



BRANDON SCHOOL DIVISION

July 2, 2014

NOTICE IS HEREBY GIVEN OF THE REGULAR MEETING
OF THE BOARD OF TRUSTEES

TO BE HELD MONDAY, JULY 7, 2014
7:00 P.M.

J. L. MILNE BOARDROOM, ADMINISTRATION OFFICE

1031 - 6TH STREET, BRANDON, MANITOBA

D. Labossiere
Secretary-Treasurer

AGENDA

1.00 AGENDA/MINUTES:

1.01 Reference to Statement of Board Operations

1.02 Approval of Agenda

1.03 Adoption of Minutes of Previous Meetings

- a) Special Board Meeting, June 23, 2014.
Adopt.
- b) Regular Board Meeting, June 23, 2014.
Adopt.

2.00 GOVERNANCE MATTERS:

2.01 Presentations For Information

2.02 Reports of Committees

- a) Other

2.03 Delegations and Petitions

- a) Ms. Sandra Wilson and Representatives of the King George Parent Council, regarding the cancellation of Full/Day-Every/Day Kindergarten at King George School.

2.04 Communications for Action

- a) Carolyn Duhamel, Executive Director, Manitoba School Boards Association and Ken Klassen, Executive Director, Manitoba Association of School Superintendents, June 23, 2014, noting in the fall a letter inviting school division's to participate in a province-wide study to explore the policies and practices that Manitoba schools and school divisions employ to address inequity among students and families in their communities was sent out. This research will attempt to inventory what education partners are doing now and what is working well to ensure more equal learning opportunities and greater success rates for students living in economically challenged circumstances. The information from this study will inform the ongoing efforts and future plans of school divisions and other levels of government to ensure inclusive and equitable learning opportunities for all Manitoba students. The information gathering phase of this study is scheduled from late August to mid-October of this year. The survey instrument will be emailed to divisional superintendents mid-August. September and October focus group sessions with superintendents and with board chairs will be coordinated through MASS and MSBA. Responses to this invitation and any questions may have about the study may be directed to the MSBA Executive Director or the MASS Executive Director. (Appendix A).

Refer MSBA Issues.

2.05 Business Arising**- From Previous Delegation****- From Board Agenda****- MSBA issues (last meeting of the month)**

- a) Correspondence from Carolyn Duhamel, Executive Director, Manitoba School Boards Association and Ken Klassen, Executive Director, Manitoba Association of School Superintendents, from Communications for Action, regarding a province-wide study to explore the policies and practices that Manitoba schools and school divisions employ to address inequity among students and families in their communities was sent out. Responses to this invitation and any questions may have about the study may be directed to the MSBA Executive Director or the MASS Executive Director.

- From Report of Senior Administration

- a) School Reports – NIL
- b) Learning Support Services Presentation – NIL

- c) Items from Senior Administration Report –
- Giving of Notice – Policy 5039 – “Permanent Support Leaves and Absences” – Refer Motions.
 - Giving of Notice – Appendix B – Bite Protocol – Refer Motions.
 - Giving of Notice – Policy and Procedures 1007 – “Social Media” – Refer Motions.
 - Giving of Notice – Policy and Procedures 1008 – “Communications” – Refer Motions.
 - Giving of Notice – Rescind Policy 4051 – “Media Use of Images and Recordings” – Refer Motions.
 - Tender - 20K3 Multiple Projects – Refer Motions
 - Vincent Massey High School Off-Site Activity Request – Refer Motions.
 - Crocus Plains Regional Secondary School Off-Site Activity Request – Refer Motions.

2.06 Public Inquiries (max. 15 minutes)

2.07 Motions

- 76/2014 That Policy 5039 – “Permanent Support Staff Leaves and Absences” is hereby rescinded and replaced with Policy 5039 – “Permanent Support Staff Leaves and Absences”.
- 77/2014 That Appendix B – Protocol for Management of Human Bites, to Policy 4049 – “Prevention of Communicable Disease/Infection Transmission” is hereby approved.
- 78/2014 That the following policies, procedures and forms be rescinded:
- Policy 1007 – Use of Information and Communication Technologies by Staff and Students;
 - Procedures 1007.1 – Use of Information and Communications Technologies by Staff;
 - Form 1007.1 – Use of Information and Communications Technologies by Staff;
 - Procedures 1007.2 – Use of Information and Communication Technologies by Students;
 - Form 1007.2 – Use of Information and Communications Technologies by Students;
 - Procedures 1007.3 – Use of Information and Communication Technologies by Staff and Students – Guidelines for Use of Brandon School Division Web Pages;
 - Form 1007.3a – Staff Permission for World Wide Web Publishing of Photographs, Videos, and/or Voice Recordings;
 - Form 1007.3b – Student/Parent Permission for World Wide Web Publishing of Student Photographs, Videos, Voice Recordings and/or Student Work;
 - Form 1007.3c – Student/Parent Permission for World Wide Web Publishing of Student Information and/or Photographs for Promotional Purposes (Grade 9-12 students);
- And replaced with the following policies, procedures and forms:
- Policy 1007 – The Informed and Responsible Engagement of Technology and Communications;
 - Procedures 1007.1 – Safe Use of Technology and Communications by Students;
 - Form 1007.1 – Safe Use of Technology and Communications by Students;
 - Procedures 1007.2 – Safe Use of Technology and Communications by Staff;

