

BUILDINGS AND GROUNDS COMMITTEE
Reporting to Public Session, Tuesday, February 22, 2016

The Buildings and Grounds Committee met on Tuesday February 16, 2015 at 5:35 pm. In attendance were: Trustees Larry Hayes (Chair), Meiling Chia and Baljinder Narang; DPAC Representative Jen Mezei, President, Secretary-Treasurer Greg Frank and Director, Facilities Services Russ Sales.

1. Capital Projects Update

The committee received a report on capital projects currently in various stages of planning within the district. Highlights include:

Alpha Secondary Seismic Upgrade

- Design development approximately 40% complete
- Preliminary drawings submitted to Cost Consultant for pricing
- Preliminary planning approval process initiated with the City
- Request for Proposals (RFP) for construction management services posted on BC Bid, closed February 9; evaluation of bids in process
- Construction value of project \$24 million

Montecito Elementary School Seismic Upgrade

- Design development approximately 30% complete
- Preparing for submission of preliminary drawings to Cost Consultant for pricing
- Request for Qualifications (RFQ) for general contractors posted on BC Bid, closes March 25
- Construction value of project \$3.3 million

Seaforth Building Envelope Project

- BC Housing is managing this project
- Site preparation work being completed
- Windows targeted for installation during spring break
- Construction value of project \$385,000

Burnaby North Secondary School Seismic Upgrade

- RFQ posted on BC Bid has closed
- Proposal evaluation in process

Stride Avenue Community School Seismic Upgrade

- RFQ posted on BC Bid has closed
- Proposal evaluation is in process

Aubrey Elementary School Minor Capital Mechanical (HVAC) Upgrade – Phase 1 Planning

- Design work in progress
- Planning funding \$205,000

Stride Avenue Community School Minor Capital Mechanical (HVAC) Upgrade – Phase 1 Planning

- Design work in progress
- Planning funding \$315,000

Recommendation: THAT the Board of Education receive this information.

2. Delegation Follow Up

At the December 14, 2015 meeting the committee received a delegation from a user group regarding the facilities rental rates charged by the district. The committee reviewed the details of the rental rates and discussed the issue in detail. The committee agreed the rental rates applied are appropriate.

Recommendation: THAT the Board of Education receive this information.

3. Committee Meeting Schedule

The committee discussed their meeting schedule for the remainder of the school year and agreed to adjust the schedule to the third Wednesday of each month.

Recommendation: THAT the Board of Education receive this information.

4. Next Meeting

The next Buildings and Grounds Committee meeting will be held at 5:30 pm on Wednesday, April 20.

5. Adjournment

The meeting was adjourned at 6:15 pm.

EDUCATION COMMITTEE
Reporting to Public Session on Monday, February 22, 2016

The Education Committee met on Monday, February 1, 2016 at 4:30 pm. In attendance were Trustees Harman Pandher (Chair), Meiling Chia and Katrina Chen, BTA President Rae Figursky, DPAC Rep Herman Louie and Assistant Superintendents Heather Hart and Wanda Mitchell.

1. BETA Mini School at Alpha Secondary

Paul Fester, Principal of Ecole Alpha Secondary, and Brandon Curr, District Vice-Principal of Instructional Services, presented an update on year one of the BETA Mini School at Alpha, as well as a proposed plan of expansion of the program into grades 10-12.

Currently the program is in its first year of operation, with two cohorts of grade 8 students who receive an interdisciplinary approach to instruction in the four core subject areas. In the current model students would finish the Mini School Program at Alpha after their grade 9 year.

In the proposed expansion, students would continue with the program in grades 10-12 with the focus of their program shifting toward global studies. At the grade 10 level students would receive 3 blocks of instruction in the BETA Mini School with a focus on Humanities. At the grade 11 and 12 level students would receive two blocks each year in the Mini School with a focus on research and academic writing through the lens of global issues. The proposed expansion of the BETA Mini School Program will allow for a clear pathway for students through their high school years in an engaging environment, which will allow each learner to meet their intellectual, personal and social potential.

Recommendation: THAT the Board of Education receive and approve the expansion of the BETA Mini School in grades 10 – 12, as presented.

2. Board / Authority Authorized Courses

Garth Errico, Director of Instruction, provided the committee with an overview of the new Board / Authority Authorized courses being offered in the Burnaby School District in the 2016-17 school year.

Health Sciences A-Theory and Health Sciences B-Lab are two courses in the new District Health Sciences Industry Training Program in partnership with the British Columbia Institute of Technology. This course provides students with an opportunity to gain skills in a number of areas within the medical field.

Musical Theatre at Burnaby Mountain Secondary is a course that will allow students opportunities to experience the performing arts by applying and developing performance and technical skills in a large scale musical production.

Statistics 12 at Burnaby Mountain Secondary will allow students to learn statistical strategies for analyzing and drawing conclusions from data, something that would be useful for students who may pursue course work in the area of psychology and need to conduct research studies.

Self-Efficacy at Cariboo Hill Secondary is designed to help students with self-regulation, self and social awareness and develop skills and strategies to experience academic success.

