



**SCHOOL DISTRICT NO. 50 HAIDA GWAI
BOARD POLICY MANUAL**

POLICY D.4 (Formerly 3500)

FIELD TRIPS

Date Passed: November 1999

Date Amended: September 2008, June 2015

Jan 2019

PROCEDURE

A. APPROVALS

1. Principal Approved Field Trips

ON-ISLAND

- (a) The trip does not take students off Haida Gwaii;
- (b) The trip does not involve students in overnight absences;
- (c) No fee is charged to students except as approved under POLICY 2115 STUDENT FEES;
- (d) Parent request forms are mandatory for each student, prior to the proposed trip, except for walking field trips;
- (e) Use of private vehicles must meet requirements of Board policy #4420;
- (f) The Superintendent of Schools is notified of the trips requiring parent consent forms;
- (g) Substitute costs are charged to the school's field trip budget or other appropriate school budget;
- (h) The number of such trips is at the discretion of the school principal and is limited to his/her budget.

OFF-ISLAND OR OVERNIGHT

- (a) These trips may involve students being absent overnight; and/or a student use fee above those approved under the Schedule of Student Charges;
- (b) The trip does not take the students out of District for more than five (5) school days;
- (c) and (f) above
- (d) Parent request forms are mandatory for each student prior to the proposed trip;
- (e) Substitute costs are charged to the school's field trip budget or other appropriate school budget;
- (f) All funding come from fund raising activities, student fees and/or school based budgets;



SCHOOL DISTRICT NO. 50 HAIDA GWAI BOARD POLICY MANUAL

(g) The number of such trips is at the discretion of the school principal and is limited by his/her budgets;

2. Superintendent Approved Field Trips

(a) Trips that take students out of Province and/or out of District for more than five (5) days require Board approval;

(b) Parent request forms are mandatory for each student prior to the proposed trip;

(c) High Risk Field Trips that occur with experienced staff and are of an ongoing or repeat nature. These include annual ski trips, regular kayak sessions, or other events that recur with frequency with the same staff.

(d) Final approval may be granted by the Superintendent of Schools upon submission of a detailed itinerary and list of participants.

3. Board of Education Approved Field Trips

(a) All new field trips of higher risk must be approved by the Board of Education. These include ski trips, kayaking trips, out of country, etc. that are undertaken as new activities or with wholly new staff supervising them. Please see Principal for further information.

B. RESPONSIBILITIES

1. Sponsor Teachers/Coaches/Supervisors

(a) Shall provide the principal with objectives; itinerary, participants, budget and a source of funds;

(b) Shall make it clear to participants that it is a privilege to travel on behalf of the school and school district and, for disregard of travel rules, the privilege may be withdrawn;

(c) Shall ensure that all participants have met participant criteria set by the school;

(d) Shall make necessary contacts with others involved in the field trip to ensure the best possible activity;

(e) Shall ensure that travel consent forms have been completed and filed with the principal;

(f) Shall collect user fees and deposit with school secretary directing distribution of receipts to Principal or District Sports Chairperson for District Sports activities;

(g) Shall ensure that procedures are in place to deal with any participant having medical alert status;

(h) Shall provide participants and parents/guardians with a trip itinerary. This should include one or more phone numbers, through which the supervisor might be reached in an emergency;

(i) Shall advise participants, in advance, of the expectations regarding their behaviour and outline the consequences of inappropriate behaviour;



SCHOOL DISTRICT NO. 50 HAIDA GWAII BOARD POLICY MANUAL

- (j) Shall ensure that transportation of students is in keeping with Board Policy #4420;
- (k) Shall be considered to be on supervision throughout a field trip and are expected to provide reasonable supervision. Reasonable supervision is that which would be provided by a careful and prudent parent;
- (l) Shall ensure adequate supervision for the duration of the field trip. For overnight field trips ensure male supervision for male students and female supervision for female students. If this is not possible, special arrangements must be approved by the principal and parent/guardian;
- (m) Shall have a procedure for contacting parents/guardians should the need arise.
- (n) Shall try to have students move about in groups of two (2) or more, when on their own;
- (o) Shall, if billeting, try to arrange for pairs to be accommodated;
- (p) Understand it is the responsibility of the teacher(s) in charge of the field trip to organize adequate supervision. These teacher(s) may not relinquish responsibility, but they may schedule specific times when they are free of supervision duties and able to pursue meeting individual or personal needs.
- (q) Shall abstain from the consumption of alcohol for the duration of the field trip. This includes cases in which students are billeted.
- (r) Ensure that participants leave the field trip site in a clean and orderly condition;
- (s) Be courteous in informing those involved of cancellations or changes in itinerary;
- (t) Shall provide a report to the principal.

