

**POLICY COMMITTEE
PUBLIC MEETING AGENDA**

**DATE: TUESDAY, FEBRUARY 18, 2020
10:30 AM
1ST FLOOR BOARD ROOM**

The Richmond Board of Education acknowledges and thanks the First Peoples of the hən̍qəmīnəm̍ (hun-ki-meen-um) language group on whose traditional and unceded territories we teach, learn and live.

1. ADOPT AGENDA

2. APPROVE MINUTES

Attachment: Minutes of meeting held January 20, 2020

3. POLICY 504.4/504.4-R: *Provision of Menstrual Products to Students*

Attachment: Memorandum from the Superintendent of Schools -Stakeholder Review

4. POLICY 513.4/513.4-R/513.4-G: *Selection of Learning Resources;*

POLICY 513.5-R: *Reconsideration of Learning Resources;* and

POLICY 513.6/513.6-R: *External Resources*

Attachment: Memorandum from Assistant Superintendent Lynn Archer

5. POLICY COMMITTEE: STATUS OF CURRENT AND ANTICIPATED ITEMS

Attachment: Update to February 18, 2020

6. NEXT MEETING DATES

The next meeting is scheduled for Monday, March 9, 2020 at 10:30 am.

7. ADJOURNMENT

School District No. 38 (Richmond)
7811 Granville Avenue, Richmond, BC V6Y 3E3

MINUTES OF PUBLIC MEETING OF POLICY COMMITTEE

Date: Monday, January 20, 2020 at 10:30 am
Board Room, 1st Floor, School District office

Present: Sandra Nixon, Chairperson
Donna Sargent, Vice Chairperson
Heather Larson, Member
Scott Robinson, Superintendent
Tim McCracken, Vice President, Richmond Teachers' Association
Steve Wenglowski, Vice President, Richmond Teachers' Association
JW Cho, Richmond Teachers' Association
Mark Hoath, President, Richmond Association of School Administrators
Catherine Cleary, Executive Assistant (Recording Secretary)

The Chair called the meeting to order at 10:38am.

1. INTRODUCTIONS

2. ADOPT AGENDA

The agenda was adopted as circulated.

3. APPROVE MINUTES

The Minutes of the meeting held Monday, November 18, 2019 and the Minutes from the Special meeting held Monday, November 4, 2019 were approved as circulated.

4. POLICY 504.4 & 504.4-R: Menstrual Products

The Superintendent reminded stakeholders that the deadline for feedback is February 13, 2020. Feedback and an update on the Policy will be presented at the next meeting on February 18, 2020.

5. POLICY 512.4/512.4-R: French Programs

The Chair noted that the committee had taken a look at the recommendations submitted in the Stakeholder review process. The Assistant Superintendent then provided background on the policy revisions and thanked the Richmond Teachers' Association (RTA) for the feedback, questions and input received. The Assistant Superintendent itemized points raised for possible changes from RTA summarized as follows:

That the last section of the policy be moved to the regulation. *The Board authorizes the Superintendent of Schools to offer French language learning programs be added for clarification; the statement Transportation assistance will not be provided for students*

enrolled in French Immersion Programs K-12 be a stand-alone statement rather than part of a section; refer to the Ministry of Education's website; and change the word *motivate* in the section on recruitment and retention of staff to *mentor*.

Following the proposed final changes to the Policy, the Committee discussed and agreed to move the last paragraph to the Regulation. It was further discussed and then agreed to separate the item regarding transportation in the itemized list in section 2, and also add in a direct link to the Ministry section, and change the word *motivate* to *support*. The Assistant Superintendent will make the revisions as provided and recommended.

ACTION: It was **AGREED** that the final revisions be made to the Draft Policy and Regulation and then brought to the next meeting of the Board on February 12, 2020 as a Notice of Motion for recommendation of approval at the March 8, 2020 Public meeting.

6. **POLICY 513.4/513.4-R/513.4-G: Selection of Learning Resources;**
POLICY 513.5-R: Reconsideration of Learning Resources;
POLICY 513.6/513.6-R: External Resources

The Assistant Superintendent provided background on the Learning Resources policies noting Policy 513.4.1-G: *Selection of Motion Picture Videos* needed to be rescinded as it is outdated and now incorporated in Policy 513.4, 513.4-R and 513.4.1-G. Outside Resource People Policy (513.6) and Regulation (513.6-R) required revision also. The existing policies were revised and then entered into a public consultation process which ended on January 10, 2020.

