

Minutes of the Regular Meeting of the Board of Education of the Chinook School Division No. 211 held on Monday, September 12, 2016 at 3:00 p.m. in the Chinook Education Centre.

- PRESENT:** Larry Caswell
Elaine Anderson
Shane Andrus
Cassandra Appelgren
Rodney Fairbrother
H.B. (Bernie) Ford
Tim Ramage
Shauna Wright
Tim Weinbender
- Liam Choo-Foo - Director of Education
Kyle McIntyre – Deputy Director of Education
Rod Quintin – Chief Financial Officer
Joanne Booth – Communications Coordinator
JackieWiebe – Executive Assistant

REGRETS: Randy Beler

The meeting was called to order at 3:00 p.m. by Chair Larry Caswell

AGENDA 115/16 Wright THAT the Agenda be approved as circulated and revised.
CARRIED

MINUTES 116/16 Ford THAT the Minutes of the Regular Meeting of August 22, 2016, be approved, as presented.
CARRIED

CONSENT ITEMS 117/16 Ramage THAT the Consent Agenda Items be approved.
CARRIED

REGULAR MEETING ----- September 12, 2016

AP 410 118/16 Weinbender THAT the revised Administrative Policy 410, Safety, be Approved as attached.

CARRIED

AP 411 119/16 Anderson THAT the revised Administrative Policy 411, Protective Services, be approved as attached.

CARRIED

AP 801 120/16 Ford THAT the revised Administrative Policy 801, Transportation Services, be approved as attached.

CARRIED

Kevin Jones, Manager of Transportation and Facilities presented The Facilities Status Report

FACILITIES REPORT 121/16 Fairbrother THAT the Facilities Status Report be received.

CARRIED

Liam Choo-Foo, Director of Education, presented the Opening Day Enrolments Report.

OPENING ENROLMENTS 122/16 Appelgren THAT the Opening Day Enrolments Report be received.

CARRIED

HR REPORT 123/16 Ramage THAT the Employee Contracts be ratified as contained in the Human Resources Report dated September 12, 2016.

CARRIED

REGULAR MEETING ----- September 12, 2016

ELECTION 124/16 Weinbender THAT Compensation for Election Workers in the School Board Election being held October 26, 2016, is as follows:

Deputy Returning Officer: \$190.00 per day
Poll Clerk: \$160.00 per day
Mileage: \$0.40 per km
Meals: Lunch - \$14.00; Supper - \$19.00

CARRIED

ADJOURN 125/16 Anderson THAT we do now adjourn.

CARRIED

Board Chair

CFO

ADMINISTRATIVE POLICY No. 410

SAFETY

The Chinook School Division is committed to ensuring safe, positive learning and working environments. The Director of Education is authorized to prescribe practices and procedures to ensure acceptable standards of comfort, safety, health and sanitation.

PROCEDURES

1. General

- a. The principal is to maintain adequate conditions of safety and sanitation in the school and on school grounds.
- b. The principal is to comply with Administrative Policy 902 – *Maintenance and Inspection* to ensure that procedures to ensure that general and emerging repair work meets acceptable safety and sanitary standards.
- c. The principal is to arrange for the establishment and maintenance of an Occupational Health Committee in the school in accordance with *The Occupational Health and Safety Act, 1993*.

2. Inspection of School Property Used for Storage by Students

- a. Principals or designates are authorized to search school property in order to maintain order, safety, or discipline.
- b. In accordance with Division guidelines each school is to develop procedures with respect to regular inspection by principals or their designate of desks, lockers, and other school property used for storage of student materials. These procedures must be communicated to the students upon registration.
- c. If the principal or designate ascertains that there are reasonable grounds for belief that a criminal offense is being, or has been committed, that a search of the student or property will provide evidence in these matters, or will lead to the conclusion that the commission of a criminal offense has or is about to occur, a search can proceed subject to the following:
 - i. The search should proceed immediately if there is reason to believe that the safety of any student is in question.
 - ii. If the safety of any student is not in question:

- Attempts should be made to have the student concerned present and consent to the search.
 - Where the student is not present, or does not consent to the search or the school officials do not wish to undertake the search under their own authority, school officials are to contact the police and the search is to proceed under the direction of the police.
 - At least one witness is to be present when a search takes place.
 - The police must conduct all intrusive searches.
- d. Any search on school premises initiated by the police is to be:
- i. Authorized by warrant or,
 - ii. In relation to drugs or weapons or,
 - iii. Coincident with the appearance of the police for the purpose of arresting a student or,
 - iv. In relation to a school initiated search that results in a request for police assistance.
- e. The principal, or designate is to accompany the police in any search unless advised by the police to the contrary.