Recommendation: THAT the Board of Education receive and approve *Health Sciences A-Theory and Health Sciences B-Lab, Musical Theatre, Statistics 12* and *Self-Efficacy* as Board / Authority Approved Courses, as presented.

3. 'Mind Over Metal' Welding Camp

British Columbia Institute of Technology's School of Construction and the Environment is partnering with the Burnaby School District to deliver a Welding Camp for At Risk Youth, sponsored by the Canadian Association of Welders Foundation (CAWF). CAWF is calling this program, which they are rolling out nationally, *Mind over Metal*. The BCIT and Burnaby School District Welding Camp will take place during Spring Break, March 14-18, 2016. It will focus on recruiting grade 8 and 9 students who may significantly benefit from such an opportunity.

BCIT's Welding Department is a driving force behind this initiative. Instructors are aiming to enhance the experience for the participants by seeking sponsorship from BCIT contractors such as Chartwell's, Marks Work Warehouse and suppliers of shop consumables and personal protection equipment. Up to 16 Burnaby students will learn about and experience best practices in safety, the use of hand and power tools, and the basics of welding through both theory and small practical projects. Emphasis will be placed on individual responsibility, work ethics, the importance and value of teamwork and the satisfaction of a job well done.

Recommendation: THAT the Board of Education receive this information.

4. Piping Foundation Program – Accelerated Credit Enrolment in Industry Training (ACE-IT)

Burnaby School District in conjunction with Kwantlen Polytechnic University, the Squamish Nation Trades Centre and the North Vancouver School District is offering Piping Foundation Training to Burnaby Students. Students who successfully complete the program will earn dual credits toward Industry Training Authority (ITA) trades certification. The program begins in February and ends in June.

Recommendation: THAT the Board of Education receive and approve the *Piping Foundation ACE-IT Program*, as presented.

5. Next Meeting

The next meeting will take place on Monday, March 7, 2016 at 4:30 pm.

6. Adjournment

The meeting adjourned at 5:30 pm.

POLICY COMMITTEE
Reporting to Public Session Monday, February 22, 2016

The Policy Committee met on February 16, 2016 at 4:30 p.m. In attendance were Trustees Gary Wong (Chair), Harman Pandher and Katrina Chen, Superintendent of Schools, Gina Niccoli-Moen, Secretary-Treasurer, Greg Frank and Jen Mezei, Chair, Burnaby DPAC.

1. Policies circulated as Notice of Motion (attached)

No. 2.25 District Parents' Advisory Council

No. 3.35 Emergency Preparedness

No. 5.05 Admission and Placement of Students into the Burnaby School System

At the November 10, 2015 public session meeting the Board approved for circulation as Notice of Motion the above draft policies. There was no feedback from the partner groups. The committee members gave the policies a final review. Some minor wording changes were made, and the policies and regulations are now being recommended to the Board for final approval.

Recommendation: THAT the Board of Education approve the above policies and regulations, as presented.

2. Sanctuary Schools

The committee discussed the issue of Sanctuary Schools. The committee requested that information on the Toronto District School Board's policy, *Students Without Legal Immigration Status*, be brought forward for discussion at a future meeting.

Recommendation: That the Board of Education receive this information.

3. Adjournment

The meeting was adjourned at 5:30 pm

4. Date of Next Meeting

The date of the next Policy Committee is April 18, 2016.

DISTRICT PARENTS' ADVISORY COUNCIL

PREAMBLE

The Board believes in promoting and supporting effective, systematic two-way communication with parents in Burnaby by providing information about the District so that they can contribute to and influence educational decisions. In order to facilitate communication between home and school, each school in the District should have a Parents' Advisory Council to advise the Board and the principal and staff of the school on many matters relating to the school.

Whereas the perspective of each council is that of a particular school, the Board recognizes the need for a similar group whose perspective is that of the District as a whole.

POLICY

THE BOARD SHALL ESTABLISH A DISTRICT PARENTS' ADVISORY COUNCIL COMPOSED OF REPRESENTATIVES OF SCHOOL PARENTS' ADVISORY COUNCILS.

Objective

To ensure communication links between parents and the Board.

Date Adopted: 1990-06
Date(s) Revised: 2016-02

Cross Reference:
Statutory: S.A. 85 (2) (b)



BOARD OF EDUCATION
BURNABY
SCHOOL DISTRICT 41

REGULATIONS AND PROCEDURES POLICY #2.25.01

DISTRICT PARENTS' ADVISORY COUNCIL

POLICY

THE BOARD SHALL ESTABLISH A DISTRICT PARENTS' ADVISORY COUNCIL COMPOSED OF REPRESENTATIVES OF SCHOOL PARENTS' ADVISORY COUNCILS.

