



School District 19  
(Revelstoke)

The Board of Education of  
School District No. 19 (Revelstoke)  
Regular Board Meeting  
at Revelstoke Secondary School  
Wednesday, June 5<sup>th</sup>, 2024  
5:00 p.m.

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**A G E N D A**

**1 CALL TO ORDER AND RECOGNITION OF TRADITIONAL TERRITORIES**

*We would like to respectfully honour the four nations on whose land we live and learn: The Sinixt, the Secwépemc, the Ktunxa, and the Syilx Okanagan.*

**Wendy Rota**

**2 ATTENDANCE**

Trustees: \_\_\_\_\_

Sr. Admin.: \_\_\_\_\_

Principals/Vice Principals: \_\_\_\_\_

**REGRETS:**

**3 APPROVAL OF AGENDA:**

**4 APPROVAL OF MINUTES:**

Regular Meeting of May 21<sup>st</sup>, 2024

**5 DELEGATIONS:**

**6 SPECIAL REPORTS:**

Revelstoke Secondary School Annual Report to the Board  
presented by Andy Pfeiffer, Acting Principal RSS and  
Stacey Grimm, Vice Principal RSS

**7 BUSINESS ARISING:**

**8 NEW BUSINESS**

**8.1 ADMINISTRATION REPORTS:**

**8.1.1 SUPERINTENDENT KUBIK**

- A) Superintendent's Administration Report
- B) Policies 3.8 Information Technology and MyEducation BC Usage and Access, 3.9 School Completion (Evergreen) Certificates and 4.11 Educational Heritage for approval
- C) Policy 7.1 School / Student Behaviour Expectations and Codes of Conduct
- D) Draft 2024/2025 Board Meeting Schedule

8.1.2 **SECRETARY TREASURER TISDALE**

A)

8.2 **OTHER**

A)

8.3 **COMMITTEE REPORTS**

- A) Policy Review Committee Minutes of May 27<sup>th</sup>, 2024
- B) Education Advisory Committee Minutes of May 28<sup>th</sup>, 2024

8.4 **TRUSTEE REPORTS**

8.4 A) Trustee Roundtable

8.5 **CORRESPONDENCE**

9 **FUTURE AGENDA ITEMS**

10 **PUBLIC QUESTION PERIOD**

11 **RECESS**

\_\_\_\_\_ TIME: \_\_\_\_\_



School District 19  
(Revelstoke)

**Revelstoke Board of Education**  
**Regular Board Meeting**  
**May 21<sup>st</sup>, 2024**  
**at Begbie View Elementary School**

**Minutes**

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**CALL TO ORDER**

Trustee Chell called the meeting to order at 5:00 p.m.

**ACKNOWLEDGEMENT** (Sasha-Emily Walsh)

*We would like to respectfully honour the four nations on whose land we live and learn: The Sinixt, the Secwépemc, the Ktunxa, and the Syilx Okanagan.*

*Trustee Walsh asked her children what they have been learning lately and they replied that they have learned about the "Red Dresses" and what the dresses represent. She noted that a person that is responsible for the deaths of many Indigenous women has been in the news recently, which may be triggering for some in the Indigenous community.*

**ATTENDANCE**

Trustees:	Chell, Zimmer, Allen, Rota and Walsh
Senior Administration:	Superintendent Kubik and Secretary Treasurer Tisdale (attended remotely)
Principals:	Ariel McDowell, Principal of Begbie View Elementary School
and:	Administrative Secretary Magarian
Guests:	Maddy Stiles, RTA Representative

**APPROVAL OF AGENDA**

24: R-38 Walsh/Rota

"THAT the agenda be approved as presented."

**CARRIED**

**APPROVAL OF MINUTES**

24: R-39 Walsh/Rota

"THAT the minutes of the Regular Board meeting of April 24<sup>th</sup>, 2024, be approved as presented."

**CARRIED**

**DELEGATIONS**

**SPECIAL REPORTS**

Begbie View Elementary School Annual Report  
to the Board presented by Ariel McDowell, Principal

Board Chair Chell introduced Begbie View Elementary School Principal Ariel McDowell, and thanked her for the school tour. Principal McDowell began her presentation noting that the school is incorporating circle time as much as possible and learning authentically from knowledge

keepers like Randy Williams. She provided an overview of the school population, the number of staff, class configurations and noted that two new students started this week. The school population consists of longtime Revelstoke families and newcomers from all over the world.

The Areas of Focus for 2023/2024 were reviewed.

- A safe, welcoming, and engaging school environment
- Literacy and Numeracy focus: Student-centred and Data-informed teaching and learning
- Working toward reconciliation

Principal McDowell reviewed the variety of ways staff focused on those areas using the data that was collected through PM Benchmarks, Student Learning Surveys, Foundation Skills Assessment, the Middle Years Development Instrument, and District Numeracy Data. Staff used the data to implement strategies to support students. The follow up data confirmed improvements in those areas. Staff continue to monitor the data and for students that are “developing” staff continue to seek out ways to meet those students where they are at. Principal McDowell also discussed the learning that staff themselves have committed to through mentors and professional development.

Trustees and Superintendent Kubik thanked Principal McDowell for her presentation and asked her to pass along their thanks and appreciation to her staff.

Principal McDowell left the meeting at 5:36 pm

## **NEW BUSINESS**

### **ADMINISTRATION REPORTS**

#### **SUPERINTENDENT KUBIK**

Administration Reports: Superintendent Kubik

Received as information.

Superintendent Kubik presented her Administration Report highlighting Partner Meetings noting the Jointly Convened Annual Meeting (JCAM) she attended which is a partnership with the Ministry of Education and Child Care and the First Nations Education Steering Committee. At the event Joe Heslip, Lead Equity in Action Project, and Denise Augustine, Superintendent of Indigenous Education (Secondee) were honoured for the work they have done with the Ministry of Education and Child Care. Superintendent Kubik also highlighted the work that is being done in preparation for the Strategic Plan writing sessions taking place over three days in June.

#### New Policy Video Surveillance - Buses

Trustee Zimmer presented the new policy suggesting that the word “shall” should be changed to “will”. Secretary Treasurer Tisdale will confirm that the two words are interchangeable in this context.

24: R-40      Zimmer/Allen

“THAT the Revelstoke Board of Education circulate the new Video Surveillance – Buses policy as amended for feedback.”

**CARRIED**

Outline of steps and timelines for in response to  
limiting personal digital devices in classroom/schools

Superintendent Kubik confirmed that she has received approximately six positive responses to her letter to families. Board Chair Chell noted that it is important that the Board listen to the voices of students as well.

## SECRETARY TREASURER TISDALE

### 2024/2025 Annual Facility Grant Expenditure Plan

Secretary Treasurer Tisdale reviewed the plan and noted that Andrew McDade, Manager of Operations will be getting quotes as only estimates are included in the plan. He confirmed that this funding is an allocation that is determined by the Ministry of Education and Child Care. The funds have been approved and the improvements will be completed subject to the cost overrun or the unavailability of products.

## OTHER

## COMMITTEE REPORTS

### Policy Review Committee Minutes of April 22<sup>nd</sup>, 2024

Trustee Zimmer presented the minutes.

#### 24: R-41 Zimmer/Walsh

"THAT the minutes of the Policy Review Committee meeting of April 22<sup>nd</sup>, 2024 be received as presented."