2. Student Expectations

- A. Obey instructions/directions of the supervisor;
- B. Understand that it is a privilege to travel on behalf of the school and school district and, for disregard of travel rules, the privilege may be withdrawn;
- C. Conduct themselves in a manner that will bring credit to their parents/guardians, their supervisors, their school and the district;
- D. Return completed Parent Request Forms and travel fee in advance of the trip;
- E. Cooperate with their classroom teachers and staff and complete assignments;
- F. Ride on school arranged transportation, unless arrangements have been made with the supervisor and the principal prior to the travel;
- G. Be in the company of one or more "buddies" at all times;
- H. Assist in any clean-up at the activity site or during related activities;
- I. Obtain express permission of the supervisor prior to participation in any unscheduled/unplanned activity;
- J. Comply with criteria specific to the activity as outlined by the school and supervisor in the planning stages. I.e.: Attendance to school & associated meetings, curfews optional activities, access of funds, sportsmanlike conduct in practices and events;
- K. Attend school if it is in session, up until the time of departure and immediately upon return, unless



SCHOOL DISTRICT NO. 50 HAIDA GWAI BOARD POLICY MANUAL

excused by the supervisor.

- L. Each participating student shall have in their possession any necessary personal identification (photo id, student card, passport, etc.).

Further, the consumption of alcoholic beverages or the use of illegal substances will result in the immediate withdrawal of participation in the activity, and associated privileges to travel and the return home of the student as soon as convenient at the expense of the parent/guardian.

If in the opinion of the supervisor and principal there are any other serious misconduct the student may be suspended and returned home at the expense of the parent/guardian including behaviours such as physical or mental intimidation.

C. APPLICATION PROCESS

1. Application Process

(a) The sponsoring teacher/coach shall make application to the principal of the school for a field trip, applications must include proposed itinerary, budget, list of participants, supervisors and safety plan;

(b) Upon approval the principal shall make formal application to the Superintendent of Schools where applicable;

(c) Field trip proposals needing Superintendent approval or Board of Education approval shall be filed with sufficient lead time to accommodate this process;

(d) A report on each field trip must be filed with the principal or Superintendent of Schools according to the level of the approval.

D. FUNDING FOR PROVINCIAL EVENTS

1. Teams or individuals attending a provincial, national or international competition will receive funding support for air travel costs through the District Office to a maximum of \$10,000.00 per competition.

2. In order to qualify for funding, teams or individuals must have qualified for the provincial competition. A report of the qualification process for each event must be included in the application to the Board of Education for funding.

3. It is expected that each school will have in its Code of Conduct specific policies and procedures related to student eligibility regarding field trips and provincial events.

Please find the following on SD50's website under **Employee Resources > Commonly Requested Forms** below the Field Trips section:

Form 3500-1 Parent Request Form Student Activity

Form 3500-2 Higher Risk Field Trip Parent Permission Student Activity

Form 3500-3 Field Trip Information Template



SCHOOL DISTRICT NO. 50 HAIDA GWAII BOARD POLICY MANUAL

Policy A.2.1 (Formerly 1130)

Policy: BOARD MEETING PROCEDURES

Date Passed: November 24, 1998

Date Revised: May 26, 2015

Recommended Revisions: December 18, 2018

PREAMBLE

Section 67(5) of the School Act requires boards to establish procedures governing the conduct of its meetings. **No act or proceeding shall be valid or binding on the Board of Education ("Board") unless such act or proceeding shall have been adopted at a meeting called and held as provided by the *School Act* or by Board policy.**

QUORUM

- 1.1 A quorum of a board is a majority of the Trustees holding office at the time of the meeting of the Board (School Act - Section 66).

MINUTES

- 2.1 The minutes of the proceedings of all meetings of the Board shall be recorded, certified as correct by the Secretary Treasurer or other employee designated by the Board, and signed by the Chairperson or other member presiding at the meeting at which the minutes are adopted.
- 2.2 Except for minutes of a meeting from which persons other than Trustees or Officers of the Board, or both, were excluded, the minutes shall be open for inspection at all reasonable times by any person, who may make copies and extracts on payment of a fee not exceeding fifty cents (.50 cents) per page (School Act - Section 72). **All board meeting minutes shall be made available to the Board appointed auditors for review.**
- 2.3 **Draft minutes will be emailed to Trustees within one week of the meeting for feedback and will be included in the next board meeting package for approval.**

INAUGURAL MEETINGS:

- 3.1 The Board shall meet as soon as possible after general election of Trustees and in any event within 30 days from the date that the new board begins its term of office. The meeting will be convened by the Secretary-Treasurer, who will act as interim Chairperson until the ~~election process for~~ Board Chairperson has ~~been elected~~ **taken place** (School Act - Section 67).
- 3.2 Oaths and declarations will be taken for all Trustees elected.