The Committee Chair thanked the RTA for the responses provided. The Assistant Superintendent then outlined the specific stakeholder feedback provided. In Policy 513.4-R there was a question regarding the phrase "District professional staff" and a suggestion to remove *core competencies* and *learning standards* in favour of *curriculum*. In Policy 513.5-R there were questions about the word choice of *decision* and *recommendation* regarding the process for reconsidering learning resources. As well, there was a question about what the composition of the committee would be and it was discussed that the committee be defined.

Following questions and comments, the Chair noted that these changes as agreed to would be made to the Learning Resources policies and regulations and brought back to the next Policy Committee meeting.

ACTION: It was **AGREED** that the revisions from the stakeholder review, discussed and agreed to at the January 20, 2020 Policy Committee meeting, be made to the draft Policy and Regulation and then brought to the next Policy Committee meeting on February 18, 2020 for final review.

7. NEXT MEETING DATES

Future meetings are scheduled for Tuesday, February 18, 2020 at 10:30 am and Monday, March 9, 2020 at 10:30am.

8. ADJOURNMENT

The meeting adjourned at 11:25 am.

Respectfully Submitted,

Sandra Nixon
Sandra Nixon, Chairperson
Policy Committee

DRAFT

Report to the Policy Committee (Public)

DATE: February 18, 2020
FROM: Scott Robinson –Superintendent of Schools
SUBJECT: Policy 504.4/504.4R: Menstrual Products – Stakeholder Review

This report is provided to the Policy Committee for information purposes. No further action on behalf of the committee is required at this time.

INTRODUCTION:

The purpose of this report is to update the Policy Committee on feedback received regarding proposed Policy 504/504/R during the stakeholder review process.

BACKGROUND:

Earlier this year, the Ministry of Education issued a ministerial order requiring that boards of education provide menstrual products free of charge to all students who may require them. The Ministry stated that products must be available in schools by the end of the 2019 calendar year, which has occurred in the Richmond School District. In addition, boards must develop policies and administrative procedures regarding the provision of menstrual products in their schools.

The proposed policy was approved by the Board to be placed into the stakeholder review process on January 8 2020 with a submission deadline of February 13th. No input was submitted by any stakeholder group other than what was discussed at the October 21st and November 18th meetings of the Policy Committee. The proposed policy reflects those discussions.

IMPLEMENTATION:

In order to comply with the operational aspect of the Ministerial Order, menstrual products were made available in schools prior to the end of December 2019 and prior to the approval of the policy and regulations. Schools report that the implementation has been very successful to date with no issues being reported.

Schools have been asked to develop their own individual communication plans based on the needs of their school community, with the following considerations:

- a. Communication with school PACs
- b. Discussion at the school level about the installation and usage of the dispensers and product
- c. Translation as appropriate

The issue of signage was discussed, however it is the view of staff that signage is not necessary at this time.

TIMELINE:

October 21, 2019	Policy Committee meeting	Draft policy considered by Policy Committee with initial feedback from stakeholders to be incorporated into potential revision
November 18, 2019	Policy Committee meeting	Revised policy considered by Policy Committee with recommendation to be brought to Board of Education for entry into the stakeholder review process
December 11, 2019	Board of Education meeting	Notice of Motion for January 8 th Board meeting brought to Board of Education for entry into the stakeholder review process.
January 8, 2020	Board of Education	Board approval for entry into stakeholder review process

	meeting	(Proposed timeline January 9, 2020 – February 13, 2020)
February 13, 2020		Deadline for submission of input
February 18, 2020	Policy Committee meeting	Updated draft policy incorporating stakeholder input brought to Policy Committee. Possible recommendation of Notice of Motion for Board approval to March 11 th Board meeting.
March 11, 2020	Board of Education meeting	Notice of motion for approval of policy at April 8 th Board meeting
April 8, 2020	Board of Education meeting	Possible Board approval of policy

CONCLUSION:

The attached proposed policy and regulations meet the requirements of the Ministerial Order and reflect the feedback received from stakeholders and members of the policy committee. The committee may wish to recommend that a notice of motion be brought to the March 11 public meeting of the Board of Education for final approval of the proposed policy and regulation at the April 8 meeting of the Board.

*Scott Robinson
Superintendent of Schools*

EDUCATION

Policy 504.4

Attachment A

Provision of Menstrual Products to Students

The Board of Education (Richmond) is committed to providing menstrual products to students who may require them.

Every student in the Richmond School District should have access to healthy and effective learning environments. The public school system is expected to promote gender equality and create an inclusive learning experience for all students. Lack of access to menstrual products can impact a student's ability to engage in their school experience and can negatively impact their social-emotional well-being. Providing students with convenient access to free menstrual products helps to support their full participation in school activities, reduces stigma and promotes gender equality.