CARRIED

### Education Advisory Committee Minutes of April 30<sup>th</sup>, 2024

Trustee Walsh presented the minutes noting that Superintendent Kubik discussed the purpose of the committee and presented the Strategic Plan's belief statements and student learning focus.

#### 24: R-42 Walsh/Allen

"THAT the minutes of the Education Advisory Committee meeting of April 30<sup>th</sup>, 2024 be received as presented."

CARRIED

### District Parent Advisory Council Minutes of May 1<sup>st</sup>, 2024

Trustee Walsh presented the minutes noting that Superintendent Kubik discussed the Strategic Plan and next steps. She also noted that two parents from the Free to Focus group presented to DPAC.

#### 24: R-43 Walsh/Rota

"THAT the minutes of the District Parent Advisory Council meeting of May 1<sup>st</sup>, 2024 be received as presented."

CARRIED

### Indigenous Education Council Minutes of May 2<sup>nd</sup>, 2024

Trustee Zimmer presented the minutes noting seven Revelstoke students attended the Leadership Summit, Greg Kenyon and Lisa Moore chaperoned the trip.

Trustee Zimmer highlighted her trip last week with her children, Erin England, her children, and Marlene Krug, and Jodi Wallach to take the sturgeon nosed canoe made by Wayne Louie to Creston where the Ktunaxa nation will repair it. While there they met with Wayne Louie's son and nephew and learned a great deal about the Ktunaxa cultural and history.

24: R-44 Zimmer/Rota

"THAT the minutes of the Indigenous Education Council meeting of May 2<sup>nd</sup>, 2024 be received as presented."

CARRIED

## **TRUSTEE REPORTS**

### **TRUSTEE ROUNDTABLE**

Trustee Rota confirmed that Screen Smart week will be taking place June 1<sup>st</sup> to 8<sup>th</sup>, 2024. ScreenSmart has partnered with multiple businesses and community members to host free activities including bike safety.

Board Chair Chell noted his participation in the Capstone projects at Revelstoke Secondary School.

## **CORRESPONDENCE**

Letter from Arrow Heights Elementary School Parent Advisory Council dated April 10<sup>th</sup>, 2024 regarding cell phone use policy.

- A letter of response will be sent to Arrow Heights Elementary School PAC thanking them for their letter.

## **PUBLIC QUESTION PERIOD**

Trustee Chell invited members of the audience to ask questions related to items on the agenda.

## **ADJOURNMENT**

The meeting adjourned at 6:16 p.m. on the motion of Trustee Rota.

## **CLOSED BOARD ITEMS**

- Budget Committee Minutes of April 24<sup>th</sup>, 2024
- Budget Committee Minutes of May 15<sup>th</sup>, 2024

\_\_\_\_\_  
Chair

\_\_\_\_\_  
Secretary Treasurer

DATED: May 21<sup>st</sup>, 2024



# REVELSTOKE SECONDARY

## School Learning Plan

### 2023-2024 (May 28, 2024)



## School Focus

1

Literacy



2

Numeracy



3

Social/Emotional





## Our School Learning Story:

In our school, the academic success of students is woven together with their social and emotional well-being. We know that students who feel understood, respected, and connected are more engaged and motivated to learn. By emphasizing social emotional learning, we create a foundation where students can best learn. Our dedication to the First Peoples Principles of Learning further strengthens this foundation, promoting a culture of respect, community, and holistic growth. Together, these elements create a school learning story where every student has the opportunity to be themselves, be heard, and be successful.



## Scanning:

**What do we, as staff and community, know about our students - their successes and challenges? What's going on for them?**

At RSS, we pride ourselves on the close connections we've built with students, based on trust and respect. Students know that staff care and that we're always willing to help in their learning. Staff are skilled at assessing student abilities and student challenges which helps us support them effectively. With the work done in past years, we're seeing improvements in students' resiliency and coping skills.

Many students love and appreciate the outdoors, and most of them like our school, feeling safe and valued here. Students care about what staff think of them and their work, and they often seek feedback to improve. However, like many teenagers, our students struggle with too much cell phone use, too little sleep, and they have worries about their broader future. This is the first year where students must have Indigenous coursework in order to graduate; as a result, we offered courses such as English First Peoples 10 and 12, Contemporary Indigenous Studies 12 and BC First Peoples Studies 12.



## Focus:

**From what we know, what is the most important work we can do to improve the success of our students? What key areas of learning will we focus on?**

### Literacy

The advent of the grade 8 literacy assessment is the first school-wide literacy screener for our youngest students since the Gates-McGinity tests from the early 1990's. Using the results of our literacy screener will better help teachers use formative assessment to understand where students are in their literacy and to hone in on best practices to help students who may be struggling in their reading and writing.

### Numeracy

We are at the beginnings of using more school-based data to help learn and inform our instructional practices.

At RSS we have a proportionally high number of teachers who are provincially credentialed markers of the Grade 10 Numeracy Assessment. Their understanding of current numeracy practices and assessment is helping to guide improved numeracy instruction. In addition, our newfound SD19 Numeracy Plan is further helping to guide our instructional practice.

### Social Emotional Learning

This is the first year since COVID that, with the help of our Healthy Schools Coordinator, we were able to have our Mental Health and Wellness Fair. This half day activity brought together health and wellness providers from our community to raise awareness of and reduce the stigma of mental health issues. In addition, this year saw the start of having Nurse Kelsey here offering health care services every Tuesday along with having doctor's hours every Thursday at RSS. Continuing to focus on Social Emotional Learning and Mental Health education will reinforce the foundation that will lead to student success.

## Question:

If we prioritize creating inclusivity, building resilience, and addressing mental health, will it allow students to be more successful in their studies and reach their full potential. A greater emphasis on community, relationships, and respect for all forms of knowing and learning are some of tenets of the First Peoples Principles of Learning. Will stronger emphasis on this also help students to reach their full potential?



## Hunch:

The newly piloted grade 8 Literacy and Numeracy Assessments equip teachers with the ability to identify skills gaps, personalize learning and better inform intervention programs. The newly implemented provincial Proficiency Scales will no longer reduce a student's learning to a single score; the scales will emphasize a student's strengths and areas of growth which helps build a more positive attitude toward learning and success.

## Professional Learning:

**Summarize areas for professional learning and how we will go about designing strategies and structures that will impact our school community.**

**NUMERACY:** Follow the suggestions in the SD19 Numeracy Plan Timeline for 2024-2025 which, for example, includes focussing on building smoother transitions from elementary to secondary school by learning about the Residency Model from Kendra Jacobs (Oct 3,4,5<sup>th</sup>). Several other Professional Learning Opportunities are listed, many of which involve the notion of balanced numeracy (using math skills and strategies to engage in everyday life and solve real world problems).

**LITERACY:** Seek out professional development opportunities for teachers to better incorporate Writing ( and Numeracy for that matter!) Across the Curriculum.

**ASSESSMENT:** Next year marks year two of using the BC Proficiency Scale in grades 8 and 9. There's a desire to have more professional development on how best to use the scale in the junior grades and perhaps in the older grades as well.

**SOCIAL/EMOTIONAL:** As well as seeking out ProD opportunities on SEL, continue the learning and collaborating that happens among teachers using structures such as our Mental Health and Wellness Fair, the Preventure program in grade 8, and the grade 9 Mental Health Literacy programs.