3. Fire Drill and Evacuation Plan

- a. The principal is to develop a detailed fire drill and evacuation plan for the school, and ensure that all students and staff members are fully informed of their duties and responsibilities. The appropriate number and timing of fire drills and evacuation exercises are to be conducted as required by provincial fire authorities.

4. Bus Loading

- a. The principal is to establish procedures and arrange for supervision of bus loading and unloading at the school.

5. First Aid

- a. The principal is to ensure that a supply of first aid materials is available in the school and stored in a location known to all members of the staff.
- b. The principal is to encourage staff to have current up-to-date certification and training in first aid and CPR (Cardio Pulmonary Resuscitation). The cost of training or upgrading the training of the first member of each staff will be borne by Chinook S.D.

- c. The principal is to ensure that WHMIS (Workplace Hazardous Materials Information System) manuals are current and staff member in-service and materials meet the requirements of *The Occupational Health and Safety Act, 1993* and *Regulations of the Act, 1996*.

6. Emergencies

- a. In any school emergency the principal is to take whatever immediate action appears to be reasonable and necessary to ensure the safety of students, employees or visitors to the school.
- b. The principal is responsible for developing a contingency plan for emergencies consistent with the Board of Education Policy – 805 *Closure, Severe Weather and Student Transportation*.

7. Hospital Emergency Treatment

- a. When a student is taken to hospital for treatment of illness or injury, the following conditions are to apply:
 - i. Attempts are made to notify the parent or guardian.
 - ii. If the parent or guardian cannot be contacted, the hospital is to be advised accordingly.
 - iii. In the absence of the parent or guardian, hospital procedures for consent and treatment are to be followed.
- b. If an ambulance is required, it is to be called. The expense is the responsibility of the parent; however, if the expense is not recoverable, it will be paid by the Board.

8. Protective Equipment

- a. Teachers are to require students to wear safety and protective equipment as recommended for use in their instructional programs and other school-approved activities.
- b. Specific guidelines for sporting and physical activities equipment are to be adhered to as outlined in the school division's *Sport and Activity Handbook*.

9. Physical Activities

- a. Procedures for physical activities safety are to be stated in the school division's *Physical Education and Safety Guidelines*
- b. It is the responsibility of the Director of Education, or designate to ensure that the *Handbook* is kept current and includes direction specific to the following:

i) Standard of Care

The Board of Education and its teachers are expected to exercise a reasonable standard of care for their students. The prevailing standard of care is that exercised by a careful parent of a large family. In Physical Education, as in all other activities of daily life, there are a degree of hazard.

ii) Physical Education Guiding Principles

Physical Education requires that the principles of: facility safety, equipment safety, sound instruction (where skills are taught in progression), supervision (where routines, procedures, expectations and risk management is minimized through visual supervision, on site supervision, and in the area supervision), and appropriate clothing and footwear be adhered to in every activity.

This policy and its accompanying appendix (Chinook Physical Education and Safety Guidelines) identify the guidelines for each activity offered by the Chinook School Division that must be followed by division students and personnel.

10. Motorized Vehicular Traffic

- a. Motorized vehicular traffic is prohibited on school property with the exception of:
 - i. Designated parking areas
 - ii. Service, maintenance and repair vehicles requiring access to specific areas.

11. Unusual Threats

- a. Principals are responsible for developing procedures to appropriately deal with emergencies or threats that are consistent with Chinook's *Emergency Response Procedures*.
- b. When an unusual threat to student or staff safety is received, the principal is to assess the situation and take appropriate action.
- c. Among appropriate and expeditious responses to be taken by the principal the following actions are to occur:
 - i. Notify the police immediately and follow all directions given by the police
 - ii. Notify the Director immediately
 - iii. Carry on with regular activities unless advised to the contrary by police, Director or designate.
 - iv. Clear the school premises according to fire drill procedures

when directed by the police, Director or designate.

- v. Avoid any area of the school, which may threaten the safety of individuals
- vi. Resume classes after clearance by the police

12. Dangerous and Communicable Diseases

- a. Any student or staff member whose health or medical condition may pose a significant health risk to others may be required to contact a physician.
- b. The physician is to be requested to provide a medical certificate stating whether the condition of the individual poses any significant threat to the health and welfare of others.