SCHOOL DISTRICT NO. 50 HAIDA GWAI BOARD POLICY MANUAL

- 3.3 The interim Chairperson of the meeting shall call for the election of a Chairperson of the Board and open the meeting for nominations. Elections for Chairperson of the Board will be by ballot vote in which that person receiving a clear majority shall be elected Board Chairperson. If no person receives a clear majority, further ballots shall be taken until the same is achieved or, if a tie shall occur, the election shall be decided by the drawing of lots.
- ~~3.4 Following the declaration of Chairperson of the Board, the Chairperson will assume the chair and~~

REGULAR MEETINGS:

- 4.1 A regular meeting shall be held at least once a per month **September to June.** ~~on the fourth Tuesday of the month commencing at 1900 hours. The Board may, by resolution, decide upon an alternate date for a regular meeting.~~ Additional meetings shall be held as the Board may decide.
- 4.2 At the appointed time for commencement of a meeting the presiding officer shall ascertain that a quorum is present before proceeding to the business of the meeting. If a quorum has not been made within one-half hour after the appointed time, the meeting shall stand adjourned until the next regular meeting date or until another meeting has been called in accordance with these procedures. After a meeting has commenced, if notice is drawn to a lack of quorum, the presiding officer shall ascertain whether there is a lack of quorum and, if so found, adjourn the meeting to a time certain or to the next regular meeting date, at their discretion.
- 4.3 The order of business at all regular meetings, unless varied by motion, shall be as follows:
- (a) **Acknowledgement of Haida Territory**
 - (b) **Call to Order**
 - (c) **Pubic Question Period (10 minutes in total)**
 - (d) **Approval of Agenda**
 - (e) **Approval of Minutes of Prior Meetings and Receipt of Records of Closed Meetings**
 - (f) **Report on Action from Previous Meeting**
 - (g) **Delegations/Presentations**
 - (h) **Chairperson Report**
 - (h) **Strategic and Policy Issues**
 - (i) **Operational Issues**



SCHOOL DISTRICT NO. 50 HAIDA GWAI BOARD POLICY MANUAL

- (j) Correspondence
- (k) Questions and Enquiries Relating to the Board Meeting Period
- (l) Adjournment

- 4.4 A change to the prescribed order of business may be proposed by any Trustee and shall require unanimous consent, without debate.
- 4.5 The agenda and notice of meetings shall be prepared by the Secretary Treasurer under the direction of the Chairperson. Written notice of each meeting, together with the proposed agenda, must be given to each Trustee at least 48 hours in advance of the meeting. Agenda packages will also be sent to identified representatives.
- 4.6 Minutes of all proceedings passed at meetings of the Board shall be kept by the Secretary Treasurer. Such minutes are to be concise and are to detail proceedings of the Board but not the contents of speeches.
- 4.7 All meetings shall stand adjourned at two hours after their commencement unless a resolution is passed by two-thirds majority to extend the hour of adjournment.
- 4.8 All regular meetings of the Board shall be open to the public and no person shall be excluded, except for improper conduct. If, in the opinion of the Board, the public interest so requires, the Board may order a meeting or part thereof to be closed and may exclude persons other than Trustees or persons other than Trustees and Officers.

SPECIAL MEETINGS:

- 5.1 A special meeting of the Board may be called by the Chairperson or, upon written request of a majority of the Trustees, may be called by the Secretary Treasurer. No business other than that for which the meeting was called shall be conducted at the meeting.
- 5.2 Written notice of a special meeting and an agenda shall be given to each Trustee at least forty-eight (48) hours in advance of the meeting. Delivery of a written notice and the agenda may be waived by a majority vote, providing all reasonable steps have been taken to notify all Trustees of the meeting.

CLOSED MEETING (IN CAMERA)

- 6.1 The Board may convene a meeting without the public, or without the public and staff present, at which matters of a confidential nature shall be discussed. No Trustees shall disclose to the public the proceedings of a closed meeting unless a resolution has been passed at the closed meeting to allow disclosure.
- 6.2 Unless otherwise determined by the Board, the following matters shall be considered in closed meeting:

Salary claims and adjustments and the consideration of requests of employees and



SCHOOL DISTRICT NO. 50 HAIDA GWAII BOARD POLICY MANUAL

Board Officers with respect to collective bargaining procedures;

Accident claims and other matters where Board liability may arise;

Legal opinions respecting the liability or interest of the Board;

The conduct, efficiency, discipline, suspension, termination or retirement of employees;

Medical Examiners or examinations and medical reports;

Matters pertaining to individual pupils including the conduct, discipline, suspension or expulsion of pupil, truancy and indigent pupils;

Purchase of real property including the designation of the sites, consideration or appraisal reports, consideration of accounts claimed by owner, determination of Board offers and expropriation procedures;

Lease, sale or exchange of real property prior to finalization thereof;

Matters pertaining to the safety, security, or protection of Board property;

Such other matters where the Board decides that the public interest so requires.

All other matters shall be considered in public session.

- 6.3 Prior to adjourning a Closed Meeting, the Chairperson shall request a motion to rise and report on all decisions and/or deliberations conducted and/or recorded.
- 6.4 A record of matters discussed In-Camera will be presented at the next Regular Board Meeting.