## Taking Action:

**Describe the actions that we propose to take related to our goals. What will we do more of, less of, or do differently to improve student learning?**

Use our new homeroom structure to help deliver social emotional learning

Work on learning how to best deliver and utilize our new literacy and numeracy screening assessments in grade 8

Work to increase both the junior and senior book club participation

Improving on the communication of events to students, parents, and staff

Set up a peer mentoring program where senior students help guide grade 8-9 students

Improve overall awareness of the core competencies for students, staff, and parents





# Checking:

Have we made a difference? How do we know?

**LITERACY:** Annual goal of being at or above provincial average on the grade 10 and 12 BC Ministry of Education Literacy Assessment

**NUMERACY:** Annual goal of being at or above provincial average on the grade 10 BC Ministry of Education Numeracy Assessment

**SOCIAL/EMOTIONAL:** Monitor results of the Middle Years Development Index (gr8), Student Learning Survey (gr 10,12), Youth Development Index (gr11).

## Data Story:

2023-2024 MDI – Grade 8's

### WELL-BEING INDEX

The Well-being Index combines MDI measures relating to children's physical health and social and emotional development that are of critical importance during the middle years. These are: Optimism, Happiness, Self-Esteem, Absence of Sadness and General Health.

Scores from these five measures are combined and reported by three categories of well-being, providing a holistic summary of children's mental and physical health.

#### MEASURES

Optimism  
Happiness  
Self-Esteem  
Absence of Sadness  
General Health



**High Well-being (Thriving)**  
Children who score in the high range on at least 4 of the 5 measures of well-being and have no low-range scores.

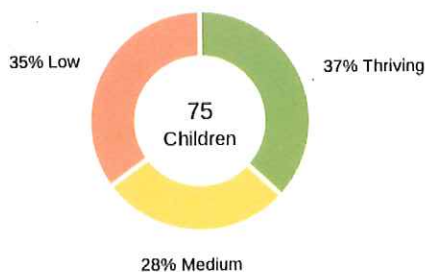


**Medium Well-being**  
Children who score in the high range on fewer than 4 of the 5 measures of well-being, and have no low-range scores.

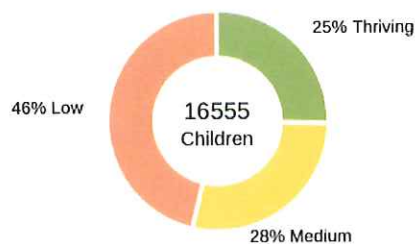


**Low Well-being**  
Children who score in the low range on at least 1 of the 5 measures of well-being.

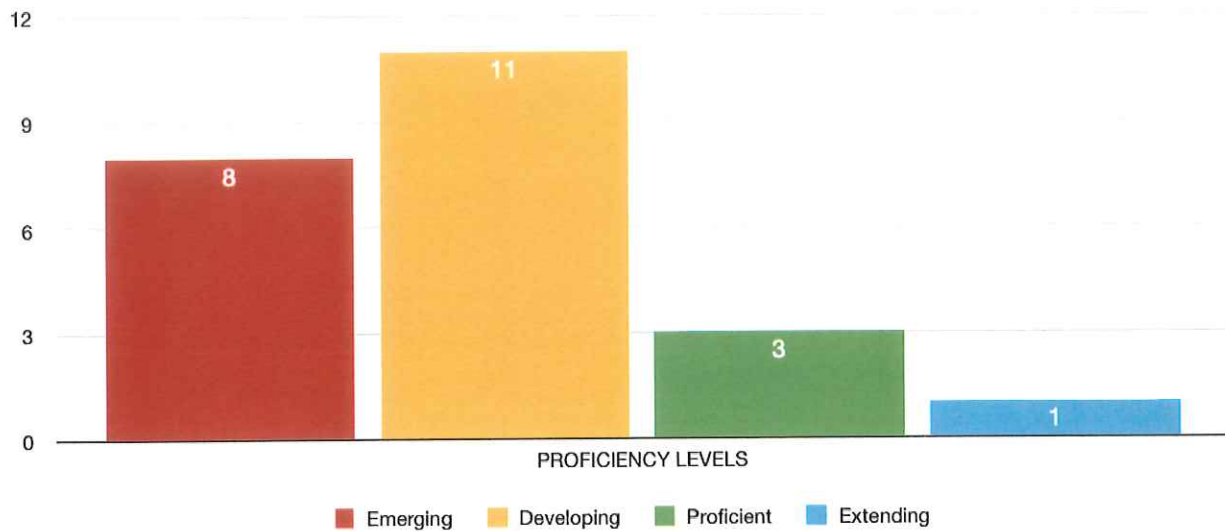
#### REVELSTOKE



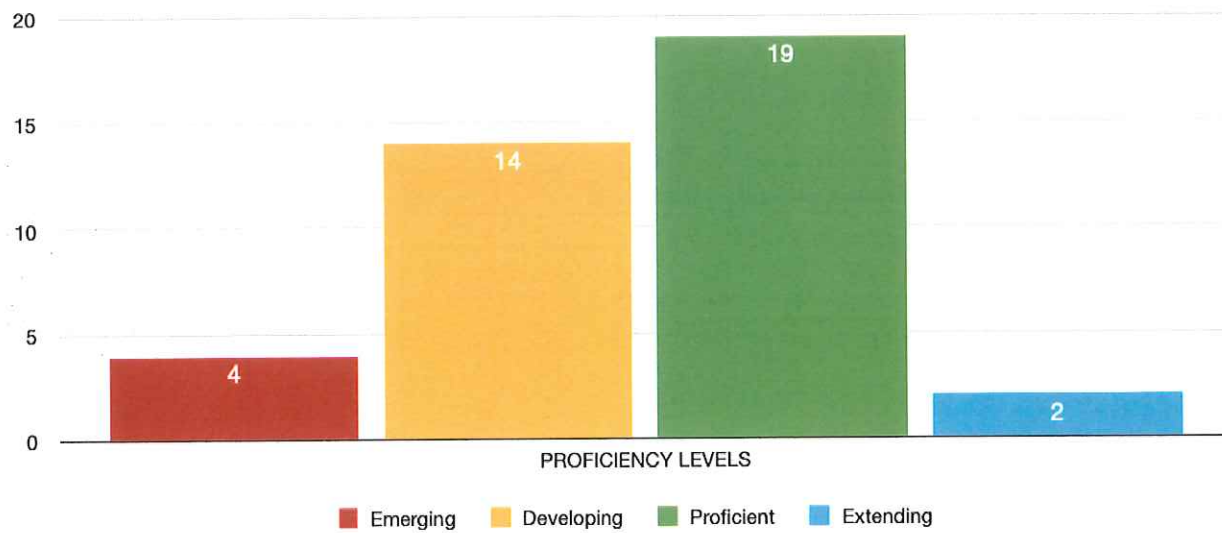
#### ALL PARTICIPATING SCHOOLS



### RSS GR. 8 ISLAND NUMERACY- NUMBER SENSE ASSESSMENT- SEM 1 2023



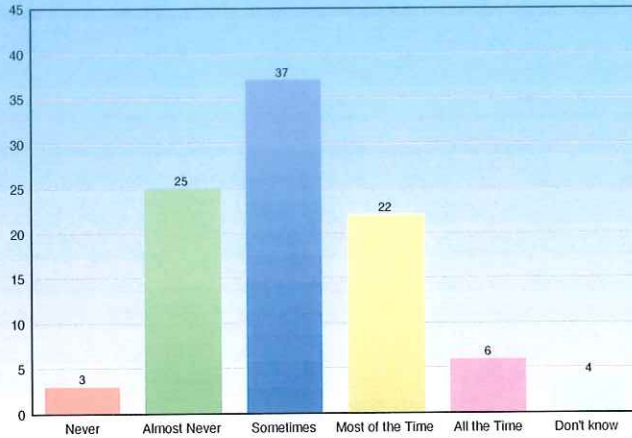
### RSS GR. 8 LITERACY ASSESSMENT- SEM 1 2023



