

## 4.01

# SCHOOL DISTRICT NO. 73 (KAMLOOPS/THOMPSON) POLICY

Reference No. 600.2

## STUDENTS

This policy applies to any student who is on school property, who is in attendance at school, or at any school sponsored activity or whose conduct at any time or any place interferes with or obstructs the mission or operations of the District or the safety or welfare of students or employees.

When the Superintendent, Assistant Superintendent, principal or vice-principal judges student behaviour to be in conflict with the learning environment, or when progressive interventions have failed to correct inappropriate behaviour, that person may discipline a student.

Please refer to District Policies as listed below at: <https://bcsd73.civicweb.net/Documents/DocumentList.aspx>

## REGULATIONS

600.1	Code of Conduct
600.2	Student Discipline
606.1	Alcohol and Other Drugs
606.2	Alcohol and Other Drugs – Student Athletes
609.1	Search of School Lockers
612.1	Student Dress Code

## **SCHOOL DISTRICT NO. 73 (KAMLOOPS/THOMPSON)**

Reference No. 903.1

Effective Date:  
September 22, 2008

### **BULLYING, INTIMIDATION AND HARASSMENT**

The Board of Education recognizes that students, district employees, volunteers, sponsors and parents have the right to a positive, safe and secure environment free from harassment, bullying and intimidation and accepts that it has a duty to promote tolerance and respect for the rights of all who attend its schools.

Harassment is defined as repeated, objectionable conduct or comment, directed toward a specific person or persons which has the effect of creating an intimidating, humiliating, hostile or offensive learning or working environment and includes sexual harassment. Harassment does not include conduct or comments made in the good faith exercise of the rights, duties and responsibilities of those participating in the school environment.

### **REGULATIONS**

1. The Superintendent or the Secretary-Treasurer shall ensure that any complaint of harassment, bullying or intimidation by trustees, district employees, volunteers, sponsors, parents or students is properly investigated and appropriate action taken where the complaint is substantiated.
2. All complaints of harassment, bullying or intimidation shall be investigated in accordance with due process.
3. No person shall be subject to reprisal, threat of reprisal, or discipline as a result of filing a bona fide complaint of harassment, bullying or intimidation. The person against whom the complaint is made shall be given full access to the allegations and nature. Complaints of bullying, intimidation and harassment which are substantiated will be treated seriously and in no case will such complaints be minimized or trivialized, or the complainants left to deal with it themselves.
4. The rights and interests of all parties (complainant and respondent) shall be considered when appropriate actions are decided.
5. In the event that the complaint is found to be fabricated or malicious, appropriate action will be taken.
6. All incidents or reports of harassment, bullying and intimidation involving students shall be recorded in the school discipline file.
7. Students who engage in acts of harassment, bullying and intimidation while at school, at any school function, in connection to or with any District sponsored activity or event, or while enroute to and from school are subject to disciplinary action, up to and including suspension or, where the student is sixteen (16) years or older, suspension or expulsion, in accordance with District policy on student conduct.
8. All schools shall develop and implement educational programs on bullying, harassment and intimidation.

**SCHOOL DISTRICT NO. 73 (KAMLOOPS/THOMPSON)**

Reference No. 903.2

Effective Date:  
June 28, 2010

**VIOLENCE FREE ENVIRONMENT**

The Board of Education recognizes that students, employees and volunteers have the right to a safe and secure environment. For the purpose of this policy, violence is defined as the attempted or actual exercise by a person of any physical force so as to cause injury and includes any threatening statement or behavior which gives a person reasonable cause to believe that he or she is at risk of injury.

**REGULATIONS**

1. A Violence Threat/Risk Assessment is performed in any workplace in which a risk of injury to persons from violence may be present.
2. Risks related to violent behaviours or incidents are minimized or eliminated through procedures, policies, training or work arrangements.
3. Procedures shall be in place for reporting, investigating and documenting violent incidents.
4. Following a risk assessment conducted by a multi-disciplinary team, if an individual is identified as posing a medium to high risk of violence to other persons control measures including notification of employees as to the nature and the extent of the risk will be implemented.
5. Employees shall be trained to recognize, respond to and report violent incidents.
6. Persons injured as a result of violence are advised to consult a physician of their choice for treatment or referral.
7. School District personnel remain sensitive to students with special needs and will consider disabilities of an intellectual, physical, sensory, emotional or behavioural nature when determining the level of risk.
8. Incidents of violence may result in disciplinary measures and may involve notification of school district officials or agencies including the RCMP.
9. Other Board policies and regulations may be referenced and utilized, as required, to address incidents of violence.