CHAIRPERSON AND PRESIDING OFFICERS

- 7.1 The Chairperson provides Board leadership and is primarily responsible for safeguarding the integrity of the Board's governance processes. The Chairperson is the Board's spokesperson and represents the Board in the community.
- 7.2 The Chairperson shall preside at over all Board meetings ensuring they are fair, open and thorough yet efficient, orderly and productive. ~~of the Board but may vacate the Chair in order to enter debate or propose or second a motion.~~
- 7.3 The Vice Chairperson shall preside in the absence of the Chairperson or when the Chairperson vacates the Chair.
- 7.4 In the event that neither the Chairperson nor the Vice Chairperson are able or willing to take the Chair, the presiding officer shall be such person as the Board may elect from that meeting.



SCHOOL DISTRICT NO. 50 HAIDA GWAI BOARD POLICY MANUAL

- 7.5 The Chairperson and the Vice Chairperson shall be elected for a term of one (1) year in **November** ~~December~~ of each year.
- 7.6 The presiding officer shall rule on all points of order and shall state ~~their his/her~~ reasons and the authority for ruling when making a ruling. The presiding officer's ruling shall be subject to appeal to the Board. An appeal may only be requested immediately after a ruling and before resumption of business.
- 7.7 The Chairperson shall vote in accordance with paragraph (Voting).

RULES OF ORDER

- 8.1 ~~Where these rules are silent, and where not inconsistent with these Rules, the newly revised edition of Robert's Rules of Order shall apply to the conduct of meetings. A legal opinion may be sought in order to provide assistance or direction to the Board in matters in which the Rules of Order may be silent. The current edition of Robert's Rules of Order shall govern points of order and procedures not provided for in the School Act or this policy. Where there is an inconsistency between these Rules and the School Act, the School Act shall apply over the Rule in question.~~
- 8.2 The Board may adopt or suspend a procedural rule for a specific period of time ~~one (1) or more meetings~~ by resolution of a majority of two-thirds of the Trustees present at the meeting. ~~A Rule other than the requirement for notice of meetings may be suspended by unanimous consent of the Trustees present.~~
- 8.3 The Rules may be amended by resolution only, at a meeting of which notice of intention to propose the amendment has been given at the previous meeting.
- 8.4 The presiding officer's ruling on a point of order shall be based on Rules of Order as ~~stated in paragraph 4.1 herein.~~
- 8.5 An appeal of a ruling of the presiding officer shall be decided without debate by a majority vote of Trustees present. When an appeal is successful it does not necessarily set a precedent.
- 8.6 All questions shall be decided by a vote on motion.

MOTIONS:

- 9.1 Unless expressly required to be exercised by bylaw, all powers of the Board shall be exercised by resolution (motion).
- 9.2 A motion, when introduced, brings business before the meeting for possible action. A motion should be worded in a concise, unambiguous and complete form and, if lengthy or complex, should be submitted in writing.

~~Motions shall be phrased in a clear and concise manner so as to express an opinion or~~



SCHOOL DISTRICT NO. 50 HAIDA GWAI BOARD POLICY MANUAL

~~achieve a result. A preamble does not form part of a resolution when passed.~~

- 9.3 The presiding officer may divide a motion containing more than one subject and it shall be voted on in the form in which it is divided.
- 9.4 No motion other than to postpone consideration of a question, or a procedural motion, shall be repeated within one year except by the reconsideration process.
- 9.5 All motions shall be seconded, including those made In Camera.
- 9.6 All motions are debatable except the following:
- (a) Motion for adjournment of debate or for adjournment of a meeting unless such a motion contains a time for recommencement of debate or for a new meeting;
 - (b) Motion to fix time for adjournment of a meeting;
 - (c) Motion to proceed to the next business;
 - (d) Motion to go into In Camera session.
 - (e) Motion to table unless such a motion contains a date for further consideration of the matter tabled;
 - (f) Motion to refer to the In Camera session;
 - (g) Motion to proceed to next business.
- 9.7 **An amendment is a motion to modify the wording of a pending motion. An amendment to a motion does not require notice. An amendment must be germane, i.e. closely related to or having a bearing on the subject of the motion to be amended. A motion can be amended more than once; however, there can be only one amendment on the floor a time and it shall be dealt with before another amendment is presented or the motion is decided. An amendment to an amendment must be germane to the first amendment and cannot be amended. Only one (1) amendment to an amendment shall be allowed and the same shall be dealt with before the amendment is decided. Amendments must be strictly relevant to the main motion and not alter in a material way or be contrary to the principle embodied in the main motion.**

RECONSIDERATION:

- 10.1 A question may be considered only if notice of a request for reconsideration has been given at the previous meeting and if reconsideration is approved by a two-third majority of those Trustees present.

DEBATE:

- 11.1 Debate shall be strictly relevant to the question before the meeting and the presiding officer shall warn speakers who violate this Rule.
- 11.2 No Trustee shall speak until recognized by the Chairperson.



SCHOOL DISTRICT NO. 50 HAIDA GWAI BOARD POLICY MANUAL

- 11.3 No person shall speak more than once to a question except the mover of a motion, who shall have the right to make a reply when all other Trustees who wish to speak have spoken. No Trustee shall speak for a period in excess of five (5) minutes at one time. The Chairperson shall caution a Trustee who persists in tedious and repetitious debate and may direct ~~them~~ ~~him/her~~ to discontinue if ~~they~~ ~~he/she~~ persists.
- 11.4 A matter of privilege (a matter dealing with the rights or interests of the Board as a whole or of a Trustee personally) may be raised at any time and shall be dealt with forthwith before resumption of business.
- 11.5 No Trustee shall interrupt another Trustee who has the floor except to raise a point of order or a point of privilege.