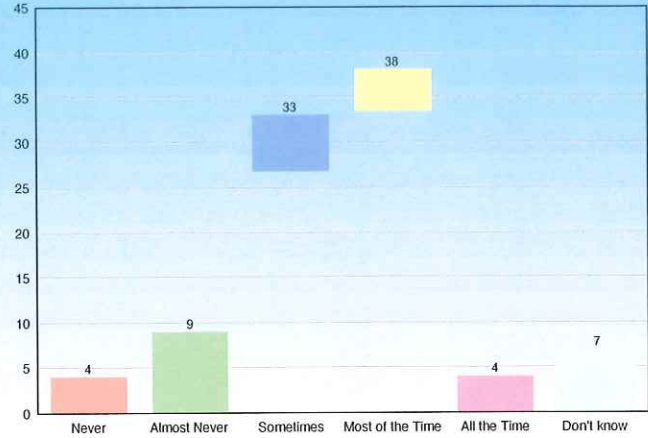


2024 Ministry of Education Student  
Learning Survey – Grade 10's

Do You Like School?  
2024 Gr.10 S.L. Survey



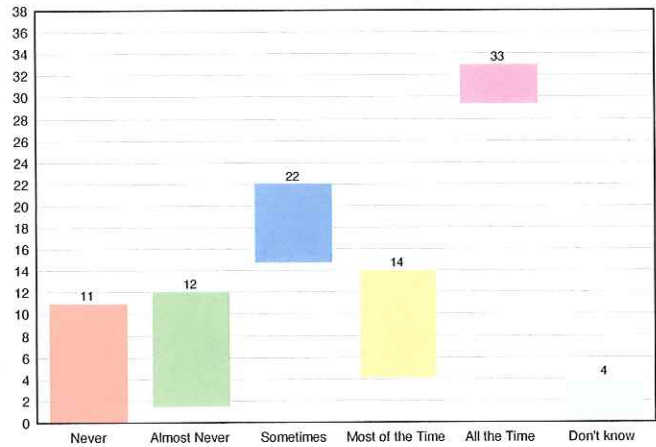
Do Adults at RSS Treat All Students Fairly?  
2024 Gr.10 S.L. Survey



How Often Are You Able to Access Healthy Food from School When You Are Hungry?  
2024 Gr.10 S.L. Survey



Does School Make You Stressed or Anxious?  
2024 Gr.10 S.L. Survey



## SUMMARY: STRENGTHS & AREAS OF FOCUS |

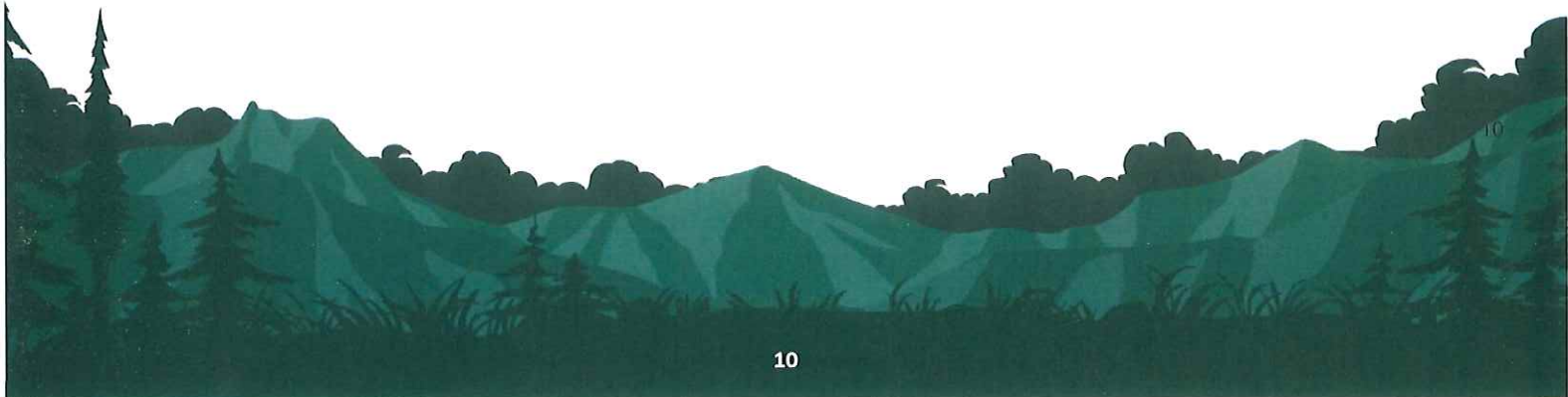
We have highlighted some areas that differ between your school or district and the average of all participating districts. Please note that these areas may not be related to students' school experiences. Students' experiences with friends, family, and community, and access to assets such as nutritious food, green space, secure housing, extracurricular activities, and safe neighbourhoods may contribute to the differences reported here. Schools may use this information to help better understand the strengths and challenges faced by their students. Note: If the sentence states "trended towards..." it means it was a trend in the data but not a statistically significant difference (which can be influenced by sample size).

### STRENGTHS

1. Students trended toward being more likely to report participation in art lessons at school in your district compared with students in other districts (39% vs. 25%)
2. Students trended toward being less likely to rate their social media use as '3 or more hours/day' in your district compared with students in other districts (23% vs. 36%)
3. Students trended toward being more likely to rate their perception about mental health support in schools as 'high' in your district compared with students in other districts (64% vs. 50%)

### AREAS OF FOCUS

1. Students trended toward being more likely to rate victimization/bullying as 'high' in your district compared with students in other districts (>2% vs. 2%)
2. Students trended toward being less likely to report participation in volunteering at school in your district compared with students in other districts (9% vs. 24%)
3. Students trended toward being more likely to rate their externalizing behaviour (aggression) as 'high' in your district compared with students in other districts (>3% vs. 3%)





## Partner meetings

Attended the retirement gathering for Carolyn Duncan. Carolyn career and passion spanned 36 years in service of the children and community of Revelstoke is her most amazing capacity of Speech and Language Pathologist.



## SD 19 meetings



Met with District Principal Tedesco and District Principal Wallach to review calendars priorities

One on one check in meeting with District Principal Wallach

Check in call with RTA President Barry Rourke

Regular scheduled meeting with RTA President Barry Rourke and the BCTF Health and Wellness Consultant.

Met with Susie Salon to review logistic for Strategic Plan Writing team sessions

Met with RSS acting principal Pfeiffer, RSS vice principal Grimm and returning RSS principal Kenyon to review 2024/25 staffing

Attended a meeting with Secretary Treasurer Tisdale and District Principal Tedesco to review support staffing

Attended a DPAC meeting. Information appears later in the agenda

Attended an Education Committee meeting. Information appears later the in agenda

Attended Policy Committee meeting. Information appears later in the agenda

Attended the second Budget meeting of the season

Attended the RSS Student Leadership meeting

Confirmed with Michael Haworth, District Vice Principal Technology (seconded to the Ministry of Education and Child Care, that he has reviewed the video surveillance logs at Revelstoke Secondary School and at Begbie View Elementary School and the logs are in compliance with Policy No. 5.9 Video Surveillance.