**POWER BLOCK**  
**(Attached to 4<sup>th</sup> period)**

**FOCUS OF THE POWER BLOCK**

- Teachers must not teach in this block – it is for homework, studying and reading.
- Students must come prepared to do something.
- Teachers should initiate student mentors at the beginning to encourage leadership and role modelling.
- Teachers will have back-up reading material ready. Students should always bring a book for silent reading.

**POWER BLOCK – STUDENT RESPONSIBILITIES**

1. Treat the tutorial as a regular class. Regular rules exist: no food, electronics, hats.
2. Attend and be on time.
3. Come prepared with:
  - a. Pencil
  - b. Pen
  - c. Homework
  - d. Work to review
  - e. Reading material
4. Everyone must realize they will not have access to everything the students require to complete some assignments: ie: computer lab, the art room, library. This is not just a time to finish homework, but also a time to review subject materials for up coming tests.

#### **4.03 a**

### **Principal's List Criteria at NorKam**

Students must achieve an overall average 86% or higher for Semester One and predicted Semester Two grades on final school classroom marks in grade 10, 11 and 12.

- Students who register at NorKam in second semester will have their previous school's final marks used to determine eligibility.
- Principal's List students will be recognized in mid-June of each year.
- Students who graduate in January will qualify for the Principal's List as long as the above requirements are met for first and second reporting periods, with a minimum of 3 courses.
- Effort marks will NOT be included.

IB Students:

- Grade 11 = 26 points
- Grade 12 = 27 points

#### **4.03 b**

### **Honour Roll With Distinction**

Students who maintain school final marks of 90% (IB 5) and above (not an average) and who qualify for the Effort Honour Roll will also be recognized on the Honour Roll with Distinction.

#### **4.03 c**

### **Gold Cord**

Recipients must have achieved Principal's List status in both grades 10 and 11 and semester 1 in grade 12. If a student registers from another school, the school transcript must indicate an average of 86% or higher over a minimum of six courses in grades 10 and 11.

#### **4.03 d**

### **Medal of Excellence**

Recipients of this award must have achieved 86% (IB 5) or higher in all courses completed in grade 10, 11 and 12.

**Decided by Committee: May 2010**

**Next review May 2011**

**POLICY FOR SELECTION**

- Candidate selection to commence after third term (April) reporting period is complete.
- Number of students that may attend is determined by your Grade 12 enrollment numbers on September 30 of each year. Calculate 5% of that number to determine how many we may choose.
- Top six curriculum-based courses will be used in the selection process.
- Marks from the previous year's final semester (Credit Details) may be used for any qualifying student in order to meet the six course requirement.
- Any year-long courses that qualify will have the third term reporting period mark considered.
- TRU Programs/Courses (PSIV12A-H) **will be included** if marks are received before deadline.
- Web CT (@ KOOL) courses **will be included**. Where a final mark is available it will be used; if a final mark is not available, the most current mark from the third term @ KOOL report card will be used.
- Secondary School Apprentice (**SSA 11and12**); Work Study Students (**WEX 11 and 12**); Teaching Assistants; Peer Helping; Leadership (**YED 11/12**) and any Independent Directed Studies (IDS) courses **will be excluded**.
- "N" effort marks or "I" Incomplete marks in any term will immediately disqualify a candidate.
- Top six marks will be a combination of: final marks for Semester I, current term three marks and/or any historical marks if qualifiers are early grads.
- In situations where a tie exists, every effort will be made to take all students affected by the tie. When this is not possible, a thorough review, led by the principal and counselling department, will be conducted to examine aspects of program rigor, student effort, attendance etc.

*Top six Ministry /Board Authority Authorized courses will be used for the grade 12 year to determine qualifiers.*

#### 4.03 e cont'd

##### **EXCEPTIONS:**

- Entrepreneurship 12 and Accounting 12 marks will be considered (Accounting 11 and Marketing 11 will be considered only if combined with Accounting 12 and Marketing 12)
- Secondary School Apprentice (SSA 11and12) and Work Study Students (WEX 11 and 12) will be excluded.
- Teaching Assistants, Peer Helpers, and Leadership will be excluded.
- TRU courses CTC – ELTT courses (PSIV12A-H) will be included if marks are received before deadline.
- TRU Start courses will be included if marks are received before deadline.