ADMINISTRATIVE REGULATIONS

1. The function of the district advisory council will be
 - a. To advise the Board;
 - b. To solicit opinion from parents through parents' advisory councils;
 - c. To provide information to parents' advisory councils;
 - d. To assist the board in decision making and in policy formulation.
2. Membership in the district council will be determined by school parent councils each of which will elect one member, plus alternates, for the school year to the central body by September 30 as per the District Parents' Advisory Council constitution.
3. A minimum of five meetings of the district council shall be held each school year between September and June. Agendas shall be sent out in advance of meetings; summaries of proceedings shall be submitted to the school parents' advisory councils and to the Board.
4. An executive committee shall be formed by the district parents' advisory council by electing two members to represent each zone in the District and members-at-large, as per constitution.

Geographic Regions

Brentwood North Zone

Alpha Secondary; Brentwood Park, Confederation Park, Gilmore Community, Kitchener, Rosser Elementary Schools

Burnaby North Secondary; Aubrey, Capitol Hill, Lochdale Community, Montecito, Parkcrest, Sperling, Westridge Elementary Schools

Cariboo Lougheed Zone

Burnaby Mountain Secondary; Cameron, Forest Grove, Lyndhurst, Seaforth, Stoney Creek Community, University Highlands Elementary Schools

Cariboo Hill Secondary; Armstrong, Second Street Community, Twelfth Avenue Elementary Schools

Central West Zone

Burnaby Central Secondary; Brantford, Buckingham, Douglas Road, Gilpin, Lakeview, Morley Elementary Schools

Moscrop Secondary; Cascade Heights, Chaffey-Burke, Inman, Marlborough Elementary Schools

Kingsway South Zone

Burnaby South Secondary; Clinton, Glenwood, Maywood Community, Nelson, South Slope/BCSD, Suncrest, Windsor Elementary Schools

Byrne Creek Secondary Community; Edmonds Community, Stride Avenue Community, Taylor Park Elementary Schools

5. A member of staff will act as a liaison to the executive committee.

Date Adopted: 1990-06
Date(s) Revised: 2016-02

Cross Reference:
Statutory: S.A. 85 (2) (b)

EMERGENCY PREPAREDNESS

PREAMBLE

In emergencies, a safe and immediate response is essential. A successful response depends on a practical plan practised often enough that it will be understood and followed in the event of a real emergency. In any emergency it is recognized that all staff members are responsible for the care and safety of students, colleagues and visitors on site.

POLICY

EMERGENCY PROTOCOLS ARE TO BE DEVELOPED, REVIEWED AND PRACTISED UNDER A VARIETY OF CONDITIONS TO HELP KEEP EVERYONE ON SITE SAFE IN AN EMERGENCY. SCHOOL PRINCIPALS AND SITE MANAGERS SHALL INFORM STUDENTS, STAFF AND PARENTS OF THE PROTOCOLS AND RATIONALE FOR EMERGENCY DRILLS.

OBJECTIVE

1. To assist the school community in being prepared to respond to emergency situations.
 2. To educate and train students and staff to respond appropriately to emergency protocols and drills.
 3. To inform parents and the community about the required emergency protocols in or around a school property.
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Date Adopted: 1979-03
Date(s) Revised: 1992-02
2016-02

CROSS REFERENCE(S)
Statutory: S.A. 74; O.H.S. Reg. 4.13 - 4.18

Other: Policy 3.20, 4.17

EMERGENCY PREPAREDNESS

EMERGENCY PROTOCOLS ARE TO BE DEVELOPED, REVIEWED AND PRACTISED UNDER A VARIETY OF CONDITIONS TO HELP KEEP EVERYONE ON SITE SAFE IN AN EMERGENCY. SCHOOL PRINCIPALS AND SITE MANAGERS SHALL INFORM STUDENTS, STAFF AND PARENTS OF THE PROTOCOLS AND RATIONALE FOR EMERGENCY DRILLS.

Administrative Procedures

The Emergency Preparedness policy applies to the following types of emergencies:

1. Infrastructure fire, gas leak, flood or collapse,
2. Environmental incident such as an earthquake, chemical release, or wildlife and
3. Threat from a person or anonymous source.

Policies related to emergency preparedness and response include;

- Policy 4.17 “Biohazards, Including Bloodborne Pathogens” including pandemics, and,
- Policy 3.20 “Closure of Schools for Reasons of Weather or other Causes.”

Roles and Responsibilities

District Administration

1. The Superintendent, Secretary-Treasurer or designate will review policies and practices and make recommendations regarding emergency preparedness for all District sites.
2. The Superintendent, Secretary-Treasurer or designate will establish an Emergency Preparedness Advisory committee which will review and make recommendations regarding the various policies and practices with respect to emergency preparedness and response.
3. The District will establish guidelines to respond to active threats arising from one or more individuals on site, or in the community, as well as guidelines for a general threat from sources including a phone call, graffiti, written warning, text message or posting on a social media site.
4. The District will liaise and coordinate with municipal and provincial emergency and health response services and preparedness programs.
5. The District will develop fire safety plans in accordance with the Fire Code.
6. The District will develop Earthquake response plans in accordance with Burnaby Earthquake Emergency Plan (BEEP).