#### Framework for Enhancing Student Learning



Visited community parks with Speech and Language Pathologist Monica Penner and Columbia Park Learning Support teacher Victoria Stange for Communication Board prep work

Strategic Plan Writing Team prep session

**Commenced leadership meetings.** Highlights from the meeting

- Open Parachute | Mental Health | Counsellors Retreat | JW
- LST reporting | SLP's | K orientation
- Enrollment & Staffing | RK
- Sport Days | Track and Field | P/VP
- June Pride Month
- UNDRIP – DRIPA, Truth and Reconciliation Calls to Action, BCTC Standard 9, First Peoples' Principles of Learning.

**Attended 2 Capstone projects with Trustee Walsh and Vice Principal Wallach**

#### Schools Visits

**RSS school visit** | Student Leadership class and classroom visits | attended Prom | RSS Art Show

**CPE school visit** | teacher visits

**BVE school visit** | attended BVE Sports Day

**AHE school visit** | attended AHE Sports Day | attended AHE Track and Field,

**Attended Elementary District Track and Field Day**

**Attended grade 6/7 final Band Concert**





## Inspire Passion || Joy for Learning

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### *TRUSTEE UPCOMING DATES*

Date(s)	Time	Event
June 6 <sup>th</sup> , 2024		District Track Day
June 26 <sup>th</sup> , 2024	4:30 pm	Tour of Arrow Heights Elementary School
	5:00 pm	School Board Meeting in the Library of Arrow Heights Elementary School
June 28 <sup>th</sup> , 2024	11:00 am	Grad Ceremony

Grateful for the privilege to live and learn on the unceded traditional territories of the Sinixt, Secwepémc Ktunaxa Sylix Okanagan who have been stewards of this land since time immemorial

Weý (Nsyilxcen), Weyt-K (Secwepenemc), Kiʔsuʔk kyukyit (Ktunaxa), Taanishi (Michif)

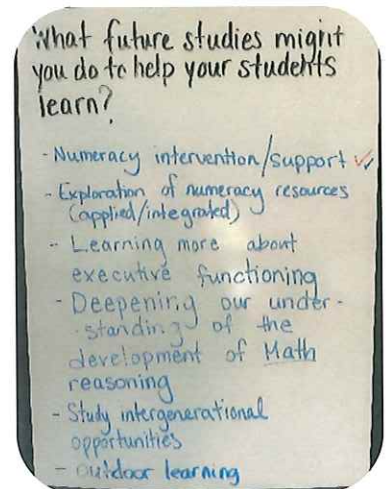
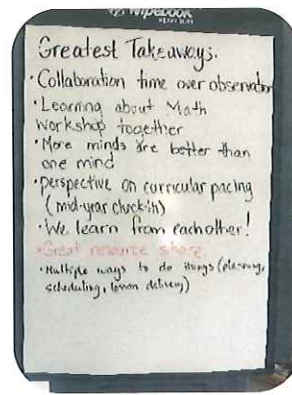
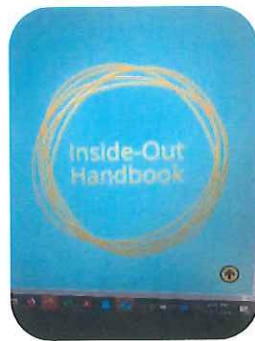
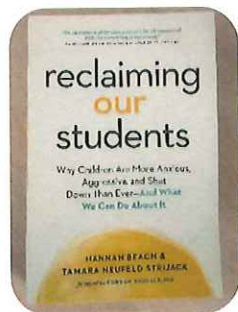
**Strategic Plan: Goal 1** We believe that engaged learners will achieve successes that reflect their passions and interests in safe, equitable learning environments.

- Support enhanced opportunities for staff to engage in professional learning through collaborative projects including mentorship add inquiry – based projects

Mentoring is intended to accelerate learning and offer support for new teachers and/or help individual teachers explore the strengths and stretches with an assignment change.

This year we have 10 teachers working with a mentor in the Mentorship program. Principal Pam Mair and acting Principal Tammy Tomm lead the mentorship program

A few highlights from the program this year



## Excerpts from Mentee Growth Plan

**Reflective Questions: Where am I going as a teacher?** Briefly outline what components of your practice that you want to work on through the mentorship process. (Consider areas of strength and areas to stretch.). What is a professional goal that you have for yourself?

## **My Mentor Support Team**

Your assigned mentor and you will form your support team.

- What resources might you use?
- Who else can support you?
- What is your primary focus goal?
- What is a mentor suggested goal for you?
- 

Summarize your progress in reaching your goals. In doing so, answer such questions as these:

- What worked well in achieving your goals?
- How did this affect your teaching?
- In what ways was this personally meaningful?
- What would you have done differently in achieving your goals and why?
- What recommendations would you make to others on the basis of your findings?
- Based on what you learned, what future studies might you do to help your students learn?

### **Strategic Plan: Goal 2** We optimize the sustainability of our school system

- maintain and improve school district facilities to ensure safe, healthy learning environments

BVE new playground section almost complete!

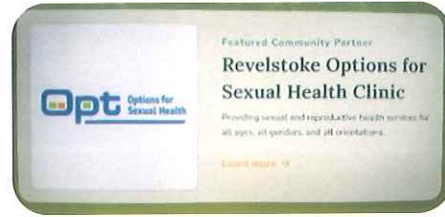
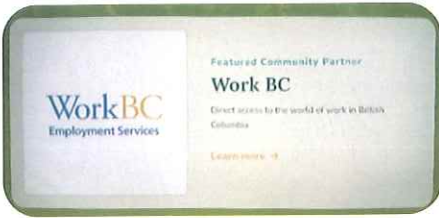


### **Strategic Plan: Goal 3** We believe in communication strategies that foster school and community engagement

Community Partners featured on District and School Websites







**Strategic Plan: Goal 4** We acknowledge the responsibility of our school community to learn the truth about, and honour Indigenous cultures, languages, and histories, and our responsibility to work through the Reconciliation process.

Over the last five years, it has been a priority of the SD19 Indigenous Education department to reach out and build relationship with the Sinixt, Secwépémc, Ktunaxa, and Syilx Okanagan Nations. We thought you would like to see some of the beautiful connections that have been made this year. For this Board meeting, the Sinixt and Secwépémc are highlighted. Next Board meeting, the Ktunaxa, and Syilx Okanagan Nations will be highlighted

## SINIXT

The Sinixt territory spans the length of the Snxwntkwitkw from the big bend North of Revelstoke, BC to Kettle Falls, WA, west to the Monashee ridge and east to the Rockies

We would like to introduce Donovan Timentwa, a certified teacher of the Nsyilxcen language from the Sinixt Confederacy in Inchelium, WA. He has been spending one day in each of our elementary schools during the first week of each month since February introducing students and staff to this Salish language.



## SECWÉPEMC

The Secwépemc territory stretches from the banks of the Snxwntkwitkw through the interior of BC to the banks of the Fraser River, from the southern reaches of the Arrow lakes to the Northern Rocky Mountains.