Marks will be assessed after the third reporting period. Rank order for Semester One Final (School) marks and Semester Two interim marks will be used to determine qualifiers.

In situations where a tie exists, every effort will be made to take all students affected by the tie. When this is not possible, a thorough review, led by the principal and counselling department, will be conducted to examine aspects of program rigor, student effort, attendance etc.

##### **PROCEDURE**

- Run Honour Roll Lists (From BCESIS) for Terms 1, 2, 3 in rank order. Students will typically appear on all three honour rolls. (Achievement and Effort and Achievement only).
- Match up students from all three honour rolls. Choose top 10 – averages should typically be in 90% + range.
- Run Report cards for all matching students – Term III (toggle: Include blended mark if available) for all matching students
- Review report cards and transcripts thoroughly
- Check for any “N” effort marks or any “I” Incomplete/In Progress marks.
- If top students do not have six courses in their grade twelve year, check student history and record the highest marks for any previously completed courses.
- Check students in any current WEB CT course, TRU Start or ELTT Program. We should have final marks for most of our students. If they do not, have Transitions Coordinator contact TRU for transcripts.
- Once a draft list has been created a review must occur between the district honours coordinator and a select committee.
- Principal must review and approve all candidates before names can be released.

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Date of Policy Review

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Principal

#### 4.04

### GRADUATION COMMENCEMENT AND PARTICIPATION

Who is eligible to participate?

Academic Expectations:

1. Students who will complete the graduation program with a minimum of 80 credits (Foundation Studies: 56 credits; Selected Studies: 24 credits) by the end of the school year in June are eligible to participate in the graduation ceremonies.
2. Students who have more than four courses left to complete at the end of semester 1 **may** be placed back in grade 11. Administration will send a letter to the parents.
3. On March 31<sup>st</sup>, any grade 12 student who is failing or at risk of failing will be put on academic probation until May 1<sup>st</sup>. A letter will be sent home to the parents by administration or counselling, outlining the conditions to be met in order to be taken off academic probation.
4. On May 1<sup>st</sup> the graduation list will be determined by the grad panel (counsellors, administration, FNSW, CEA, and Special Ed). If the panel determines that the student will not be allowed to participate, the gown, diploma, diploma case and dinner will be cancelled. Administration will telephone the parents and send a letter outlining why the student will not be participating in the graduation ceremonies.
5. Students who are four credits short of eligibility **may** appeal to the principal.
6. Students who are not eligible to go through the ceremonies may appeal to the Principal. Their counsellor will act as an advocate in a formal meeting with the Principal.
7. A list that will appear in formal commencement program will be posted for edit purpose. This list will include all awards the student has earned.



**4.05**

**RACE RELATIONS**

NorKam seeks to encourage and foster positive relations between groups and individuals of all races and cultures.

NorKam condemns and will not tolerate expressions of racial or ethnic prejudice in any form by its personnel or students.

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**POLICY NO. 230**

**SCHOOL DISTRICT NO. 73 (KAMLOOPS/THOMPSON)**

**POLICY NO. 900.1**

Effective Date:  
September 22, 2008

The Board of Education seeks to encourage and foster positive relations between groups and individuals of all races and cultures.

The Board condemns and will not tolerate expressions of racial or ethnic prejudice in any form by its trustees, personnel or students.

**REGULATIONS**

1. Any incident arising that contravenes this Policy shall be handled through immediate intervention, exercising discretion and judgment. While insisting upon tolerance, the intervention shall promote understanding and appreciation of differences. Discretion does not extend to either refusing to investigate reports or ignoring any incidents.
2. The following statement shall be posted in all schools:

**RACE RELATIONS POLICY**

School District No. 73 (Kamloops/Thompson) encourages and fosters positive relations between groups and individuals of all races and cultures.

Expressions of racial or ethnic prejudice in any form by its personnel or students will not be tolerated.

Any incident arising that contravenes this policy should be reported to the Principal who shall respond through immediate intervention, exercising discretion and judgement. While insisting on tolerance, the intervention shall promote understanding and appreciation of differences.