VOTING:

- 12.1 All Trustees at meetings must vote although a Trustee must abstain from voting in the event that ~~they have~~ ~~he/she~~ has a conflict of interest by reason of having any pecuniary or non-pecuniary interest (direct, indirect or deemed) in a vote. A Trustee who has a conflict of interest must state this and excuse ~~themselves~~ ~~himself/herself~~ from the meeting during discussion and the vote on the matter. A Trustee may also abstain from voting if ~~they~~ ~~he/she~~ states at the meeting ~~their~~ ~~his/her~~ reasons thereon and any such abstention shall be treated without being either negative or positive.
- 12.2 Voting shall be by a show of hands and only the results recorded unless a Trustee requests recording of names. Where names are recorded, both positive and negative votes shall be recorded.
- 12.3 The Chairperson shall vote at the same time as the other members of the Board and, in the case of equality of votes for and against a motion, the question is resolved in the negative and the Chairperson shall so declare.
- 12.4 All questions shall be decided by a majority of the votes of the Trustees present and voting, save as otherwise provided by the procedures or the School Act.

BYLAWS AND RESOLUTIONS:

- 13.1 All matters shall be dealt with by resolution or bylaw. A resolution shall have only one reading but a bylaw has three readings.
- 13.2 The following matters shall only be resolved by bylaw:
- (a) Amendments to bylaws;
 - (b) Appeal procedure;
 - (c) Acquisition or disposal of property owned or administered by the Board (School Act Section 96);
 - (d) Where required by the School Act.
- 13.3 Written notice of intention to propose a bylaw shall be given at the meeting prior to first



SCHOOL DISTRICT NO. 50 HAIDA GWAI BOARD POLICY MANUAL

reading.

13.4 Every bylaw shall be dealt with in the following stages:

- (a) First reading - no debate or amendment;
- (b) Second reading - discussion of the principle of the bylaw;
- (c) Third reading - adoption of the bylaw.

13.5 Every bylaw shall receive three (3) readings on different days. A bylaw may be advanced two (2) or more stages in one day by a unanimous consent under urgent or extraordinary circumstances, the determination of which shall be by the Chairperson.

13.6 The Secretary Treasurer shall certify on a copy of each bylaw the readings and the times thereof and the context of any amendment passed.

BOARD MEETING DELEGATES

14.1 Persons requesting to appear as a delegate to a regular meeting of the Board shall make arrangements through the office of the Chief Executive Officer stating the purpose and subject to be covered by the petition or presentation.

14.2 Persons wishing to make presentations to the Board must have the request, together with all support information, in the School Board Administration Office no later than ten (10) days prior to a regular meeting date, ~~which is scheduled for the fourth Tuesday of the month.~~

14.3 Any late submissions will be reported to the Chairperson of the Board who will adjudicate the urgency of the content, and give direction as to the disposition of the request. Any decisions of the Chairperson of the Board shall be conveyed to the prospective delegate setting out the time, place and who will receive the petition/presentation.

14.4 Delegations/presentations are limited to ~~twenty minutes~~ ~~fifteen (15) minutes per topic.~~ The available time will be distributed equally among the number of delegates or presenters unless the delegate or presenting group(s) agree otherwise.

14.5 It is the prerogative of the Board to decide the course of action to be taken on matters presented. The Board reserves the right to delay or to refrain from making a decision.

14.6 Petitions to the Board, which are not supported by delegate(s), shall be dealt with as general correspondence.

ELECTRONIC MEETINGS

15.1 The Board recognizes there may be circumstances where it is practical or necessary to hold a meeting through electronic means, except for Inaugural Meetings. Accordingly, at the call of the Chairperson, Board meetings may be held using electronic



SCHOOL DISTRICT NO. 50 HAIDA GWAI BOARD POLICY MANUAL

arrangements providing that such arrangements be in accordance with the following:

- (a) It is practical to hold a meeting of the Board and its Officers using electronic means to deal with matters that require immediate attention, have significant time constraints, are straight forward or procedural in nature, emergencies that are more efficiently handled using electronic means.**
- (b) A Trustee is only able to attend a regular Board meeting through electronic means.**
- (c) Electronic meeting arrangements include video conferencing, telephone or other such technology, and will only be made where it is practical to do so. All Trustees and Officers of the Board attending or participating in the meeting are able to communicate with each other.**
- (d) For purposes of determining a quorum, at the start of an electronic meeting or during an electronic meeting, the Chair shall count as present any Trustees who are connected to the meeting by electronic means.**
- (e) In the absence of pre-circulated material, the Board Chair and Officers of the Board as required, shall brief the meeting regarding the matter, or matters before it and shall read the resolution requiring board consideration and voting.**
- (f) Voting shall occur by each Trustee identifying themselves and indicating their vote either for or against the resolution.**
- (g) Minutes of the Board shall indicate that the meeting was held pursuant to this provision, indicate which Trustees and Officers were connected electronically and in which manner the electronic meeting was held.**



SCHOOL DISTRICT NO. 50 HAIDA GWAII BOARD POLICY MANUAL

POLICY D.1.1 (Formerly 4300)

Policy: STUDENT DISCIPLINE – SUSPENSIONS

November 1999

October 2002

May 2003

February 2008

February 2010

January 2014

January 2019

POLICY

In dealing with student behaviour of a nature serious enough to warrant suspension, principals will be guided by the following.