We would also like to re-introduce you to Randy William, a knowledge-holder from the Splatstine Secwépemc Nation in Enderby. Randy travels to Revelstoke every second week to share stories, hands-on activities, and outdoor games with Revelstoke students.

## THE BOARD OF EDUCATION OF SCHOOL DISTRICT NO. 19 (REVELSTOKE)

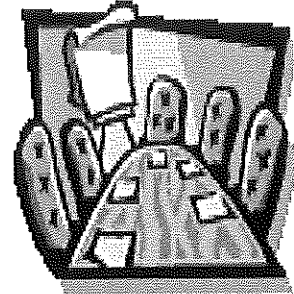
TO: All Trustees

FROM: Roberta Kubik, Superintendent of Schools

DATE: June 5<sup>th</sup>, 2025

ACTION: Policies for board approval:

- 3.8 Information Technology and MyEducation BC Usage and Access
- 3.9 School Completion (Evergreen) Certificates
- 4.11 Educational Heritage



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As trustees may recall, the above-noted policies were reviewed by the Board and circulated for feedback. The Policy Review Committee did not receive any feedback and has reviewed the policies once more. The policies are now ready for board approval.

### **Recommendation:**

“THAT in accordance with Board Policy 2.4 District Policy Development and Review the Revelstoke Board of Education approves the following policies:

- 3.8 Information Technology and MyEducation BC Usage and Access
- 3.9 School Completion (Evergreen) Certificates
- 4.11 Educational Heritage the Policy 3.7 Human Rights and Discrimination.”





**School District 19**  
(Revelstoke)

# *Revelstoke Board of Education*

## **Policy Manual**

### **3.8 Information Technology and MyEducationBC Usage and Access**

The Revelstoke Board of Education believes that information technology resources provide a range of benefits to our students, staff, and community. Information technology resources including computers, mobile devices, wireless networking, and software applications are all components of the district learning and working environment. In addition to devices and services, digital citizenship is a critical skill for effectively, safely, and ethically using the tools provided by information technology systems.

The Revelstoke Board of Education believes that access to these systems enhances learning and understanding. They are intended to provide students with the knowledge and skills to fully participate in a safe and constructive digital learning and working environment.

#### Guidelines

##### **1. General**

- 1.1. Information technology system resources or access are provided only for educational and / or administrative purposes and for conducting School District No. 19 (Revelstoke) business.
- 1.2. Use of information technology system resources is acceptable when it is consistent with the goals and policies of School District No. 19 (Revelstoke), and when it respects the rights of others and the laws of British Columbia and Canada.
- 1.3. Access to information technology system resources is a privilege, not a right and may be restricted or revoked as necessary by School District No. 19 (Revelstoke) to ensure the performance, security and operational efficiency of the District's information technology.
- 1.4. Personal or mobile devices (whether owned by the individual or district) must be used in a socially acceptable and ethical manner that does not potentially damage the school district's reputation or leave the school district open to liability.

### 3.8 Information Technology and MyEducationBC Usage and Access cont.

- 1.5. Standards of conduct and digital citizenship must be demonstrated by students and staff at all times during and after school hours. This conduct must exemplify safe, ethical, and appropriate use of information technology systems, including acknowledgement of copyright, intellectual property rights, and attribution of sources. This description of digital citizenship extends to students and staff use of Artificial Intelligence (A.I.) systems.
  - 1.6. Use of social media by School District No. 19 (Revelstoke) students and staff must respect the rights of others, be appropriate, and reflect the expectations of the community and adhere to provincial and federal laws.
  - 1.7. Students and staff must actively protect their own and the privacy and security of other students, staff, and community, and others and be in compliance with Freedom of Information and Protection of Privacy laws. This includes protecting the security of all information technology systems, and associated user accounts by not sharing or using others usernames and / or password information.
  - 1.8. All equipment purchased or donated must be coordinated with the School District No. 19 (Revelstoke) Technology Department prior to purchase or use.
  - 1.9. Use of the district technology may be routinely monitored, and all systems, accounts, and files reviewed in-depth if concerns or complains of misuse are raised.
  - 1.10. Financial obligations of School District No. 19 (Revelstoke) extends only to services authorized and purchased by the school district.
2. Staff
- 2.1. Ensure that personal use of information technology resources neither interferes with, nor distracts from, the duties and responsibilities of the employee.
  - 2.2. Use of information technology systems in contravention of policy or the Employee Internet Use Approval Form may result in disciplinary action and/or the involvement of outside agencies.
3. Students
- 3.1. Personal use of electronic communications systems must neither interferes with, nor distracts from, their learning or the learning of others.

- 3.2. Use of electronic and social media communication that violates the terms outlined in policy, the Student Internet Use Approval Form, or School Code of Conduct may result in consequences including suspension and/or the involvement of outside agencies.

#### 4. MyEducationBC

- 4.1. All use of MyEducationBC may be monitored. Use of these systems by any individual may be reviewed by School District No. 19 (Revelstoke) or British Columbia Ministry of Education system administrators without prior notice.
- 4.2. Use of MyEducationBC and the data and information contained within the system must be in done within the requirements of the duties of the employee. No other uses of these systems or data is permitted.
- 4.3. Users of MyEducationBC must actively protect the privacy and security of students, staff, community, and others and be in compliance with Freedom of Information and Protection of Privacy laws.

Authorization for student access to information technology resources is granted only when the parent(s) / guardian(s) and caregiver(s) of the student have signed an Internet Use Approval Form. Authorization for staff, contractor, or required adult community member will be granted only when the individual has signed an Internet Use Approval Form. Signing denotes acceptance and agreement to be bound by this policy and any further rules and regulations respecting information technology resource use that are instituted by School District No. 19 (Revelstoke).

Information technology systems used within School District No. 19 (Revelstoke) may be managed to ensure availability of resources for all system users and compliance with the statutes of the *School Act* and *Freedom of Information and Personal Privacy Act*.

#### Definitions

*Digital Citizenship* - appropriate, responsible behaviour with regard to technology use.

*Digital Footprint* - the data trace or trail left by someone's activity in a digital environment.

*Educational Purposes* - purposes that directly support student learning.

*Social Media* - the use of web-based and mobile technologies to turn communication into interactive dialogue.

*Artificial Intelligence (A.I.)* - The science and development of computer systems able to perform tasks that normally require human intelligence and includes language prediction. This definition is subject to change with the development of technology.



**School District 19**  
(Revelstoke)

## *School District No. 19 (Revelstoke)*

### *Policy Manual*

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#### **3.9 School Completion (Evergreen) Certificates**

The Revelstoke Board of Education is responsible for providing educational programs to all students including students with special needs who are on an individualized education program. Most students will meet the criteria for a Dogwood diploma; in rare circumstances, when appropriate and in consultation with the student and their parent/guardian/caregiver, a School Completion (Evergreen) Certificate may be more appropriate.

The Board may request the Ministry of Education and Child Care to issue a School Completion Certificate for those students who have met the goals and objectives of their individual educational program.

The principal will consult with parents prior to putting a student on a School Completion Certificate pathway, and must advise the parents that a student on this pathway will not meet the criteria for a Dogwood Diploma.

#### Guidelines

To be eligible to receive a School Completion (Evergreen) Certificate, students must, in addition to completing the goals and objectives in their Individual Education Plan (IEP), meet the following criteria:

1. Show the evidence of participating in physical activity in school, home or the community;
2. Show evidence of completing work experience or volunteer experience, which could be in school, supported work experience in the community or independent work experience; and
3. Complete a transition plan that outlines the post-secondary options considered and that describe the roles of work, leisure, family and support networks in building the transition plan.