13. Use of Tobacco Products

BACKGROUND

Chinook School Division recognizes and accepts its responsibility to provide a safe, comfortable and healthy environment for all those who use its school buildings. *The Tobacco Control Act* contains measures to restrict youth access to tobacco products and to protect residents from environmental tobacco smoke. As a consequence, all school buildings and school grounds operated by the Division shall be free from smokeless tobacco and tobacco smoke at all times.

PROCEDURES

- a. Use of tobacco products in contravention of this policy by employees may result in a verbal warning, written reprimand, suspension with or without pay, or dismissal.
- b. Use of tobacco products in contravention of this policy by students may result in suspension or expulsion in accordance with Sections 153 and 154 of the Education Act.
- c. Rental clients who use tobacco products in contravention of this policy shall receive a written notification that a future offence will result in termination of any and all rental bookings.
- d. Other persons found to be using tobacco products in contravention of this policy in Division operated school facilities will be dealt with in an appropriate manner, by the employee in charge of the school building.
- e. Notwithstanding 12 a. – d. an exception may be granted for special ceremonies under the following parameters:
 - i. The school principal has approved the ceremony.
 - ii. The school principal has consulted with the SCC to develop

school specific operational guidelines for the ceremony.

- iii. There is appropriate ventilation available in the location of the ceremony.

14. *Illicit Use of Drugs and Alcohol*

- a. The principal may suspend any student who is in possession of, distributing, selling, or supplying drugs or alcohol listed under the *Controlled Drugs and Substances Act, 1996* or *The Food and Drugs Act, 1985* and is on school premises, a school bus, or at school- sponsored activities. The suspension is to be in accordance with Administrative Policy No. 409 - *Discipline*.
- b. Any student convicted of trafficking in drugs on school property, school activities, or school bus is to be suspended in accordance with Administrative Policy No. 409 – *Discipline*, after consultation with the Director of Education.
- c. Any student who has a drug or alcohol problem and confides in a teacher or principal for the purpose of receiving assistance in overcoming the problem is to be directed to appropriate programs and services for assistance.
- d. The principal and staff are to cooperate fully with parents, community agencies, and law enforcement agencies in their attempts to solve problems associated with drug and alcohol usage.

15. *Tragic Events*

- a. The Director of Education or designate is to ensure that the resource guide, *Responding to Tragic Events* is kept current and updated annually.
- b. The principal is to select staff members to a Tragic Events Response Team for the school at the initial meeting of the school year. That team can expect to be supported by the personnel resources of the school division, if events demand more than a school based intervention.
- c. The principal is to inform staff members and School Community Council members of the purpose and function of the Tragic Events Response Team.

Revised: March 9, 2015

Revised: September 12, 2016

ADMINISTRATIVE POLICY No. 411

PROTECTIVE SERVICES

The Chinook School Division requires all employees to concern themselves with the physical, social, and emotional welfare of each student. Abuse or neglect of children and youth must not be left unchecked by persons charged with the care of students.

PROCEDURES

1. *Reporting Children in Need of Protective Services*

- a. The Director of Education, or designate is responsible for ensuring school-based personnel have access to the most current information about children needing protective services, as outlined in *Saskatchewan Child Abuse Protocol 2014*.
- b. Principals are to familiarize themselves and their staffs with procedures and information regarding the reporting of children in need of protective services in accordance with section 1.22.1 in the Principal's Handbook.

2. *Cooperation with Child Protection Workers and Police*

- a. Interview
 - i. Principals and teachers are to cooperate with the child protection workers and police when it is necessary to interview students in the school setting. All parties are to govern themselves in accordance with the *Youth Criminal Justice Act, 2002*.
 - ii. All requests by child protection workers or police for interviews with students are to be directed to the principal or designate.
 - iii. The principal or designate is to arrange for any interviews to be held in private. The child protection worker and police will determine who will be at the interview and will take into consideration the child's support needs and comfort level. By being present at the interview, the staff member may be subject to subpoena as a witness in a subsequent court proceeding.

Revised: September 14, 2015

Revised: September 12, 2016

ADMINISTRATIVE POLICY NO. 801

TRANSPORTATION SERVICES

Eligibility to attend a specific school is covered in Module 4. Once eligibility is confirmed, Chinook School Division (Chinook) provides transportation for students requiring access to school in accordance with *The Education Act, 1995*, *The Highway Traffic Act*, and *The Vehicle Administration Act*. In addition, provisions are made for special use of buses to enable students to participate in education and education-related activities.