PROCEDURE

Under the authority of Section 85 of the *School Act*, the Board of Education provides regulations governing student suspensions. *The Principal or designate will make decisions regarding suspensions according to the established school code of conduct.* The Principal or if so authorized by the Principal, the Vice Principal of a school shall under authority of the School Act implement these procedures:

1. Student suspensions will be reserved for cases where:
 - a. A student is wilfully disobedient to a teacher or any other employee of the Board of Education, or person carrying out responsibilities approved by the Board of Education or
 - b. The behaviour of a student has a harmful effect on the student or others.
2. Upon suspension, the Principal shall forthwith report the circumstance and the duration of the suspension to the parent or guardian. This is to be done by a phone call or other immediate notification, and a letter copied to the Superintendent of Schools. In addition, the parent should be contacted by phone or in person if at all possible. In any case, it is the responsibility of the Principal to see that immediate contact is made with the parent or guardian.
3. Student suspensions not exceeding five days may be imposed and lifted by the Principal.
4. Student suspensions in excess of five days are referred to the Board of Education for review and disposition.
5. *The Principal may provide assignments to a suspended student and may condition the removal of the suspension on the Principal's assessment of the student's work in relation to these assignments. In the event the suspension is brought before the Board of Education, such conditions are a matter for review by the Board.*
6. Suspensions in excess of five days of length may occur due to reasons including, but not exclusive to, the use or possession of drugs and alcohol, serious threats, use of weapons, or ongoing chronic behaviours.



SCHOOL DISTRICT NO. 50 HAIDA GWAI BOARD POLICY MANUAL

7. In cases of student suspension in excess of five days, the school will notify the Superintendent of Schools, arrangements through the Superintendent of Schools will result in a determination of whether the suspension is a District Suspension or Board of Education Suspension. As outlined below, the District will assign the Superintendent or designate to conduct a suspension hearing. The hearing will involve the Superintendent or designate, a principal, the student, parent and/or advocate at the meeting. In the case of aboriginal on reserve students, the appropriate Education Administrator will be informed and invited to attend.

The parent may bring an advocate if they desire. The most severe incidents will be dealt with by the Board of Education as outlined below. Board of Education suspension hearing involve two trustees, the student and parent/guardian and/or advocate, the Principal and the Superintendent of Schools or Designate. In addition, the parent or guardian shall have the right to representation of their choosing. Additional parties may be included as requested and agreed upon by those concerned. The Superintendent or Designate will chair the meeting.

- a. Background information on the student, details of the suspension incident, progress on the home assignments along with perceptions of the home and school on the best direction for the student will be reviewed.
 - b. The case will be further reviewed by trustees and the Superintendent or Designate with the home and school excused.
 - c. Recommendations of the Committee will be shared with the home and school to be implemented immediately.
 - d. Both the home and school will be informed that should they find the recommendations unacceptable, they have the right to request a Special Board Meeting. In the meantime both sides are obligated by the recommendations.
 - e. A decision of a board as outlined in Section 11 of the School Act may be appealed to a superintendent of achievement. The Superintendent of Schools and trustees will assist with this process.
 - f. A written record of the suspension hearing will be sent to the parent or guardian and the Principal.
 - g. Recommendations of the Committee go forward to the in-camera session of the next Regular board Meeting.
8. Notwithstanding the wording of procedure 7, the Principal or Superintendent may refuse to offer a program to students sixteen years of age or older for refusal to comply with the code of conduct or failure to apply him/herself to school work.



SCHOOL DISTRICT NO. 50 HAIDA GWAI BOARD POLICY MANUAL

Procedural Guidelines

Below is table representing possible school responses to various inappropriate actions. Please note that this is not prescriptive, and considerable interpretation is left to the judgment of the school principal.