Principals/Designates and Site Managers

1. The District Emergency Management Procedures, Burnaby Earthquake Emergency Plan and site Fire Safety Plan will be reviewed annually to ensure all site emergency procedures are current.
2. A site Communication Plan will be reviewed annually to ensure current emergency contact information for student emergency release, the staff and District, emergency and health response services and utility service providers.
3. The Emergency Management Quick Reference Guide will be made available to all staff for review and to implement site-based emergency procedures.
4. Emergency Response team(s) will be assigned roles and responsibilities for building and site evacuations, environmental incidents and police and community incidents.
5. Principals shall maintain basic emergency supplies, as defined in the Burnaby Earthquake Emergency Plan manual, in an easily accessible location.
6. Effective emergency response plans are site specific yet in keeping with a district standard. School administrators will be provided with a district template to update their Emergency Plans annually. These plans should be made available to parents, staff and submitted to the district office.
7. Principals/Designates will communicate with parents, the community and the RCMP on school emergency procedures and encourage parents to reinforce these procedures with their children to ensure they understand them and follow staff direction during drills.
8. Schools will annually practice eight emergency drills under a variety of circumstances, including six evacuation drills involving a fire, earthquake (drop, cover and hold on) or environmental emergency, one Lockdown drill, and one Hold and Secure drill.
9. Administrative sites will annually practise evacuation drills involving a fire, earthquake or environmental emergency and lockdown drill.
10. In the event of an emergency regarding a decision to resume or close a building, Principals/Designates and Site Managers will consult with the Superintendent, Secretary Treasurer or designate and Facilities Services.
11. In the event of a site or school closure, students will be released to their parent, guardian or designated emergency contact at the discretion of the Principal/Designate and District Administration. Staff may be redirected to alternate sites as necessary.
12. During an emergency, all media enquiries will be directed to the Superintendent or designate.
13. The response team will debrief and advise on possible revisions to the plan after an emergency situation or drill.

Emergency Response

There are five key responses that can be appropriately implemented in the event of most emergencies. Schools must have prepared drills and plans for all five responses and all responses are context specific and flexible. The five responses are:

1. Building/Site Evacuations

If a building or site becomes unsafe, an evacuation may be required. This response may be used for incidents such as: an infrastructure fire, gas leak, flood or collapse, earthquake, chemical/pipeline release or a bomb threat.

1. Principals/Designates and Site Managers will annually review the site Fire Safety Plan and Burnaby Earthquake Emergency Plan with staff, including building zones, routes of egress, alternate routes, areas of refuge and muster areas at least 15 metres from a building.
2. Evacuation procedures will be posted in all classrooms and staff rooms and be specific to each building zone (egress routes and muster areas).
3. During an evacuation, Response Team members (Zone Stewards) will confirm all areas are evacuated, and assist or report any trapped or injured persons to the Principal/ Designate or Site Manager. First Aid Response Team members will establish a first aid station in the muster area.
4. All students and staff shall be accounted for. Teachers shall carry a class registry for the class under their jurisdiction at the time of the emergency or drill.
5. All evacuated buildings will remain evacuated until an 'all clear' signal is issued.
6. Where appropriate, an off-site evacuation route and muster area (school property or other location) will be reviewed and practiced with staff and students.
7. The Superintendent's Office will be contacted to support notifying parents of the schools status.

2. Drop / Cover and Hold On

Drop /Cover and Hold On is the recommended response for earthquakes and explosions.

1. All staff and students will drop to the ground, take cover under a desk or furniture and hold on until the shaking stops or it is safe to get up.
2. Principals will assess if and when a building evacuation is necessary and follow the Building/Site Evacuation procedures above.
3. Custodians or designate will check and, if necessary, turn off gas, electricity and water.
4. Principals with Emergency Officers and School District officials will assess the safety of the building and determine if return to building is possible.
5. The Superintendent's Office will be contacted to support notifying parents of the school's status.

3. Hold and Secure

A Hold and Secure response is used when it is necessary to secure a school due to an emergency situation occurring outside the school. An active police incident or security risk in the neighborhood may trigger a Hold and Secure.

Hold and Secure drills will be scheduled either during class time or a break and the RCMP will be notified of the date.

1. The bell will be rung five times for one-second intervals and an announcement "Activating Hold and Secure" will be made three times over the PA system. School sites with buildings that do not have PA systems will create alternate communication plans for these buildings.
2. Students and staff must remain inside. During Hold and Secure all outside doors will be locked and the principal or designate will notify staff of concerns.
3. The hallways and common areas will be supervised to limit movement.
4. The Superintendent's Office will be contacted to support notifying parents of the school's status.

4. Shelter in Place

A Shelter in Place response is usually associated with environmental hazard or dangerous animals.

1. Students and staff are instructed to return to the building and remain inside, doors may not be locked however staff may be directed to take extra steps to ensure the school is airtight (i.e. close windows shut off air intake/furnaces)
2. Principal or designate will notify staff of nature of concern and specific instructions for safety.
3. Superintendent's Office will be contacted to support notifying parents of the school's status.