PROCEDURES

1. Provision of Services

- a. Transportation for students residing in Chinook is provided through a combination of school buses, contractor school buses and private vehicles.
- b. Chinook may provide transportation services to other school divisions under contract, when approved by resolution of the Board.
- c. Chinook may receive transportation services from other school divisions for Chinook students attending schools outside of Chinook boundaries.

2. Rural Student Transportation

- a. The Manager of Transportation is responsible for bus scheduling and routing in consultation with the Chief Financial Officer.
 - i. Buses are to be restricted to provincial highways, municipal roads, and approved yard service.
 - ii. Yard service may be approved if the residence is at least 200 meters from the road allowance (fence line), the access road is of all-weather construction, and there is a clear area to enable the bus to turn around without backing up. Requests for yard service lying outside of these guidelines will be honored at the discretion of the bus driver in consultation with the Manager of Transportation.
 - iii. Time schedules are to be based on normal travel conditions. The schedule is to be communicated to parents with the directive that under normal conditions buses will wait no longer than two minutes at any

one pickup point, nor will they leave any pickup point ahead of time, unless all students have been accounted for. Buses are to arrive at school no earlier than fifteen minutes prior to the usual commencement of classes, unless the bus must proceed to another school and the driver requires the time for appropriate scheduling of arrival time. Schedule accommodations may be made subject to the approval of the Manager of Transportation.

- iv. Routes will be designed with a targeted maximum ride time of 75 minutes. Exceptions to the targeted 75 minute ride time may occur in extenuating circumstances such as, but not limited to the following:
 - (1) Alternate school choice
 - (2) Geographic barriers
 - (3) Extreme isolation
- v. Variations in scheduling or routes are to be communicated to parents by the Manager of Transportation or designate.
- vi. Transportation will be provided to the designated school, to and from the student's designated home location.
 - (1) Exceptions to the designated home location may be granted in extenuating circumstances. Chinook may allow for a regular alternate pickup and drop off location. (A minimum one month advance schedule must be provided.) The location must be a home or designated stop (i.e.: daycare or childcare site). This alternate location must not cause deviation of more than one mile from the regular route, nor shall the targeted total ride time of the route exceed 75 minutes as a result.
- vii. In the event of school closure or grade discontinuance, efforts will be made to allow parents to send students to the school of their choice subject to the conditions set forth in Section 4 (Student Transportation to Alternate School Locations).
- viii. Prior to final notice of annual bus route arrangements being given to parents for the upcoming school year, the Manager of Transportation shall:
 - (1) Forward a copy of applicable bus routing information for each of subdivisions 1 to 7 to the respective Board Trustee.
 - (2) Permit two weeks for the Board Trustee to solicit feedback from SCC's and community stakeholders, including but not limited to, bus drivers and municipal government authorities, on bus routes developed for their respective schools.
 - (3) Consider and may incorporate appropriate feedback into bus routing.

- (4) In the event that mid-year routing changes are necessary, a plan of the possible changes shall be forwarded for consultation to the Sub-division Trustee as soon as practical, but no later than the date the routing change comes into effect.
- b.** There may be circumstances or conditions making it necessary to arrange for transportation other than through the provision of busing, including the use of public service or private vehicles. In these cases the Manager of Transportation is to recommend special arrangements to the Chief Financial Officer for approval. These arrangements may include:
- i. Provision of transportation allowance for parents who convey their children.
 - ii. Provision of a boarding allowance to parents who do not have bus or alternative service and who choose to board their children away from home.
- c.** Courtesy pick-ups may be provided to students attending Catholic or Fransaskois schools within Chinook under the following conditions:
- i. Application is to be made to the Chinook School Division.
 - ii. With respect to Catholic school attendance, students must be baptized Catholic and provide proof of their baptismal to be considered for transportation.
 - iii. With respect to Fransaskois school attendance, students must reside within the francophone attendance area.
 - iv. Pick-up location must be in close proximity (within 10 minutes) to existing routes and not result in the deviation from the targeted total ride time of 75 minutes.
 - v. There is space available on the bus.
- d.** Courtesy pick-ups may be provided to students from eligible day care facilities located in towns and villages within Chinook under the following conditions:
- i. Application is to be made to the Chinook School Division
 - ii. The facility must be licensed as a Day Care or Group Family Child Care Home

- iii. The facility must be located greater than 300 meters from the school
- iv. The stop location must permit safe student loading/unloading
- v. The bus must have capacity for the students
- vi. The additional stop(s) must not unduly affect ride time/pickup time of rural students on the route