In School	Out of School (1-2 Days)	Out of School (3-5 days)	District Suspension 5+	Board of Ed Suspension 5+
Disruptive Behaviours	Chronic Behaviours	Chronic Behaviours	Drug or Alcohol use	Use of Weapon
Attendance/ Tardiness	Bullying	Fighting	Minor Drug/ Alcohol Possession	Drug/ Alcohol Trafficking
Minor Bullying/ Teasing	Defiance	Chronic Bullying	Progressive Discipline	Major Violation of School Safety
Academic Issues	Minor pushing/ safety issues	Weapon Possession		

PRINCIPAL REPORT – JANUARY 2019

GUDANGAAY TLAATS'GAA NAAY SECONDARY SCHOOL PRINCIPAL: IAN KEIR

- We are in the final days of our first semester. Most of our classes run over the semester so we are preparing student schedules for the new semester.
- Introduced a 'Credit Recovery' block during the second semester to support identified students who are at risk of failing a class.
- Senior Boys Basketball team competed in a tournament in Prince Rupert. Their return was delayed due to the ferry cancellations. Junior Boys' Basketball was unable to attend their scheduled tournament due to the disruption in ferry service.
- Preparing to host Northwest Zone Wrestling tournament on February 2.
- Submitted a letter with Principal of GidGalang Kuuyas Naay Deavlan Bradley to Gwaii Trust outlining the challenges in sending students on a Post-Secondary Institution Trip.
- In the process of organizing post-secondary institution trip for grade 12 students.
- Conducted provincial assessments including Graduation Numeracy Assessment, English 12, and Communications 12.
- Met with Jennifer Bates who is the new Child and Youth Mental Health Clinician to brief her on challenges facing students in Masset.
- Staff and students continue to be flexible in relation to the construction that is happening at our school right now. Classes have had to move periodically due to the noise of the siding crew, but we have worked closely and had good communication around provincial assessments.
- Organized Sexual Health workshops for students in grade 8 and 9.



**BOARD OF EDUCATION
SCHOOL DISTRICT NO. 50
HAIDA GWAI**

107 Third Avenue, PO Box 69
Village of Queen Charlotte BC V0T 1S0
Tel: (250)559-8471 Fax: (250)559-8849
www.sd50.bc.ca

**Masset Community Engagement Possibilities
Jan. 29, 2019**

1. Re-post ad (post locally and off island as well)
2. Shelley and Lao to review with Board what's happened to date – review previous info.
 - ST to also provide financial estimates, how much does it cost to stay open, relocation estimates, what are the cost savings to relocate?
 -
3. Host an "open house" at TAH to interact and exchange ideas with stakeholders
 - Trustees, Shelley, Lao, Superintendent,
 - Active listening and answering questions
 - Determine who might lead the discussions, how will the stakeholder concerns be recorded & addressed.
 - Share the reasons for relocating school
 - Showcase benefits of combining schools at this time
4. Meet with OM Village Council to explore/confirm the future direction and discuss the options. Develop a collaborative working plan to support the direction of TAH.
5. Host Open House with diagrams/models of the purposed location
 - Highlight how the previous concerns have been addressed
6. Keep the school open. What are the costs to bring the school up to standards?

SCHOOL CALENDAR FORM - GENERAL

DISTRICT AND SCHOOL INFORMATION

School District:

050 - Haida Gwaii

Select School District from drop-down menu

Schools to which this calendar applies:

The drop-down menu will populate the list below. If this calendar submission does not apply to certain schools, delete those schools from the list and complete a separate School Calendar Form.

Public School	Ministry Code	School Name	Kindergarten	Grades 1 to 7	Grades 8 to 12
1	05050001	Gudangaay Tlaats'gaa Naay	0	No	Yes
2	05050002	Port Clements Elementary	0	Yes	No
3	05050004	Agnes L Mathers Elementary Secondar	0	Yes	No
4	05050008	Tahayghen Elementary	0	Yes	No
5	05050011	Sk'aadgaa Naay Elementary	0	Yes	No
6	05050012	Gidgalang Kuuyas Naay	0	No	Yes
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SD #50, Haida Gwaii

Tentative Calendar 2019-2020

Month	Days in Session GKNSS and all Elementary Schools	Days in Session GTNSS
September	20	20
October	22	22
November	20	20
December	15	15
January	20	20
February	19	19
March	10	10
April	20	20
May	20	20
June	22	22
Total	188	188

Month	Days of Instruction GKNSS and all Elementary Schools	Day of Instruction GTNSS
September	19	19
October	21	21
November	19	19
December	14	14
January	20	19
February	18	18
March	10	10
April	20	20
May	19	19
June	21	21
Total	181	180

Month	Non-Instructional Days GKNSS and all Elementary Schools	Non-Instructional Days GTNSS
September	1- September 20	1- September 20
October	1- October 25	1- October 25
November	1- November 1	1- November 1
December	1- December 20	1- December 20
January	0	1- January 24 (Turnaround Day)
February	1- February 28	1- February 28
March	0	0
April	0	0
May	1- May 15	1- May 15
June	1- June 26	1- June 26
Total	7	8

School	Hours
GKNSS	960 (952 required) 320 minutes per day
GTNSS	960 (952 required) 319 minutes per day
Elementary Schools	880 (878 required) 292 minutes per day

Principals' Meetings
August 28
October 2
November 6
December 11
January 8
February 5
March 4
April 1
May 6
June 3