5. Lockdown

A Lockdown response is used when it is necessary to isolate students and staff from danger outside or within the building.

1. Lockdown drills will be scheduled either during class time or a break and the RCMP will be notified of the date.
2. The bell will be rung five times for one-second intervals and an announcement "Activating Lockdown" will be made three times over the PA system. School sites with buildings that do not have PA systems will create alternate communication plans for these buildings.
3. Rooms will be locked and barricaded, lights shut off, windows closed and curtains or blinds drawn. Exterior doors, may be locked dependent upon consultation with police.
4. Students will be instructed to put cell phones on silent, not to text or post to social media and get down and remain silent.
5. Dismissal bells and fire alarms will be ignored.
6. The Superintendent's Office will be contacted to support notifying parents of the school's status.

Date Adopted: 1979-03
Date(s) Revised: 1992-02
2016-02

CROSS REFERENCE(S)
Statutory: S.A. 74; O.H.S. Reg. 4.13 - 4.18

Other: Policy 3.20, 4.17

**ADMISSION AND PLACEMENT OF STUDENTS
INTO THE BURNABY SCHOOL SYSTEM**
.....**PREAMBLE**

Under the School Act, the Board has:

- the duty to provide an educational program for every school-aged student who ordinarily resides in Burnaby;
- the power to establish school enrolment attendance catchment areas for the purpose of assigning students to specific neighbourhood schools;
- the authority to place students in specific schools throughout the school district; and
- the authority to charge fees to international students who are temporarily resident in Burnaby and whose legal guardian is not ordinarily resident in Canada.

POLICY

AN EDUCATIONAL PROGRAM WILL BE PROVIDED FOR EVERY SCHOOL-AGED STUDENT WHO IS ORDINARILY RESIDENT IN BURNABY.

STUDENTS WILL ATTEND THE SCHOOL WITHIN THE DESIGNATED ATTENDANCE AREA WHERE THE STUDENT ORDINARILY RESIDES OR MAKE APPLICATION TO ATTEND ANOTHER SCHOOL OR EDUCATIONAL PROGRAM WITHIN THE DISTRICT.

AN EDUCATIONAL PROGRAM MAY BE PROVIDED FOR STUDENTS WHO MEET THE DISTRICT'S ADMISSION ELIGIBILITY REGULATIONS AND WHO RESIDE OUTSIDE OF BURNABY, OR WHO ARE TEMPORARILY RESIDENT IN BURNABY.

STUDENT PLACEMENT IS SUBJECT TO THE DISTRICT'S STUDENT ADMISSION AND PLACEMENT REGULATIONS AND PROCEDURES.

OBJECTIVES

- To ensure every student who seeks admission to the Burnaby public school system is treated in a fair and consistent manner.
 - To ensure students have the opportunity to attend their neighbourhood school or the choice to attend another school or educational program within the district providing there is space and the appropriate education program.
 - To ensure registration procedures are in place which verify and update the necessary documentation regarding a student's residency, age, citizenship, guardianship, child care arrangements, academic and health records.
 - To ensure parents are aware of the process for admission and the timelines for registration.
-

Date Adopted: 1989-09

Cross Reference (s)

Statutory: School Act Sect. 2, 3, 85

Date(s) Revised: 1999-01-12
2002-04-23
2005-01-18
2016-02-22

REGULATIONS AND PROCEDURES POLICY #5.05.01

ADMISSION AND PLACEMENT OF STUDENTS INTO THE BURNABY SCHOOL SYSTEM

A. General Information

POLICY

AN EDUCATIONAL PROGRAM WILL BE PROVIDED FOR EVERY SCHOOL-AGED STUDENT WHO IS ORDINARILY RESIDENT IN BURNABY.

STUDENTS WILL ATTEND THE SCHOOL WITHIN THE DESIGNATED ATTENDANCE AREA WHERE THE STUDENT ORDINARILY RESIDES OR MAKE APPLICATION TO ATTEND ANOTHER SCHOOL OR EDUCATIONAL PROGRAM WITHIN THE DISTRICT.

AN EDUCATIONAL PROGRAM MAY BE PROVIDED FOR STUDENTS WHO MEET THE DISTRICT'S ADMISSION ELIGIBILITY REGULATIONS AND WHO RESIDE OUTSIDE OF BURNABY, OR WHO ARE TEMPORARILY RESIDENT IN BURNABY.

STUDENT PLACEMENT IS SUBJECT TO THE DISTRICT'S STUDENT ADMISSION AND PLACEMENT REGULATIONS AND PROCEDURES.

A. ADMINISTRATIVE REGULATIONS & PROCEDURES

1. Guiding Principles

Student admission and placement in the Burnaby School District is guided by the following principles:

1.1 Fairness

The admission and placement process should ensure that every student who seeks to attend a Burnaby public school will be treated in a fair and consistent manner.

1.2 Access

The admission and placement process should maximize access for students to attend their

attendance area (neighbourhood) school or closest district program location.

1.3 Choice

The admission and placement process should maximize the ability of students and parents to choose the school and educational program that best meets the student's educational needs.