**School District 19**  
(Revelstoke)

# *Revelstoke Board of Education*

## **Policy Manual**

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### **4.11 Educational Heritage**

The Board of Education supports the retention and preservation of educational artifacts and archival records that document the historical heritage of schooling in the Revelstoke area.

#### Guidelines

1. The district will encourage the compilation, collection, restoration and preservation of some selected significant records, major reports, textbooks, school and classroom furnishings and objects and any other item that has relevance to education in this region since public schools were established in 1889.
2. Space in a school district facility may be designated for the safekeeping of relevant educational artifacts and records.
3. The district will support the mission of the Revelstoke Museum and Archives Association, through the Revelstoke Museum and Archives in maintaining the educational heritage of the area. The Curator of the Revelstoke Museum and Archives will judge the value of items for inclusion in its collections.
4. Items for resale, auction or other disposal are to be screened for heritage value, by the school principal or other interested appointee (s).
5. The school district may create a liaison contact with the Revelstoke Museum and Archives.



## THE BOARD OF EDUCATION OF SCHOOL DISTRICT NO. 19 (REVELSTOKE)

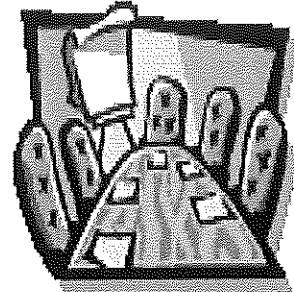
TO: All Trustees

FROM: Roberta Kubik, Superintendent of Schools

DATE: June 5<sup>th</sup>, 2025

ACTION: Policy 7.1 School / Student Expectations and  
Codes of Conduct for approval and circulation

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This policy was amended to the Policy Review Committee to ensure that it aligns with the requirements of the Ministry of Education and Child Care's (MOECC) Ministerial Order No. M89/2024.

Due to the July 1<sup>st</sup>, 2024 deadline set by the MOECC, the Policy Review Committee requests that this policy be approved by the Board at this time. This policy will now be sent out to stakeholders for feedback. The policy will be reviewed again once the feedback is received. The Committee would like to circulate the policy for feedback until September 13<sup>th</sup>, 2024.

### **Recommendation:**

"THAT in accordance with Board Policy 2.4 District Policy Development and Review the Revelstoke Board of Education approve revised Policy 7.1 School / Student Expectations and Codes of Conduct."



# Revelstoke Board of Education

## Policy Manual

School District 19  
(Revelstoke)

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### 7.1 School / Student Expectations

The Revelstoke Board of Education is committed to providing safe, caring and orderly environments for learning.

Each school is expected to have a school Code of Conduct for students that shall be developed and reviewed regularly with the involvement of students, parents and staff.

The school Code of Conduct provides a framework for the development of school wide expectations and is reflective of the beliefs and values of the school community. Student behaviour expectations will be proactively taught and reinforced throughout the school. Responses to behaviour will be restorative in nature based on sound principles and appropriate to the context.

#### Guidelines

Code of Conduct documents contain the following elements:

1. **Purpose/Content** – a description that provides a rationale for the students behaviour expectations.
2. **Conduct Expectations**
  - 2.1 Appropriate conduct – a description that conveys clearly how students are expected to conduct themselves at school, while going to and from school, and while attending any school function at any location.
  - 2.2 Reference to Human Rights – a statement that makes specific reference to each of the following prohibited grounds of discrimination: race, colour, ancestry, place of origin, religion, marital status, family status, physical or mental disability, sex, sexual orientation, gender identity or expression, age; and one or more statements about what is unacceptable behaviour including bullying, cyberbullying, harassment, intimidation, threatening or violent behaviours while at school, at a school-related activity, or in other circumstances where engaging in the activity will have an impact on the school environment.

2.3 Inappropriate conduct – statements that convey clearly what is considered to be inappropriate conduct. These include:

2.3.1 behaviours that:

- interfere with a safe and respected learning environment
- interfere with a healthy learning environment
- create unsafe conditions

2.3.2 acts of:

- bullying, harassment or intimidation
- physical violence
- retribution against a person who has reported incidents

2.3.3 illegal acts, such as:

- possession, use or distribution of illegal or restricted substances
- possession or use of weapons
- theft of or damage to property

3. **Potential Consequences** - An explanation of the levels of behaviours and consequences.

4. **Communication** - Processes for involving parent(s)/guardian(s) or caregivers are described.

5. **Personal Digital Devices** – Restrictions on the use of personal digital devices at school (Ministry of Education and Child Care Ministerial Order No. 89/2024). Codes of Conduct must include a statement or statements that restrictions of personal digital devices promote online safety and focused learning environments. Further, the Code of Conduct must include reference to:

5.1 Restricted use of these devices in the classroom for instructional purposes and digital literacy only.

5.2 Ensuring equity of access to these devices to support learning outcomes.

5.3 That these devices can support students with diverse abilities as outlined in Individual Education Plans (IEPs) or other education plans.

5.4 The use of these devices must be appropriate for the age and developmental stage of students.

5.5 That these devices can be used for medical/health and safety necessities as outlined in a Medical Plan.

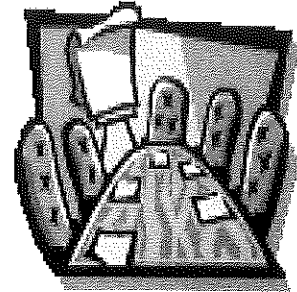
## SCHOOL DISTRICT NO. 19 (REVELSTOKE)

TO: All Trustees

FROM: Roberta Kubik, Superintendent of Schools

DATE: June 5<sup>th</sup>, 2024

INFORMATION: Draft 2024/2025 Board Meeting Schedule



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As discussed at the May 21<sup>st</sup>, 2024 Closed Board Meeting, the Board is considering moving board meetings from Wednesdays to Tuesdays to accommodate travel days for staff to attending meetings outside of the district. Attached is a draft chart with Tuesday dates for School Board Meetings. Also included in the chart are the conference/meeting dates posted on the websites of the BC School Trustees Association, BC Public School Employers' Association, BC School Superintendents' Association, BC Association of School Business Officials and First Nations Education Steering Committee. The list does not include the dates of the February BCSTA Thompson Okanagan Branch meeting or any additional meetings which may be called by the Ministry of Education and Child Care during the year.