Discretion does not extend to either refusal to investigate reports or ignoring any incidents.

All students and staff are bound by this policy and shall act in a manner that displays respect for the worth and dignity of all persons.

## 4.06

### NORKAM DRESS CODE

NorKam Secondary School citizens, students and staff, are expected to dress in a manner and style appropriate for school: comfortable but respectable. Clothes should not distract from the business of learning.

#### **1. LOGOS AND SAYINGS:**

- Cannot promote the use of products that are illegal in the school setting, such as alcohol, tobacco or illegal drugs.
- Cannot be racially offensive, contain sexual innuendoes or profanity or promote any forms of harassment or violence.

#### **2. SHIRTS:**

- Must touch the top of the pants in a normal standing position.
- Cannot be see-through.
- Must have appropriate neckline.

#### **3. SKIRTS, SHORTS AND PANTS:**

- No shorter than mid-thigh.
- Have no revealing holes.

#### **4. FOOTWEAR:**

- Must be worn at all times.

#### **5. CONSEQUENCES:**

- Students in contravention of the above will be asked to change or cover up.
- Repeat offenders will be dealt with in consultation with the parents.

**TECHNOLOGY: USE OF PERSONAL ELECTRONIC DEVICES****SCHOOL DISTRICT NO. 73 (KAMLOOPS/THOMPSON)  
POLICY****Reference No. 406.1****Effective Date  
August 29, 2011**

The Board of Education recognizes that students, employees and guests may bring personal electronic devices to the school or worksite. Personal electronic devices will be used in a way that is supportive of the learning environment and consistent with District and School Code of Conduct.

**REGULATIONS**

1. Each school shall develop guidelines for the acceptable use of personal electronic devices by students in the classroom, school, school sponsored or school related activities on or off school property. Personal electronic devices means any electronic device, service or system designed or used to assist in extending human potential (including but not limited to computers, cell phones, cameras, social networking sites, e-mail and voice services, school networks, etc.) owned and/or operated by a school district user, and excludes District owned technology. The school guidelines will reference Policy 403.2 Technology: Student Acceptable Use and the District and School Code of Conduct.
2. At no time will the use of any personal electronic device invade or infringe upon personal privacy or safety of any member of the school district community.
3. District management reserves the right to access all files and content on personal devices connected to district networks to check for inappropriate use.
4. The Board accepts no responsibility for theft or damage that may occur to personal items brought to the school or worksite. It is recommended that personal electronic devices used on District property be covered under personal insurance.
5. Students and guests who bring personal computer equipment to the school or worksite will be permitted to access the *SD73student* or *SD73public* wireless networks only where such service is available and is allowed within the school/site guidelines. *SD73student* or *SD73public* wireless networks allows users access to the internet. Adequate security protection will be required in the form of current virus protection software.
6. An employee may connect a personal device to the District *SD73staff* network providing the following conditions are met:
  - a) A computer technician is consulted to determine the network resources required and the suitability of the equipment.
  - b) Up-to-date virus protection software must be licensed and installed for the computer.
  - c) Staff will make prudent, work-related use of network resources.
  - d) The Board assumes no obligation for the support of the personal equipment, neither will it accept any liability for modifications made to the equipment as a result of establishing a connection.
  - e) The owner of the equipment will disconnect the equipment at the request of any supervisor of Information Technology staff member.

**4.07 cont'd**  
**Policy number 406.1**  
**Technology**

7. Employees using personal computers at work must:
  - a) Exercise due diligence with respect to files containing work related information, confidential information and student data. Access to personal information of a student or other person must be protected in a secure manner such as password protected.
  - b) Ensure that personal information of students and others is deleted from the device as soon as possible when the data is no longer required for school related purposes or when the employment ends.
  - c) Be aware that all electronic communications process on district servers, including e-mail (both internal and external), are the property of the district, even if located on a personal computer.
  
8. Violation of this policy or the school guidelines may result in disciplinary measures including temporary confiscation of the personal electronic device. Violations may be reported to the appropriate law enforcement authorities and may also be subject to criminal investigations and/or criminal charges.