1.4 Certainty and Stability

The admission and placement process should support certainty for students and families by maximizing the ability for siblings to attend the same school concurrently wherever possible, subject to the provisions of the School Act and the wishes of the family. Multiple births (i.e. twins, triplets) applying for the same program at the same location will be treated as a single application.

1.5 Continuity

The admission and placement process should allow students from outside a school's designated attendance area (cross-district and out-of-district) who have been approved to attend the school, the opportunity to continue to attend the school.

1.6 Efficient Resource Allocation

The admission and placement process should enable school and district staff to plan the allocation of space, resources and instructional programs to best accommodate demand and minimize adjustments required throughout the school year.

2. Admission Procedures

2.1 Documentation

Students seeking admission into the Burnaby public school system must provide the appropriate documentation in order for the district to determine the student's eligibility to attend public school in Burnaby. Documentation is required to verify the following:

2.1.1 Age

A student is eligible for admission in September of a school year if the student will have attained the age of five years on or before December 31 of that school year. The student is eligible to continue to receive an educational program until June 30 of the school year in which the student reaches the age of 19. Students who have not qualified for a graduation certificate prior to reaching the age of 19 may finish their secondary course requirements through the district's Community & Continuing Education program.

2.1.2 Residency

The location where a student and their parent or legal guardian is "ordinarily resident in the everyday course of living" determines the admission status, attendance area and school the student is expected to attend. Students who are Canadian Citizens or Permanent Residents whose parents do not "ordinarily reside" in Canada may be required to pay tuition fees. The legal guardian must be a Canadian Citizen or Permanent Resident.

2.1.3 Guardianship

Students seeking admission to the Burnaby public school system must be accompanied by their parent or legal guardian. In situations where a legal guardian has been appointed through the court system, appropriate documentation must be provided to satisfy the school district that the student is being registered by their legal guardian, and that the legal guardian and student reside together and are “ordinarily resident” in Burnaby, in the “everyday course of living”.

School-aged students living independently may be admitted into the school district after review of residency, guardianship authority and “everyday course of living” arrangements.

2.1.4 Citizenship

For Canadian Citizens and Permanent Residents, admission to the Burnaby public school system is determined by the residency, guardianship and age requirements outlined above. The admission of international students to the Burnaby public school system is determined by the school district's International Student Admission Regulations and Procedures.

2.2 Admission of Out-of-district Students

Students seeking to attend a Burnaby school whose parents reside outside the City of Burnaby's boundaries must submit an Out-of-District Admission Application. Acceptance and placement of out-of-district students will be determined by the criteria outlined in 5.3 of these regulations.

2.3 Admission Review

Students who have had their request for admission into the Burnaby public school system denied may request a district review of the decision. Depending upon the outcome of the review, the decision may be appealed to the Burnaby Board of Education

3. Availability of Space in a School

3.1 The School Act establishes priorities for the placement of students if the Board determines that space and an appropriate educational program are available in a school.

3.2 The School Act allows for students not ordinarily resident in a school's designated attendance area to apply and be registered in a school if the school has the capacity to provide the applicant with an educational program appropriate to the applicant's needs. The decision to register the student will be made taking into account the school's physical and educational resources, enrolment projections for continuing students including the projected enrolment of new students resident in the school's attendance area, and the space required to accommodate district programs located in the school.

3.3 The Board delegates to the Superintendent of Schools, or her/his designate, the authority to determine whether space and facilities are available in individual schools and district programs for purposes of the School Act.

3.4 School capacity and the availability of space will be determined by the district's Long Range Planning Committee in consultation with the principal of the affected school, and will be based on program capacity with regard to the following factors:

- projected student population in the school's attendance area;
- staffing and resources assigned to a school by the district;

- physical space in which instructional programs operate in the school;
- ability of the school to provide appropriate educational programs for the applicant and other students;
- needs of unique programs developed by the school; and
- needs of district programs located in the school.

3.5 Once school capacity and availability of space has been determined, the district will declare the school:

- open with a defined number of spaces; or,
- closed for cross-district and out-of-district applicants.

4. Applying for Admission

4.1 Each school year the Board will establish and publicize the dates and application procedures for students wanting to attend a Burnaby school or district program. The Board may establish different dates for different grades, district programs, schools or categories of applicant.

4.2 Applications submitted for school placement within the established timelines will be placed in order, subject to the terms outlined in 5.3 of these regulations.

4.3 Applicants will be notified of the status of their application by the last school day in March.

4.4 Applications received after the deadlines established will be placed on a school or district program waiting list that will be maintained until September 30 of each school year, at which point the application process and waitlist will be considered closed.

4.5 Applicants wanting to attend a district program must meet all program requirements and regulations for the requested program.

5. Placement in a School

5.1 Continuing students will be automatically registered for the next school year at the school they are attending, with the exception of students moving from the elementary school level to the secondary school level. These students will be required to register at the secondary school that serves the attendance area in which the student ordinarily resides. Students wanting to attend a different Burnaby school or district program must make application.