PROPOSAL

Adopted;
Board Adoption of Revision:

EDUCATION**Policy 504.4-R****Attachment B****Provision of Menstrual Products to Students**

The Board of Education will:

- a. Ensure menstrual products are made available to students of all gender identities or expressions in a manner that protects student privacy;
- b. Provide for barrier free, easily accessible menstrual products at no cost to students;
- c. Provide menstrual products in school washrooms; and,
- d. Consider student feedback with respect to the provision of menstrual products.

School district staff will develop procedures regarding the provision of menstrual products to students.

**Report to the Policy
Committee**

DATE: **February 18, 2020**

FROM: **Lynn Archer, Assistant Superintendent**

SUBJECT: **Policy 513.4, 513.4-R, 513.4-G: Selection of Learning Resources; Policy 513.5-R:
Reconsideration of Learning Resources; and Policy 513.6, 513.6-G External
Resources**

RATIONALE/BACKGROUND

The Selection of Learning Resources Policy (513.4), Regulation (513.4-(R), and Reconsideration of Learning Resources (513.5-R), required revision as they referred to outdated resources and practices. Policy 513.4-G Selection of Learning Resources has been added to provide guidelines for the selection process.

Policy 513.4.1-G Selection of Motion Picture Videos needed to be rescinded as it is outdated. It is now incorporated in Policy 513.4, 513.4-R and 513.4.1-G.

Outside Resource People Policy (513.6) and Regulation (513.6-R) required revision as it is also outdated.

As a result, the existing policies were revised and then entered into a public consultation process which ended on January 10, 2020.

POLICIES FOR REVISION

The revised and draft policies came to the June 5, 2019, September 5, 2019 and January 20, 2020 Policy Committee meetings. Attached are the revised policies, regulations, and guidelines (513.4, 513.4-R, 513.4-G, 513.5-R, 513.6 and 513.6-G) that after being submitted for public consultation and being reviewed at the January 20th meeting of the Policy Committee, have been revised for final consideration.

CONCLUSION

The Selection of Learning Resources Policy (513.4, 513.4-R, 513.4-G), the Reconsideration of Learning Resources (513.5-R), and External Resources Policy (513.6, 513.6-G) are intended to align with current and future practice in Richmond and the province.

Respectfully submitted,

Lynn Archer
Assistant Superintendent

EDUCATION: PROGRAMS**Policy 513.4**
(previously 603.4)**Learning Resources**

The Board of Education acknowledges that a wide range of learning resources are required to meet the educational needs of students. A "Learning Resource" includes, but is not limited to, physical materials, audio, print, digital or visual media, or community connections used to support learning.

REVISION

EDUCATION: PROGRAMS

Policy 513.4-R
(previously 603.4-R)

Selection of Learning Resources

Regulations

The selection of learning resources is a collaborative process engaged in by teachers, administrators, and district staff together. If there are concerns about selected resources, oversight ultimately resides with the office of the Superintendent.

All Learning Resources shall:

- Use appropriate content and language for the intended audience in terms of the developmental age, maturity, and diverse learning needs of the students for whom the resource is intended.
- Reflect awareness and perspectives, according to the Human Rights Code, of:
 - Our pluralistic, multicultural society
 - Diversity
 - Indigenous peoples
 - Sexual orientation and gender identity
 - Social considerations such as gender roles, violence, language
- Support the curriculum and assist students in broadening connections between learning in school and life applications
- Be fair, objective, and free from bias, propaganda, and discrimination, except where such illustrative material is used to promote critical thinking
- Meet the requirements of copyright and privacy legislation
- Be subject to continuous evaluation to ensure currency and relevance

Learning resource(s) used in a school may be challenged through the use of regulation 513.5-R *Reconsideration of Learning Resources*.

EDUCATION: PROGRAMS**Policy 513.4-G**
(previously in 603.4-R)**Selection of Learning Resources****Guidelines**

The following guidelines need to be considered in the acquisition and use of learning resources:

- Inclusion of learning resources developed and produced in Canada.
- Materials recommended by educational organizations such as the First Nations Education Steering Committee (FNESC) and Focused Education Resources (FER), as well as district developed resource lists
- Effective instructional and technical design
- Selections that benefit the school, multiple grades, areas of learning or department
- Selections which have longevity and may be able to be used over years
- Selections that have the ability/flexibility to be updated regularly to maintain relevance and currency

EDUCATION: PROGRAMS**Policy 513.5-R
(previously 603.5-R)****Reconsideration of Learning Resources**

In the event that a learning resource is challenged or is being reconsidered, the following process for a Request for the Reconsideration of a Learning Resource will apply:

- The principal receiving the complaint will attempt to resolve the issue informally with the individual or group.
- If resolution is not achieved, the principal will provide the individual or group with the *Request for Reconsideration of Learning Resources* form.
- The individual or group requesting reconsideration of a learning resource will register their request with the District/Superintendent on the *Request for Reconsideration of Learning Resources* form.
- The Superintendent or designate will convene a committee consisting of two teacher representatives, with relevant expertise, appointed in consultation with the Richmond Teachers Association, two representatives from the Richmond Association of School Administrators, and District staff to consider the resource.
- The committee will review the resource against the established regulations and guidelines, make a determination as to the suitability of the resource and communicate their decision back to the individual or group requesting reconsideration.
- If resolution is reached, the matter will be considered closed; but if agreement is not reached, the committee's recommendation will be forwarded to the Superintendent for presentation to the Board.
- The Board is the final authority to whom an appeal can be made for resolution of the issue.

EDUCATION: PROGRAMS**Policy 513.6**
(previously 603.6)**EXTERNAL RESOURCES**

The Board of Education recognizes that community connections are a valuable resource for the public school system. The Board, therefore, supports the distribution of programs, events, and research projects that may benefit students, schools and/or the district.

REVISION

Adopted: 05 March 1990

EDUCATION: PROGRAMS

**Policy 513.6-R
(previously 603.6-R)**

EXTERNAL RESOURCES

Requests by organizations or individuals to distribute and/or present information about programs, events, and conduct research projects during the school day will be processed as described below:

1. Requests to distribute information and make presentations
 - a. Must be submitted to the Office of the Superintendent for review and approval before distribution to schools and/or the district's educational community.
2. Requests to address small groups or classes on an informal basis will be processed and approved at the school level by the principal.
 - a. Presentations by individuals or organizations should be provided to the principal for processing and approval at least one week prior to the event.
 - b. Individuals who present on a volunteer basis need to comply with the District's Volunteers in Schools Policy (Policy 808 and 808-R).
 - c. Organizations who present need to comply as appropriate with either the District's Volunteers in Schools Policy (Policy 808 and 808-R) or Commercialism Policy (Policy 804.8 and 804.8-R).
3. Requests to conduct research in schools.
 - a. Application and guidelines are provided to researchers by the School District Office.
 - b. Application is submitted to the Superintendent or designate.
 - c. Application is reviewed for approval.
 - d. Applicants receive decision letter regarding research application.
 - e. Schools are informed of research approval.

POLICY COMMITTEE: STATUS OF CURRENT AND ANTICIPATED ITEMS

POLICY	STATUS	DATE/TIMELINE
Policy 101: Developmental Objectives	Requires revision upon completion of District Strategic Plan.	Being process May/June 2020
Policy 102: Diversity and Inclusion	Requires revision	Begin process late Spring 2020
Policy 103 Bylaw: Complaints by Students, Parents & the Public	Requires revision	Begin process late Spring 2020
Policy 204: Creation & Revision of Policy and Regulations	Requires revision	Begin process late Spring 2020
Policy 504.4/504.4-R/ 504.4-G: Provision of Menstrual Products to Students	Ministry directive to establish a policy. In stakeholder review process.	Feb 18 2020 – stakeholder feedback
Policy 512.4: French Programs	Final Board approval of revisions	Feb 12 2020 – Notice of Motion at Board meeting for Recommendation at Mar 11 2020 Board meeting to approve final revisions.
Policy 513.4/513.4-R/ 513.4-G: Learning Resources Policy 513.5-R: Reconsideration of Learning Resources Policy 513.6/513.6-R: External Resources	Final Policy Committee approval of revisions.	Feb 18 2020 – Revisions for approval at Policy Committee
Policy 522/522-R: Transportation	Requires revision	Begin process late Spring 2020
Policy Section 600: Finance Surplus Policy	Requires revision	Spring 2020
Policy 701.2/701.2-R: School Building Planning Review Process	This will be the work of the Facilities & Building Committee and will return for discussion and review once LRFP is completed.	2020
Policy 707/707-R: Post Disaster Procedures	Nov 20 2017 - Anticipate setting up a working group to review the policy.	Begin process Spring 2020
Policy 804.1: Community Use of Schools	May 06 2019 - It was agreed that there is no urgency to the review of this policy. This will	June 2020

POLICY COMMITTEE: STATUS OF CURRENT AND ANTICIPATED ITEMS

	be the work of the Facilities & Building Committee.	
Critical Incident Protocols/Fair Notice Policy		
Document Management Policy	On hold	