## Internet Policy

### Acceptable Use Standards

**DATE: April 3, 2002**

**OBJECTIVE:**

Provincial government Internet use policies require responsible and appropriate use of network resources. Because PLNet is part of the provincial government network, similar standards of use apply to PLNet users. The purpose of this bulletin is to clarify acceptable use standards and appropriate educational uses of PLNet.

**ACCEPTABLE USE STANDARDS:**

**To manage network capacity and ensure optimal performance of the network:**

**1. Do not access Internet radio stations, or video services (typically referred to as "streaming" audio or video), unless the use is education related.**

These activities consume excessive network bandwidth and slow down PLNet for other users. They can also increase PLNet costs. For example, a class of 10 people regularly listening to an Internet radio station on desktop computers can increase Internet costs by \$500 a month. (See below for examples of appropriate educational use.)

**2. Do not engage in multi-player network gaming where data is continuously exchanged among players.**

Multiplayer Internet games (eg. Quake, Counterstrike) continuously send data to and from all players. Like audio and video streaming, these activities consume excessive network bandwidth and slow down PLNet for other users. They can also increase network costs.

**3. Do not download large files, such as movie or music files, unless they are education related.**

Downloading large files impacts PLNet performance in a manner similar to streaming audio and video files. In addition, copyright laws prohibit downloading or distributing of many music and video files.

**4. Do not act as a file server to Internet users by sharing movies, music files, software or other files from the desktop.**

Using a desktop computer as an Internet file server impacts PLNet performance in a manner similar to streaming audio and video files, and may compromise network security. In addition, copyright laws prohibit downloading or distributing of many of these types of files.

**In addition, PLNet users should:**

**5. Limit use of the network for personal reasons to before 8:00 a.m. and after 4:30 p.m.**

Personal use must not impair network performance or jeopardize network integrity. Most PLNet use occurs between 8:00 a.m. and 4:30 p.m., with the highest use between 12:00 and 1:00 pm. Reasonable, ethical and incidental personal use, such as exchanging brief e-mail messages and retrieving information is acceptable but whenever possible should occur either before 8:00 a.m. or after 4:30 p.m.

**To ensure the security of the network and protect against viruses:**

**6. Do not open any e-mail attachments without first scanning for viruses.**

Viruses are computer programs usually created with malicious intent and are typically designed to spread and disrupt or seriously damage the target systems. They most often enter the system as attachments to e-mail messages, but can also enter through diskettes, file downloads from the Internet, file sharing programs, or from other services such as electronic

#### **4.0811 Cont'd**

bulletin boards. Many users are not aware that viruses can enter PLNet and local school networks when users open unchecked downloaded file attachments.

Anti-virus software may be installed within the school district's e-mail infrastructure. To take advantage of existing anti-virus software, use authorized school district e-mail accounts.

To avoid viruses, immediately save the file, and then scan it for viruses using up to date antivirus software such as Norton or McAfee. If the anti-virus software does not reject the file then it is most likely safe to open the file.

#### **7. Do not obtain files from questionable Internet sources or diskettes without first scanning for viruses**

See explanation under #6.

**In addition:**

#### **8. Wherever possible, use a school district-provided e-mail account when exchanging email from a PLNet site with an outside system.**

E-mail accounts not provided by the school district (such as consumer services like *Shaw@home*, *telus.net* or *coastnet.com*, or free services like *hotmail.com* or *yahoo.com*) have potential to pass on e-mail attachments containing viruses. Be very careful when you log on to an external e-mail account when using a PLNet-connected computer. Logging on to an external e-mail account bypasses the anti-virus protection provided by both the PLNet Internet gateway and the school district's local area network. If you must use an external email account, any attachments associated with the account must be scanned for viruses. To avoid viruses, immediately save the file, and then scan it for viruses using up to date antivirus software such as Norton or McAfee. If the anti-virus software does not reject the file then it is most likely safe to open the file.

#### **EXAMPLES OF APPROPRIATE EDUCATIONAL USE:**

The PLNet is provided as a resource to the BC education system for educational and other work-related purposes. The use of PLNet as a learning tool produces various situations where it may be difficult to determine if use is appropriate. The following examples are illustrative of appropriate use, and should provide guidance to teachers and students:

- Use of Internet radio stations and other streaming audio services are appropriate if the broadcast is of current world events of major significance to the Social Studies curriculum. Note: if the broadcast is available via traditional radio, please use this source.
- Downloading large music files is appropriate if used to demonstrate a musical performance technique in Music courses, or to enhance a student's presentation.
- Use of streaming video or the downloading of large video files is appropriate to demonstrate a technique in an Applied Skills course such as Physical Education or Drafting; or to document an historical event.
- Live webcasts of educational events (ie: Vancouver Aquarium's Salmon Stream Habitat).

