

School District No. 57 (Prince George)

A Guide to School District No. 57 (Prince George)

Note that the information contained in this document is not a complete coverage of each policy identified, what is provided are specific excerpts from policies that would directly apply to this audience.

Policy 1100 Freedom of Information and Protection of Privacy

“Personal information” recorded information about an identifiable individual including but not limited to:

Documents, drawings, photographs, video recordings or letters

“Informed consent” obtaining permission for the collection of personal information by informing the individual what personal information will be collected, how it will be used and possible risks and benefits.

“Identifiable” information is about an identifiable individual if it is about the individual in a personal capacity; that is, it reveals something of a personal nature about the individual, and it is reasonable to expect that an individual can be identified from the information (either alone or by combining it with other information)

What the policy says	What this means to you
Personal information must be collected only when authorized under an Act, for the purposes of law enforcement, when it is necessary for the operation of a program or the provision of a service, or with the written permission of the person to whom the information belongs	Written informed consent must always be obtained before any personal information, including but not limited to photographs or video recordings, is collected about a student or parent Eg You can only record an image of a group of identifiable students at a dance if you first have written consent informed consent can be given by a parent/guardian or a student if 15 or older You can ONLY use the information for the reasons provided, even at a later date. Eg consent for photos on Facebook does not give consent to later putting photos into a poster or a yearbook
Every reasonable precaution must be taken to protect personal information from unauthorized access, collection, use disclosure or disposal	Keep personal information in a secure location, destroy unnecessary information as soon as possible. Eg avoid taking photographs with a personal device, many of these automatically upload photos and video to back-up storage in the cloud

VOLUNTEER CONFIDENTIALITY AGREEMENT

Students, staff and others working in the school have a right to expect that information about them will be kept strictly confidential by volunteers. Therefore:

- I will not communicate anything I learn about any student or anything that I observe in the course of my volunteering to anyone other than appropriate school district employees.
- I will not share information about students, even with others who may be genuinely interested in a student’s welfare, such as social workers, recreational leaders, family, friends, physicians, etc. except when legally required to do so.
- I will keep anything I learn about school district employees or other volunteers strictly confidential.
- If I am asked for information concerning a student or staff members, I will refer the request to the teacher or principal, as appropriate.
- If I am in doubt about whether I may divulge information concerning a student or staff member, I will consult with the school principal before doing so.

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Policy 1223 School Parent Advisory Councils

What the policy says	What this means to you
The principal is responsible for ensuring that the parent advisory council's decisions or actions are consistent with district policies, processes and established procedures	The principal is your contact person for questions and approvals of PAC activities and events. The principal should be aware of any details about an activity or event before it happens. If any concerns or issues arise the principal is your point of contact.

Policy 1240 Provision Of Volunteer Services

What the policy says	What this means to you
All school-related volunteer activities must be approved in advance by the principal in consultation with the staff.	Principal approval for a PAC event must be obtained before event takes place
All volunteers in the school must be approved by the principal. Those who work directly with students or who have, or potentially have, unsupervised access to students must successfully complete a criminal record check process at least every three years, or at the request of the principal	Any PAC person running, supervising or otherwise actively managing an event on site must have completed a criminal record check on a regular basis
Volunteers must: <ul style="list-style-type: none"> • Adhere to the bylaws, policies and regulations of the Board. • Speak and act with respect. • Deal judiciously with students. • Respect complete confidentiality with regard to any student matters that they may come in contact with. • Report all incidents of student or personal injury to staff. • Maintain confidentiality with regard to personnel matters. 	
1. Volunteers must complete a Volunteer Application Form and agree to comply with the Volunteer Code of Conduct and the Volunteer Confidentiality Agreement (see below).	

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Policy 1330 Use of School Facilities

What the policy says	What this means to you
School district facilities must not be used in a manner that might infringe upon the human rights of others	Be aware of possible exclusionary or inappropriate activities and how it might be perceived
The use of alcohol, tobacco products, controlled substances or intoxicants will not be permitted on the premises or grounds of any school district property.	This applies to any person at an event, PAC, student or parent, there is no designated smoking area on a school property.

Policy 3542 Food Service

What the policy says	What this means to you
Food sold or served in schools will be prepared and handled in a safe manner and will take into account the nutritional needs of children and youths.	If food is prepared at an event for others there must be a person with a FoodSafe Level 1 certificate supervising at all times If pre-made food is being provided this does not apply

Policy 3542.3 Healthy Food Choices in Schools

What the policy says	What this means to you
This policy reflects the Board's belief in the role that schools have to play in ensuring that students are offered food choices that are healthy and nutritious. This belief has evolved in light of research concerning the long-term impact of diet on children's health and well-being. Good nutrition can promote brain development, increase immune function, raise self esteem, reduce anxiety, depression and hyperactivity, increase attendance, increase cognitive development and reduce the risk of health problems such as those associated with obesity.	Healthy food choice options are an important factor in many ways. As an extension of the school, the PAC is also responsible for making every effort to promote healthy habits.
The Board, therefore, believes that schools must not only educate students to make wise choices in this area but must also provide an environment where healthy food choices are offered.	When providing or selling pre-made items try to also include healthier options along with any other offered items. Eg If having a bake sale you could also provide fresh fruit for sale as well.
This policy applies to all food and beverages sold to students in all school locations, including vending machines, concessions and cafeterias, and at fundraisers and other special events.	The policy does apply to PAC events.

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Policy 5131.5 Anti-Vandalism

What the policy says	What this means to you
The Board shall maintain multi-faceted programs to prevent and reduce acts of vandalism and illegal entry	At a PAC planned event the PAC is responsible for eliminating or limiting possible opportunities of vandalism and illegal entry arising from the event
Programs of supervision, specifically designed to reduce chances of vandalism and illegal entry occurring, shall be instituted.	Entry to the school to a PAC event should be supervised to ensure only appropriate individuals are admitted. Eg Door should not be left propped open and unattended.
Incidents of vandalism should be reported to the school principal or the assistant superintendents' office without any delay.	Make notes of any vandalism incidents and notify the custodian on duty immediately and the school principal as soon as possible

Policy 5131.62 No Smoking or Vaping

What the policy says	What this means to you
Smoking, vaping and the use of tobacco products including chewing tobacco, electronic cigarettes and vapour products is prohibited at all times in all school district buildings and on all school district properties. All e-substances are covered by legislation and it does not matter if the e-substance contains nicotine or is nicotine free.	All school buildings and grounds and all other school district property shall be smoke-free and vape-free. No one (student, employee, visitor, facility user, or member of the public) is permitted to smoke, vape, or use tobacco or vapour products on school district property at any time. No smoking or vaping is permitted in any vehicle while on school district property at any time.