## 2024/2025 Meeting Schedule

Months for 2024/2025	SD19 Board Meetings (Tues)	BCSTA	BCPSEA	BCSSA	BCASBO	FNESC	MOECC
August				August 13 – 15, 2024 Summer Leadership Academy			
September	September 24						
October	October 15	BCSTA-TO Branch Meeting October 4-5 in Revelstoke  BCSTA Provincial Council Meeting October 25-26					
November	November 5 November 26	Trustee Academy November 21-23	Fall Symposium November 7	Fall Conference November 14-15	Fall Conference November 19- 20		
December	December 17					December 12-13	
January	January 21		Annual General Meeting January 30-31				
February	February 11	Thompson Okanagan Branch Meeting date TBA  BCSTA Provincial Council – February 22					
March	March 4	BCSTA Board Chairs Meeting March 6  BCSTA MOECC Partner Liaison Meeting – March 7			Secretary- Treasurers Meeting on March 6		All Superintendents' Meeting on March 6
April	April 15	Annual General Meeting April 24-25		Spring Forum April 11			
May	May 6 May 27				AGM and Fall Conference May 21-23		
June	June 17						



School District 19  
(Revelstoke)

## Revelstoke Board of Education

Policy Review Committee  
May 27<sup>th</sup>, 2024

### Minutes

*We would like to respectfully honour the four nations on whose land we live and learn: The Sinixt, the Secwépemc, the Ktunxa, and the Syilx Okanagan.*

#### Attendance

Trustee Zimmer, Trustee Allen, Principal Representative Ariel McDowell, RTA President Rourke, CUPE Representative Clara Maltby, Greg Kenyon, Principal on Special Assignment, Michael Haworth, District Vice Principal Technology (seconded to the Ministry of Education and Child Care) and Superintendent Kubik

Regrets: None

#### 1. Status of policies undergoing review.

Policy # - Policy Name	Status	Timeline
1.1 Guiding Principles	Bring forward to next meeting	Fall 2024
2.2 Revelstoke Board of Education – Composition, Roles and Conduct	Completed	Spring 2024
3.8 Information Technology and MyEducation BC Usage and Access	To board for approval for circulation	Fall 2024
3.9 School Completion (Evergreen) Certificates	To board for approval for circulation	Fall 2024
4.11 Educational Heritage	To board for approval for circulation	Fall 2024
New Cell Phone Use	Draft Policy	Fall 2024
5.9a Video Surveillance - Buses	Being circulated for feedback	Spring 2024
7.1 School / Student Expectations and Codes of Conduct	Revisions to policy to be reviewed by Committee and sent to Board for approval for circulation	Spring 2024
Section 4 Fiscal/Facilities	Reviewed summary	N/A

2. Policy No. 1.1 Guiding Principles  
The policy will be brought forward to the September meeting of the Policy Review Committee.
3. Policy No. 2.2 Revelstoke Board of Education – Composition, Roles and Conduct  
The policy was approved by the Revelstoke Board of Education at its April 24<sup>th</sup>, 2024 meeting in order to meet the Ministry of Education and Child Care's April 30<sup>th</sup>, 2024 deadline. The policy was then circulated for feedback. No feedback was received, and no further revisions were made to the policy by the Policy Review Committee.
4. Policy 3.8 Information Technology and MyEducation BC Usage and Access  
The policy was circulated for feedback. No feedback was received. Minor revisions were made to the policy by the Committee. The policy will now go to the Board for approval.
5. Policy 3.9 School Completion (Evergreen) Certificates  
The policy was circulated for feedback. No feedback was received. A minor revision was made to the policy by the Committee. The policy will now go to the Board for approval.
6. Policy 4.11 Educational Heritage  
The policy was circulated for feedback. No feedback was received and no further revisions were made.
7. New Policy - Cell Phone Use  
Superintendent Kubik reviewed the steps the district is following with respect to the cell phone use policy.
  - The District and School Codes of Conduct will be amended to include statements addressing the restriction of personal digital devices before July 1, 2024.
  - In June, an online survey will be available on the School Website for further input from families, staff, and community.
  - The Policy Committee will develop a preliminary draft of the Restriction of Personal Digital Devices in Schools/Classrooms Policy by September.
  - The initial draft will be presented to the Board of Education during the October School Board meeting. Subsequently, it will be circulated for community feedback.
  - Following the October meeting, a dedicated session will be convened to gather additional input from parents, caregivers, students, and community groups on the proposed policy.
  - The Policy Committee will carefully review and incorporate necessary modifications based on the feedback received.
  - The final adoption of the Policy is scheduled for approval at the December Board meeting.
8. Policy 5.9a – Video Surveillance – Buses  
This policy is being circulated for feedback until June 14<sup>th</sup>, 2024.
9. Policy 7.1 – School /Student Expectations and Codes of Conduct  
This policy was reviewed by the Committee and revisions were made. The revised policy will be circulated to Committee members for their review and submitted to the Board for approval for circulation at its June 5<sup>th</sup>, 2024 meeting.

10. Section 4 Fiscal/Facilities

The summary of policies in this section of the Policy Manual prepared by Secretary Treasurer Tisdale was reviewed.

**Tentative Dates for 2024/2025** (4<sup>th</sup> Monday of each month at 3:45 pm) at the School Board Office

- September 23<sup>rd</sup>, 2024
- October 28<sup>th</sup>, 2024
- November 25<sup>th</sup>, 2024
- January 27<sup>th</sup>, 2025
- February 24<sup>th</sup>, 2025
- April 28<sup>th</sup>, 2025
- May 26<sup>th</sup>, 2025





School District 19  
(Revelstoke)

**School District 19 (Revelstoke)**  
**Education Advisory Committee Meeting**  
**May 28<sup>th</sup>, 2024**  
**held at the School Board Office**  
**Minutes**

**1. Called to Order and Acknowledgement**

*We would like to respectfully honour the four nations on whose land we live and learn: The Sinixt, the Secwépemc, the Ktunxa, and the Syilx Okanagan.*

**2. Attendance:**

Sasha-Emily Walsh, Chair  
Wendy Rota, Trustee  
Barry Rourke, RTA President  
Quinn Castillo, Parent Representative  
Mandy McQuarrie, Parent Representative  
Seoha Lee, Grade 12 Student Representative  
Meya Musseau, Grade 12 Student Representative  
Maya Howe-Short, Grade 10 Student Representative  
Greg Kenyon, Principal RSS  
Roberta Kubik, Superintendent of Schools

Regrets: Melonie Jensen, Vanessa Morrow, and Helen Kondos, Parent Representatives, Owen Bibby, Alex Hardy, Autumn Baechler, Hazel Peet, Grade 8 Student Representative, and Celes Lucius, CUPE President

**3. Agenda Additions**

- Draft Survey of Personal Digital Devices

**4. Review Minutes of April 30<sup>th</sup>, 2024 meeting**

- No errors or omissions.

**5. Data Source Review**

Superintendent Kubik noted that data gives voice and informs practice and reviewed the following data sources:

- Childhood Experiences Questionnaire (CHEQ)
- Early Development Instrument (EDI)
- Middle Years Development Instrument (MDI)
- Youth Development Instrument (MDI)
- Student Learning Survey (SLS)
- PM Benchmark
- Foundation Skills Assessment
- Numeracy 8
- Literacy 9
- Grad Assessments
- Self-Assessment

## **6. Draft Survey of Personal Digital Devices**

The draft survey of Personal Digital Devices was reviewed. Some of the feedback was:

- Include scales
- Let people know there will be a comment box at the end. This should be put at the beginning of the survey.
- Grade 7 parents will be commenting on what they would like to see at Revelstoke Secondary School.
- Change “policy” to “expectations” in grade 3

## **7. Adjourned**

Tentative meeting dates for 2024/2025 held on the last Tuesday of the month (all at 3:30 pm at the School Board Office):

- September 24<sup>th</sup>, 2024
- October 29<sup>th</sup>, 2024
- November 26<sup>th</sup>, 2024
- January 28<sup>th</sup>, 2025
- February 25<sup>th</sup>, 2025
- April 29<sup>th</sup>, 2025
- May 20<sup>th</sup>, 2025 (school board meeting on May 27<sup>th</sup> and if held at a school will start at 4:30 so might conflict with an Education Advisory Committee meeting that starts at 3:30 the same day)