hill Elementary	Albert McMahon Elementary
West Heights Community School	Deroche Elementary
Silverdale Elementary	Dewdney Elementary
	Windebank Elementary

Programs of Choice offered after elementary school, are as follows:

- French Immersion École Heritage Park Middle School
- French Immersion École Mission Senior Secondary

The School District will use a fair and equitable approach when considering applications to attend a Program of Choice, as outlined in Administrative Procedure.

Date of Board Approval: September 2008

Amended:

Legal Reference: School Act, Section 74

Cross Reference: [Transportation Services Policy #18](#)

[Administrative Procedures: 200-1](#)

DRAFT

ITEM 4 Information

TO: Education Committee
FROM: Larry Jepsen, Assistant Superintendent of Schools
 Amber Chung, President, Mission Teachers' Union
 Joseph Heslip, District Principal, Aboriginal Education
SUBJECT: Curriculum Update

Verbal updates will be provided at the meeting.

ITEM 5 Information

TO: Education Committee
FROM: Secretary Treasurer
SUBJECT: Student Transportation Funding

Mission Public School District is pleased to announce the Ministry of Education has approved the School District's transportation plan submitted in September. Accordingly, \$188,900 has been allocated to the School District to aid with busing.

The School District will be issuing refund cheques to the approximate 350 families totaling an amount of \$82,000. The balance of funds will be used to fund increased services on bus routes.

Background:

On August 10, 2016, the Ministry of Education announced new funding totaling \$14.7 million under the new Student Transportation Fund to support improving the affordability and accessibility of transportation services for students. Of the \$14.7 million, \$188,900 is set for the Mission Public School District. The School District developed a funding plan to access this new funding. In anticipation of this funding, and with the understanding that current transportation fees charged to eligible riders for standard bus service to catchment schools had to be eliminated to qualify for the funding, the School District ceased collecting fees for the 2016/2017 year.

In response to this action, a significant number of parents have signed their children up for busing. Existing bus routes were altered and/or adjusted to accommodate new riders for the 2016/2017 school year. There have been over 400 registrations since August 22, 2016. Prior to the elimination of bus fees, there would have typically been a surcharge for late registrations. A common theme appears to be families who previously drove their children to/from school, have now opted for the bus service due to no cost.

The increased demand is expected to require that at least one additional bus be put in service for the 2016/2017 year. While the School District has a spare bus available to take on this increased demand, the operating cost of the increased demand is expected to be approximately \$60,000 a year. This increased demand exceeds the amount of funding available to the School District from the transportation grant after eliminating the transportation fees.

Attachment:

A: October 25, 2016 Ministry of Education Correspondence



Attachment A

October 25, 2016

To: Corien Becker
Secretary-Treasurer,
School District #75 (Mission)
Email: corien.becker@mpsd.ca

Dear Corien:

Thank you for submitting your plan for student transportation investments. Upon review, I am pleased to inform you that funding of \$188,900 has been approved for your school district. This funding will be added to the 2016/17 grant payment schedule shortly.

Please contact Jonathan Foweraker, Director of Funding and Allocation at Jonathan.Foweraker@gov.bc.ca or if you have any questions.

Sincerely,

George Farkas,
ADM – Resource Management and Corporate Services Division

cc: Board Chair, Rick McKamey

ITEM 6 Information

TO: Education Committee
FROM: District Parent Advisory Council ("DPAC")
SUBJECT: District Parent Advisory Council Update

A Report is attached to the Agenda.

DPAC Meeting, October 24th 2016 Location: Heritage Park Middle School

Attendees Present: 22 Parents from 12 schools, as well as HPMS Principal Linda Ziefflie, Superintendent Angus Wilson, Trustees Randy Cairns & Shelley Carter.

Reports:

Superintendent's Report: Discussed Student Safety and when Police get involved on school property. New Enrollment numbers are in with increases, and bus reimbursement should be coming when the District has been paid.

Chair's Report: Went over Sept 27th Meeting and discussed the potential creation of a single committee to replace a few smaller ones to increase reporting and stakeholder involvement. Mentioned that the Buses at no-charge may be a one year deal. There has not been any discussion of this matter to continue to the New Year. Cross boundary attendance has also filled the buses quicker. Discussed the possibility of adding another bus to the district but there needs to be funding.

Treasurer's Report:

Receiving checks for last year's good dinosaur movie and for this year: for movie licenses. Checking account balance is \$2264.23; Gaming \$3064.08. Have not received this year's gaming grant but we are moving forward with the contacts to find out when we are getting it

Just because we did not spend all the money last year does not mean we will not get it this year.

Communications Report:

Emails can be stopped at any time, simply request removal by emailing Clare. Clown issue, an announcement was placed online regarding this recent issue. Clare working to establish a Facebook group for DPAC so parents can PM the members directly on Facebook for questions or find out when the meetings are. This is in the baby steps stage and there will be more information available by the next meeting.

Education committee Report:

Donna Archibald gave a presentation. Jim Pearson gave an application for students to Fiji, fundraising will be happening. Government and policy position meeting, this will go to feedback, board meetings to be passed. Solar energy in some of our schools proposed.

International 158 students update: 15 more than last year. Curriculum updated for grades 10 to 12 and how they can attack the day. Long service employee recognition is being discussed but nothing new at this time

New Items:

Amendment to the constitution was passed to allow equal voting/and rewording to include the newly established Middle Schools in the constitution. Changes will be available online.

Next DPAC meeting: November 21st, 2016 at 7:00pm at E.R. Richards Elementary

Attendance: Edwin S. Richards: Sheneal Anthony (DPAC Member at Large), Laurena Gagno, ESR parent Raymond Kwong (DPAC Member at Large); Dewdney: Destiny Cunningham (DPAC Member At Large), Raven Arcand; Albert McMahon: Niki Rosde, Kristine Matthysen; Heritage Park Middle School: Linda Ziefflie (Principal), Tanya Konings, Karah McLean (DPAC Secretary); École Christine Morrison: Karen Thompson, Meg Kruger; West Heights: Ilona Schmidt; Hatzic Middle School: Dionne Hairsine & Lori McComish; Hatzic Elementary: Heather Burke; Early Childhood Committee/ Riverside parent: Laura Wilson; HTA parent Jessica Weismiller (DPAC Treasurer), Justin Wagner; École Mission Secondary: MSS Parent Frank Gundermann, Clare Seeley (DPAC Communications Coordinator), Trisha Hansen-Bell; MTU representative Ann Titford; Superintendent of Schools Angus Wilson; Silverdale Elementary: Deanna Zgrablitz, Trustee Randy Cairns, Trustee Shelley Carter.