Special Events (this list is tentative and not all inclusive at this point)
September 26- Outdoor Soccer- Port Clements
September 30- Orange Shirt Day
October 18- Great BC Shakeout
November 21- Floor Hockey- SNES
January 30- Basketball- GTNSS/TAH
February 20- Alder Reading Gala- Port Clements
February 27- Pink Shirt Day
March 10- Chess Tournament- Port Clements
April 3- European Handball- ALM
April 23- Badminton- GTNSS/TAH
May 7- Cross Country- Misty Meadows (hosted by SNES)
May 28- Track and Field- SNES

SCHOOL CALENDAR FORM - GENERAL

2019/2020 CALENDAR

JULY						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

AUGUST						
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4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

SEPTEMBER						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

OCTOBER						
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20	21	22	23	24	25	26
27	28	29	30	31		

NOVEMBER						
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10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

DECEMBER						
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8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

JANUARY						
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12	13	14	15	16	17	18
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26	27	28	29	30	31	

FEBRUARY						
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23	24	25	26	27	28	29

MARCH						
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APRIL						
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26	27	28	29	30		

MAY						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

JUNE						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

Instructional Non-Instructional Vacation Period Statutory Holiday



Ministry of Education

SCHOOL DISTRICT NO. 50 (HAIDA GWAI) 2019/2020 CALENDAR

SEPTEMBER 3 Schools Open 20 Professional Development Day 25 Board Meeting - Location TBA 26 Outdoor Soccer Play Day – PCES+ 30 Orange Shirt Day	OCTOBER 2 PVP Meeting - MBO 10:00am 14 Thanksgiving, No School ++ 18 Great BC ShakeOut++ 25 Pro D - Non-Instructional Day ++ 31 Halloween	NOVEMBER 1 Non-Instructional Day (Ministry Day) ++ 6 PVP Meeting - QCDO - 10:00am 8 Remembrance Day Assembly++ 11 Remembrance Day - No School ++ 21 Floor Hockey – SNES+			
DECEMBER 4 PVP Meeting - MBO 10:00am 20 Pro D - Non-Instructional Day ++ 23 Winter Vacation Begins++	JANUARY 6 Schools Reopen After Winter Break++ 8 PVP Meeting - QCDO 10:00am 23 Principal Professional Learning Community Day 24 Non Instructional Day- GTNSS only (Turnaround Day) 30 Basketball -TAH/GTN+	FEBRUARY 5 PVP Meeting MBO - 10:00am 14 Valentine's Day 17 Family Day - No School ++ 20 Alder Reading Gala – Port++ 27 Pink Shirt Day++ 28 Professional Development Day/Early Learning Forum ++			
MARCH 4 PVP Meeting - QCDO 10:00am 10 Chess Tournament – PCES+ 18 Spring Vacation Begins++ 30 Schools Reopen after Spring Vacation++	APRIL 1 PVP Meeting - MBO 10:00am 3 European Handball- ALM+ 10 Good Friday - No School ++ 13 Easter Monday – No School ++ 23 Badminton - TAH/GTN+ 30 Arts Festival++	MAY 6 PVP Meeting - QCDO 10:00am 7 Cross Country Meet - Misty Meadows+ 15 Professional Development Day ++ 18 Victoria Day - No School ++ 28 Track and Field Meet-SNES+			
JUNE 3 PVP Meeting - Port 10:00am 21 National Aboriginal Day++ 25 Last Day of School++ 26 Administrative Day, Schools Closed++	HEC Meetings TBA	<table> <tr> <td> Non-Instructional Days Sep 20- Pro D Oct 25- Pro D Nov 01- Ministry Day Dec 20- Pro D Jan 24- Non Instructional (GTNSS only) Feb 28 – Pro D/ELF May 15- Pro D Jun 26- Administrative Day </td><td> PVP Meetings Aug 28 QCDO Oct 2 MBO Nov 6 QCDO Dec 4 MBO Jan 8 QCDO Feb 5 MBO Mar 4 QCDO Apr 1 MBO May 6 QCDO Jun 3 Port </td><td> Board Meetings TBA </td></tr> </table>	Non-Instructional Days Sep 20- Pro D Oct 25- Pro D Nov 01- Ministry Day Dec 20- Pro D Jan 24- Non Instructional (GTNSS only) Feb 28 – Pro D/ELF May 15- Pro D Jun 26- Administrative Day	PVP Meetings Aug 28 QCDO Oct 2 MBO Nov 6 QCDO Dec 4 MBO Jan 8 QCDO Feb 5 MBO Mar 4 QCDO Apr 1 MBO May 6 QCDO Jun 3 Port	Board Meetings TBA
Non-Instructional Days Sep 20- Pro D Oct 25- Pro D Nov 01- Ministry Day Dec 20- Pro D Jan 24- Non Instructional (GTNSS only) Feb 28 – Pro D/ELF May 15- Pro D Jun 26- Administrative Day	PVP Meetings Aug 28 QCDO Oct 2 MBO Nov 6 QCDO Dec 4 MBO Jan 8 QCDO Feb 5 MBO Mar 4 QCDO Apr 1 MBO May 6 QCDO Jun 3 Port	Board Meetings TBA			

Updated January 25, 2019

+ All Elementary Schools

++ All Schools