3. Swift Current City Student Transportation

- a.** The Manager of Transportation is responsible for bus scheduling and routing in consultation with the Chief Financial Officer.
- i. Notwithstanding provisions of 1.(a) Eligibility for transportation support is determined as:
 - (1) The designated pickup for the student is outside of the walk zone.
 - (2) The school of attendance is within the catchment area of the designated pickup.
 - (3) Should the designated pickup change part way through school year eligibility for transportation support will be determined by the location of the new designated pickup.
 - a) French Immersion: Provide service to eligible students in Grades K-8 attending the French Immersion Program at École Centennial School.
 - b) Special Education: Provide service to special education students who are designated.
 - c) K-8 Students not Identified in (1) and (2)
 - I. Transportation for all other K-8 students within their school attendance area will be provided from a series of bus stops as established by the Manager of Transportation.
 - II. Unless otherwise determined, the transportation service shall be at no cost to the student.
 - III. Transportation shall be provided to schools designated by Chinook
 - IV. Transportation shall be provided under the terms and conditions as established by Chinook from time to time.

- d) Holy Trinity Catholic: Provide service to eligible students in Grades K-8 attending All Saints Catholic School.

ii. Bus Service

- (1) Bus stops will be established so that students will not be required to walk an unreasonable distance to either their school or a bus stop. Chinook will allow one designated pick-up and drop off bus stop for eligible students in grades K-8.
- (2) These designated stops will only be changed in the case of a move of residence or permanent change of daycare provider.
- (3) Under no circumstance will the pick-up or drop-off bus stop be outside the regular attendance area of the school or program attended.
- (4) Students will be informed of their departure time and are expected to be ready when their transportation arrives. Any students who miss their ride will be responsible for getting themselves to school.

iii. Ridership Registration

- (1) Students wishing to newly access or revise existing transportation services shall make the request using the Transportation Request Form located at <http://chinooksd.ca/Programs/Transportation/parentforms/Pages/default.aspx>.
- (2) Bus routes will be designed from the main database and supplemental information supplied. Written information detailing bus stops and times for commencement of the next school year will be provided to parents by the 15th of August. Requests for changes during the school year will be accommodated within the existing route structure wherever possible.

iv. Special Arrangements

- (1) There will be no special arrangements for the purposes of extra-curricular activities (e.g. Music Lessons, Swim Lessons, etc.)
- (2) Only students registered for transportation services on a specified route shall be allowed to ride on that bus. There will be no exceptions for guests staying with registered riders, or other circumstances.

v. Grades 9 – 12 Bussing

- (1) Transportation shall be provided on a conditional basis. Chinook shall establish such conditions from time to time.
- (2) Provide service to students residing
 - a) South of South Railway Street.
 - b) North of the Trans-Canada Highway.
 - c) West of Central Avenue.
 - d) South of Sidney Street.
 - e) East of 13th Avenue N.E.

4. Student Transportation to Alternate School Locations

- a. “Alternate location” refers to any school location other than the designated school of a student.
- b. Students shall be transported or be provided with a conveyance allowance to an alternate school location when authorized Chinook staff recommends another school be attended because there are academic, social or emotional concerns and/or program cannot be economically provided at the current designated school.
- c. Subject to the mandatory provisions students may be transported to an alternate location upon parent request.

Mandatory Provisions

- i. No significant alteration (in excess of 10 minutes) to existing bus routing is required; or
 - ii. Alteration to existing bus routing does not result in the deviation from the targeted total ride time of 75 minutes and,
 - iii. Alteration to existing bus routing does not result in more than one bus being required to enter a particular yard.
 - iv. If permission to access a bus route is granted between the driver’s home and the start of the designated route, transportation service will only be provided while that bus driver is personally driving that particular route
- d. Parents opting to enroll their child(ren) in a school other than the designated school, that do not meet the preceding criteria, assume responsibility for transportation of their child(ren). To that end, the following options are available:

- i. They may transport students at their own cost to the school of their choice. This option does not apply to École Centennial due to the expected limitations on school capacity.
- ii. They may meet Chinook School Division buses at a regularly scheduled stop, with exception to program designated routes for Special Education, and provided that:
 - (1) There is and continues to be capacity on the bus. Permission to ride will be rescinded if space becomes an issue.
 - (2) Permission (if required) is received from the land owner.
 - (3) A completed alternate school acknowledgement form has been received by Chinook
- e. Requests lying outside of the above parameters will be dealt with on a case by case basis.

Revised: February 8, 2016

Revised: September 12, 2016