5.2 New students residing within a school's designated attendance area will be placed at that neighbourhood school subject to the school's ability to provide an appropriate education program.

5.3 After taking into account the number of continuing students and the number of new attendance area students, applications from new students will be accepted if the requisite space and facilities are determined to be available. Providing application deadlines and other requirements have been met, the following priority order shall be used. This priority order does not apply to district programs such as French Immersion or to students who have been administratively transferred to schools by the Superintendent of Schools.

5.3.1 Siblings of continuing students in the school, including those in or accepted to district programs, whose residence falls outside the school's attendance area;

5.3.2 Students who are registered in and attending before and/or after-school childcare at a licensed childcare facility within an elementary school's attendance area;

- 5.3.3** Grade 7 students, who attended an elementary school in their attendance area, which straddles the attendance area of TWO secondary schools, will be given priority for grade 8 enrolment in one of those two secondary schools;
- 5.3.4** Students not included in 5.3.3 whose residence falls within the attendance areas of other Burnaby schools (cross-district transfers);
- 5.3.5** Students whose residence falls outside the Burnaby School District (out-of-district transfers).
- 5.4** In the event of more applicants than program spaces available, the following process will be used to determine the allocation of the available spaces:
- Applications received within the district’s established registration timelines will be grouped by priority category as outlined in 5.3 of these regulations.
 - A lottery method will then be used to determine the order of applicants within each priority category.
 - Program spaces will then be allocated according to the order outlined in 5.3 of these regulations until all available spaces have been filled.
 - Any remaining applicants will be placed in priority order on the district program waiting list. This list will be maintained until September 30 of each school year at which point the application process and waitlist will be considered closed.
- 5.5** Applications received after the district deadlines will be prioritized by application date. Sibling applications that do not meet the district deadlines will be placed after existing on-time sibling applications on the waitlist.
- 5.6** Students who become resident in a school's attendance area after the school has established its organization plan for the school year may be required to attend another school. This may occur if the neighbourhood school does not have available space within the grade level, sufficient education program capacity, or appropriate physical resources to accommodate the student. In such cases, the district will place the student in the nearest school with the appropriate education program. Students may return to their attendance area (neighbourhood) school should space become available, or at the start of the next school year.

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Date Adopted: 1998-09

Date(s) Revised: 1999-01-12
 2002-04-23
 2005-01-18
 2009-04-14
 2016-02-22

Cross References:
 Statutory: School Act Sect. 2, 3, 85

REGULATIONS AND PROCEDURES

POLICY #5.05.02

ADMISSION AND PLACEMENT OF STUDENTS INTO THE BURNABY SCHOOL SYSTEM

B. District Language Programs

POLICY

AN EDUCATIONAL PROGRAM WILL BE PROVIDED FOR EVERY SCHOOL-AGED STUDENT WHO IS ORDINARILY RESIDENT IN BURNABY.

STUDENTS WILL ATTEND THE SCHOOL WITHIN THE DESIGNATED ATTENDANCE AREA WHERE THE STUDENT ORDINARILY RESIDES OR MAKE APPLICATION TO ATTEND ANOTHER SCHOOL OR EDUCATIONAL PROGRAM WITHIN THE DISTRICT.

AN EDUCATIONAL PROGRAM MAY BE PROVIDED FOR STUDENTS WHO MEET THE DISTRICT'S ADMISSION ELIGIBILITY REGULATIONS AND WHO RESIDE OUTSIDE OF BURNABY, OR WHO ARE TEMPORARILY RESIDENT IN BURNABY.

STUDENT PLACEMENT IS SUBJECT TO THE DISTRICT'S STUDENT ADMISSION AND PLACEMENT REGULATIONS AND PROCEDURES.

B. DISTRICT PROGRAMS - FRENCH IMMERSION & MANDARIN LANGUAGE ARTS

1. Program Locations and Capacity

- 1.1 District catchment areas will be established for the purpose of registering students in designated schools housing the district's Early, Late, Secondary French Immersion programs and Mandarin Language Arts program.
- 1.2 Enrolment capacity for each District Language program location site will be established by the district prior to the commencement of registration for the next school year.