## 4.09

### **STUDY BLOCK POLICY**

A study block MAY be granted, depending on the following conditions:

1. The student is in grade 12 in regular progress toward graduation completion. Generally, students must be registered in at least three government examinable courses throughout the year.
2. The student is returning to complete unsuccessful graduation, but needs fewer than four courses. Part-time students must take a minimum of 3 courses.
3. The student's attendance pattern, work habits, and effort over the years have been satisfactory or better.
4. The student's counsellor recommends the study to the Principal through the pre-screening process.
5. The student recognizes that the study block is instructional time and that the school's attendance policies apply as in any class. If a student has a legitimate reason to leave the study, he or she must follow the sign out procedures and have the absence confirmed either by a call or a note from a parent.

Staff who are supervising a study block will monitor the attendance patterns of the students in that study and will take the appropriate disciplinary action when necessary.

## 4.10

### **SMOKING POLICY**

1. NorKam Secondary is a smoke-free environment. No smoking is permitted on school property at any time.
2. Students or staff found smoking on school property will be warned initially. If they continue to ignore the smoking policy, the due process of appropriate disciplinary action will take place.

### **SCHOOL DISTRICT NO. 73 (KAMLOOPS/THOMPSON) POLICY**

Reference No. 1012.1

Effective Date  
September 22, 2008

### **SMOKE FREE ENVIRONMENT**

The Board of Education encourages all efforts to eliminate and prevent the use of tobacco products by students and employees of the District. The Board's goal is to assist in the creation of a smoke free society.

#### **REGULATIONS**

1. All School District buildings, buses, and vehicles shall be smoke-free at all times.
2. All school grounds shall be smoke-free.
3. School staff will cooperate with health and community agencies who wish to provide smoking prevention and cessation programs.
4. Any student selling or who has sold tobacco products during anytime the school has or had jurisdiction over the behaviour of students, will be disciplined in accordance with the District and school discipline policies.
5. Infractions or violations of this policy and its regulations shall result in appropriate discipline.
6. This policy does not apply to the ceremonial use of tobacco in or on school property if the ceremonial use of tobacco is approved by the Board and it is performed:
  - (a) in relation to a traditional aboriginal cultural activity, or
  - (b) by a prescribed group for a prescribed purpose.



#### **4.11 a**

##### **HAT POLICY**

The hat policy at NorKam Secondary allows students to wear hats in the building but not in the classrooms, assemblies or the office. The staff wishes to enhance a professional tone and “hats off”, in the work place is part of that. This policy has gender equity: it applies to everyone.

#### **4.11 b**

##### **GUEST SPEAKERS**

Please check with administration before inviting guest speakers who are not talking about curricular topics. All guests need to sign in at the office.  
Teachers should inform office of the date and times of the visit so guests can be directed to the correct location.

#### **4.11 c**

##### **PROMOTIONS AND ADVERTISING**

Anyone from the community wanting to display posters or events must receive administration approval. Generally schools do not advertise for profit events.

### LOCKER USE

NorKam recognizes that under the Charter of Rights and Freedoms (section 8)"...everyone has the right to be secure against unreasonable search or seizure." However, because school administrators act as delegates for students' parents, their authority includes their common law right to discipline. Therefore, students' rights must be balanced against the school administrators' responsibility to maintain order in the school.

**The Student Handbook contains the following information:**

**Student use of our lockers is based on the following expectations:**

1. Students will be assigned lockers at the start of the year. This assignment will be done through homerooms.
2. Teachers will submit a list of locker assignments and lock combinations; these lists will be kept on file in the main office.
3. The Principal or designate may search the locker at any time without notice to the student in order to ensure compliance with the conditions of use and other school policy and rules.
4. Students should clearly understand that even while they are permitted to use lockers during the course of the school year, the locker itself remains the possession of the school and the school administration.
5. Students are expected to look after their locker and not damage or deface lockers. The cost of cleaning or repairs may be charged to the student in extraordinary circumstances.

### NUTRITION IN THE SCHOOLS

The Board of Education believes that schools should educate students to the benefits of eating nutritious foods as outlined in *Canada's Food Guide* and the health concerns of eating non-nutritious foods.

The Board further believes that where food and beverage products are offered for sale during the school day, schools must offer healthy food choices for students and staff.

Each school in the District will implement practices that follow these beliefs and the regulations outlined below. This policy will pertain to all food products sold or provided by schools

### REGULATIONS

1. Principals are encouraged to identify children at risk due to poor nutrition. After initial discussion between teacher and parent about the nutritional concern, the public health nurse may be consulted regarding further action.
2. Principals will review food services for students annually with the school's Parent Advisory Councils.
3. School sales and distribution of food products during school sponsored events will be based upon the "*Guidelines for Food and Beverage Sales in BC Schools (2010)*"
4. **All schools are expected to provide suitable nutrition education programs as outlined in Ministry of Education curriculum. Schools will ensure that all food and beverages sold or distributed in schools appropriately complement and reflect the nutrition education experiences of the students.**

Consistent with the *Guidelines for Food and Beverage Sales in BC Schools (2010)*, school policy will reflect the following:

- a) Schools will only serve foods from the "serve most" and "serve sometimes" lists outlined in the *Guidelines for Food and Beverage Sales in BC Schools (2010)*.
- b) Choices from the "serve most" list will be offered at least 50% of the total choices available, with the remainder coming from the "serve sometimes" list. These lists can be found at [brandnamefoodlist.ca](http://brandnamefoodlist.ca).
- c) **"Serve least" advertising must be removed from all vending machines.**
- d) **Pricing should encourage the selection of healthy food and beverage choices.**

**SCHOOL DISTRICT NO. 73 (KAMLOOPS/THOMPSON)**

**POLICY**

Policy 536.1

Effective Date:

Sept. 22, 2008

**VOLUNTEERS IN SCHOOLS**

The Board of Education supports active parent/guardian involvement in the education of their children, and therefore encourages parent or community volunteer participation as a complement to school programs.

Volunteer participation must be authorized by the principal and be responsible to the principal or school staff.

No paid staff position will be displaced or replaced by the use of volunteers.

**REGULATIONS**

1. Volunteers are visitors and must report to the school office on arrival at the school unless other arrangements have been made by the principal.
2. Volunteers must meet all of the criteria of conduct and deportment required of District staff and as outlined in the District Volunteer Handbook. Volunteers will be carefully screened and selected by the principal. Volunteers who are not directly supervised shall register with the school by completing the District, "Volunteer Application Form."
3. Principals will require criminal records for potential volunteers in any situation or circumstance where the principal deems such checks to be appropriate. Such circumstances may include:
  - a. situations where volunteers are alone with children without the near company of other adults; and,
  - b. situations where there is minimal direct supervision by staff.
4. Where a volunteer is found to have a criminal record, the record and nature of the offence(s) will be referred to the Superintendent's Office. The Superintendent's Office will determine if the offence(s) are such to prohibit participation in District and/or school volunteer programs.
5. The District will pay the cost of criminal records checks required by the District.
6. When engaged in school activities, volunteers are covered by School Protection Program insurance and liability provisions.

**SCHOOL DISTRICT NO. 73 (KAMLOOPS/THOMPSON)  
POLICY**

**POLICY 506.3**

Effective Date,  
May 11, 2009

**SCHOOL FEES**

The Board of Education shall ensure that all students registered in a school's educational program shall be provided with instruction free of charge and shall provide free of charge any resource material necessary to participate in that program, subject to exceptions authorized by the *School Act*.

Teachers or schools may charge for optional activities, project material choices or goods and services related to the curriculum and as defined within this policy.

Each school may establish a separate schedule of fees for extra-curricular activities.

**REGULATIONS**

**1. Enhancement Activities**

- a) Teachers or schools may charge for enhancement activities. The two distinct categories of enhancement activities are:
  - i) Optional activities, such as field trips, whereby students may choose not to participate. Alternate activities and teacher supervision provisions must be made available for students who choose not to participate. These optional activities are not to be considered in the overall student assessment for the course.
  - ii) Project material choice: Students may, at their own expense and with teacher permission, choose to use materials outside of the standard materials provided in order to complete class projects. These materials may be provided by the school at cost. (ie: A student may, at his/her own expense and with teacher permission, choose to build a table using walnut instead of the wood provided as part of the course.)