2. Admission and Placement

- 2.1** Each year the Board will establish and publicize the dates and application procedures for students wanting to attend the District Language programs.
- 2.2** Applications submitted within the established timelines will receive first priority for available space in the program, subject to the terms outlined in 2.4 and 2.5 of these regulations. Applicants will be notified of the status of their applications by the last school day in March.
- 2.3** While applicants are expected to apply to the program location within the district catchment area where they reside, applicants may apply for more than one program location. However, an applicant may be registered at only one location. When an applicant is offered and accepts a placement at a specific district program location, applications for all other district program locations become invalid.
- 2.4** Applications from new students for available spaces at program locations will be considered in the following order, provided application deadlines and other requirements have been met.
- 2.4.1** Siblings of continuing District Language program students who are attending the site where the district program is located, and whose residence is within the district's catchment area for that program;
 - 2.4.2** Students whose residence is within the district's catchment area for that program;
 - 2.4.3** Siblings of continuing students in the district program whose residence is outside the district's catchment area for that program;
 - 2.4.4** Students who are registered in and attending before and/or after school childcare at a licensed childcare within the district catchment area for that elementary school program;
 - 2.4.5** Students whose residence is in Burnaby but outside the district's catchment area for that program;
 - 2.4.6** Students whose residence is outside of the Burnaby School District.
- 2.5** Applications received after the district deadlines will be prioritized by application date and placed at the end of the program wait list.
- 2.6** In the event of more applicants than program spaces available, the following process will be used to determine the allocation of the available spaces:
- Applications received within the district's established registration timelines will be grouped by priority category as outlined in 2.4 of these regulations.
 - A lottery method will then be used to determine the order of applicants within each priority category.
 - Program spaces will then be allocated according to the order outlined in 2.4 of these regulations until all available spaces have been filled.
 - Any remaining applicants will be placed in priority order on the district program waiting list. This list will be maintained until September 30 of each school year at which point the application process and waitlist will be considered closed.

Date Adopted: 1998-09

Cross References:
Statutory: School Act Sect. 2, 3, 85

Date(s) Revised: 1991-01-12
2002-04-23
2005-01-18
2009-04-14

YOUTH AND COMMUNITY SERVICES COMMITTEE

Reporting to Public Session Monday, February 22, 2016

The Youth and Community Services Committee (YCSC) met on Tuesday, February 2, 2016 at 5:30 pm. In attendance were Trustees Baljinder Narang (chair) and Katrina Chen, Assistant Superintendent Roberto Bombelli, DPAC Representative Kristin Schnider, and Youth Services Manager Sue Dorey for items 2 and 3.

1. Reports from Community Committees

Trustees who represent the Board on community committees updated the YCSC on items that would be of interest to the Board.

District Community Schools

Trustee Narang shared topics of interest from the January 14, 2016 meeting of the District Community Schools Advisory and Coordinating Committee (DCSACC). Priorities are ensuring that staff, families and communities understand what it means to be part of a community school in Burnaby and clarifying the difference between Community School Councils and Parent Advisory Councils. Natalya Khan, Coordinator of Settlement Services with the Burnaby School District, presented information on welcoming newcomers to Burnaby:

- Government Assisted Refugee students come to the Burnaby School District with a letter from ISS. This is not the case for privately sponsored families where sponsors are responsible for connecting the families to our schools and this sometimes takes time.
- 10 – 12% of the Government Assisted Refugees arriving in BC will end up in Burnaby.
- Settlement Workers are in all schools and secondary school mentors are in place
- Community support has been overwhelming – community members can volunteer to be mentors for those arriving. More information is available on the school district website.

Public Safety

A report from Trustee Hayes from the January 14, 2016 meeting about some items of interest:

- A presentation by Alison Grauer, St. Leonard's Society, and Bridgette Ebing, Odyssey, about the "Burnaby-New Westminster Taskforce for Sexually Exploited and At-Risk Youth" with highlights from the February 2015 "count" of youth ages 12 - 24 years.
- A presentation of the draft versions of Public Safety Announcements videos produced by Vania Alexiera, Media Arts Department teacher, and Burnaby South Secondary School students about "Distracted Driving". Although this is still a "work in progress" the students have produced some very impactful work on the dangers of distracted driving.

City of Burnaby's Task Force on the Sexual Exploitation of Children and Youth

Trustee Narang reported that there is a lack of un gated safe house and detox beds available to Burnaby and New Westminster youth, particularly young women. In addition, no un gated beds are currently physically located in Burnaby (youth must be in care of the Ministry to access local resources), and resources in the immediately surrounding areas are often full and unable to meet needs. The Task Force committee is requesting that operational funding for an un gated Safe House in Burnaby be re-instated. On another note, the DPAC event held on January 25, 2016 was very well received. Parents were engaged in conversations and it has been suggested to bring more conversations to small group presentations for deeper discussion.

Recommendation: THAT the Board of Education receive this information.

2. Code of Conduct Update

The district's Code of Conduct document underwent final edits to ensure our Code of Conduct meets the Ministerial Order for school boards. In some cases, general language terms have been used to ensure that the Code of Conduct remains current with changing terminology.

Recommendation: THAT the Board of Education receive this information.

3. Youth Restorative Justice Program

Sue Dorey, Youth Services Manager, updated the committee on the renewal of the Youth Restorative Justice Program (YRJP) partnership with the City of Burnaby and the Burnaby RCMP. The school district received a summary report of the program for September-December 2015 which included the number of students supported and schools serviced. In addition to intervention services, the program provides professional development and training to school staff for utilizing restorative action in schools. The City has hired an additional facilitator to increase capacity of the program.

Recommendation: THAT the Board of Education receive this information.

4. Adjournment

The meeting was adjourned at 6:35pm.

5. Next Meeting

The next meeting of the Youth and Community Services Committee will be Tuesday, March 1, 2016 at 5:30 pm.