**2. Goods and Services**

- a) Teachers or schools may charge for certain types of goods and services if the Board has a [Financial Hardship Policy](#). Goods and services for which charges are allowed include:
  - i) Materials and equipment of a nature, or of a quality or quantity, beyond that which is necessary to meet the required learning outcomes or assessment requirements of an educational program provided by the Board.

Paper, writing tools, calculators other than graphical calculators, student planners, exercise books, computer storage media and other school supplies and equipment for a student's personal use.

- b) The payment of expenses, including expenses for transportation, accommodation, meals, entrance fees and equipment rentals, in respect of optional field trips or special events that are not necessary to meet the required learning outcomes or assessment requirements of an educational program provided by the Board.

### 3. Workbooks

If workbooks are assigned and used as an integral part of the delivery of a course they must be provided to students without cost. Student responses are to be made on separate paper. Students, who choose to use assigned workbooks for their responses, or use the workbook in a manner that renders it no longer useable for another student, will be charged a workbook replacement fee.

### 4. Presentation of Schedule of Fees and Disbursement of School Fees

- a) Prior to May 15, 2009, and in subsequent years prior to February 28<sup>th</sup> of each school year, the principal of each school will present a Schedule of School Fees for the following school year. The Schedule of School Fees will be presented at a public meeting of the School Planning Council of the school. The Schedule of School Fees will include fees charged for all optional activities, project material choices or goods and services as defined within this policy along with an explanation of how those fees will be expended.
- b) Prior to May 31<sup>st</sup> of each school year, the Superintendent will provide, for public Board approval, a schedule of fees to be levied in each school in the District during the following school year.
- c) The Schedule of School Fees for each school will be published widely within each school community accompanied by a copy of [Policy 506.6 Financial Hardship](#). Integrated Resource Packages for any course for which enhancement and enrichment activities will be charged will be available upon request.
- d) Prior to September 30<sup>th</sup> of each school year, the principal of each school will present a report, at a public meeting of the School Planning Council, on the disbursement of school fees charged for all Specialty Academies, enhancement and enrichment activities included in courses offered during the previous school year.
- e) Changes to the Schedule of School Fees that occur after May 31<sup>st</sup> must be approved by the Board. Changes to the schedule of fees for Specialty Academies that occur after May 31<sup>st</sup> must be approved by the School Planning Council prior to approval by the Board.

### 5. Goods and Services

Students are required to purchase or rent musical instruments to participate in school band programs. Students who rent district instruments will be charged a fee of \$90.00 per instrument per school year.

### 6. District Skilled Trades

Students who are enrolled in trades and apprenticeship programs under the Industry Training Authority may be required to provide, purchase or rent tools, equipment or material necessary for participation in the program.

#### 4.16

### Non-Instructional Use of School Equipment

The use of school equipment by staff during non-instructional time is appropriate given the following criteria:

1. Each request for the use of school equipment must be made to the principal and each piece of equipment must be signed out. Forms are available in the office.
2. The school's liability and the user's expertise will be taken into consideration.
3. Coordinators must be notified before permission is granted, since they are also responsible for a department's inventory and maintenance.
4. Teacher use of school equipment is **not** permissible when:
  - The result is that school materials are consumed.
  - Major items are being constructed.
  - Personal financial gain is the result.
  - The equipment experiences unusual or unnatural wear.
  - Regular use for personal reasons is the only consideration.
  -
5. The user is responsible for all equipment lost or damaged at current replacement value.

#### 4.17

### DAILY PHYSICAL ACTIVITY

Effective September 2008, all students from K to 12 will participate in daily physical activity. It is expected that students in grades 10 to 12 will participate in moderate to vigorous physical activity for a minimum of 150 minutes per week at each grade from 10 to 12. These activities may include school-based activities and/or community-based activities. Physical activity may consist of either instructional or non-instructional activities. Daily physical activity is defined as endurance, strength and/or flexibility activities done on a daily basis. For more information: <http://www.actnowbc.ca/EN/home/>

At NorKam Secondary, we value healthy active lifestyles.