- Policy 1007.3 – Social Media Policy;
- Procedures 1007.3 – Social Media Procedure;
- Form 1007.3 – Social Media Contract
- Policy 1007.5 – External and Internal Media Use of Images and Recordings;
- Procedures 1007.5 - External and Internal Media Use of Images and Recordings;
- Notice 1007.5a – External and Internal Student Media Release Form;
- Form 1007.5a – External and Internal Student Media Release Form;
- Form 1007.5b – External and Internal Staff Media Release Form;
- Procedures 1007.6 – Guidelines for Brandon School Division Web Pages.

- 79/2014 That Policy 1008 – Communications is hereby rescinded and replaced with the following:
- Policy 1008 – Communications
 - Procedures 1008.1 Communication procedures
 - Procedures 1008.2 Synervoice procedures.
- 80/2014 That Policy and Procedures 4051 – Media Use of Images and Recordings, together with associated forms are hereby rescinded.
- 81/2014 That the low Tender from Horizon Buildings in the amount of \$4,002,024.00 (PST included, GST excluded) for the 20K3 Multiple Projects (Waverly Park, Meadows and George Fitton School) be accepted, subject to approval by the Public Schools Finance Board.
- 82/2014 That the trip involving five (5) grades 11 and 12 Student Leadership students, from Vincent Massey High School to make a trip to Kelowna, BC from September 23, 2014 – September 28, 2014 be approved and carried out in accordance with Board Policy/Procedures 4001: Off-Site Activities.
- 83/2014 That the trip involving six to twelve (6-12) Hairstyling students, from Crocus Plains Regional Secondary School to make a trip to New York, NY from March 8, 2015 – March 12, 2015 be approved and carried out in accordance with Board Policy/Procedures 4001: Off-Site Activities.

2.08 Bylaws

2nd Reading:

That By-law 2/2014 for the purpose of borrowing the sum of \$6,183,600.00 to meet partial costs for construction of the following:

School

Betty Gibson School
 Crocus Plains Regional Secondary School
 Crocus Plains Regional Secondary School
 Earl Oxford School
 Meadows School
 Neelin High School
 Neelin High School
 Valleyview Centennial School

Project

One Modular Classroom
 Science Lab Renovation
 Welding Shop Ventilation Upgrade
 Two Modular Classrooms
 One Modular Classroom
 Steam Heating System Replacement
 Science Lab Renovation
 Heating & Ventilation System
 Replacement
 Roof Replacement
 Emergency Gym Roof Replacement
 Roof Replacement
 New Gym & Daycare Addition

Vincent Massey High School
 Vincent Massey High School
 Betty Gibson School
 George Fitton School

be now read for a second time, having first been read on June 23, 2014.

3rd Reading:

That the rules be suspended and By-law 2/2014 be now read for a third and final time, and taken as read, finally passed.

2.09 Giving of Notice

I hereby give notice that at the next regular meeting of the Board of Trustees, I, or someone in my stead, will introduce By-Law 3/2014 being a by-law to regulate the proceedings of the Board of Trustees of the Brandon School Division and repealing By-Law 1/2011 passed January 24, 2011 (as amended by By-law 4/2011, May 24, 2011 and By-Law 6/2013, October 15, 2013).

I hereby give notice that at the next regular meeting of the Board of Trustees, I, or someone in my stead, will introduce By-Law 4/2014 being a by-law to authorize payment of indemnities and mileage to Trustees and repealing By-Law 4/2010 passed October 25, 2010 (as amended by By-law 1/2012, June 11, 2012).

2.10 Inquiries

- Trustee Inquiries

3.00 ADMINISTRATIVE INFORMATION:**3.01 Report of Senior Administration**

Receive and File.

3.02 Communications for Information

- a) Floyd Martens, President, Manitoba School Boards Association, June 12, 2014, addressed to Pauline Lafond-Bouchard, Superintendent and CEO extending congratulations to her as recipient of the C21 Canada, Shifting Minds National Award for the Division's technology initiative "One to the World". He notes that Red River Valley's development of the "One to the World" initiative will see students through Grades 5 – 12 with a laptop which will enable them to connect to the word and acquire the necessary technology skills within a positive, safe learning environment.

Receive and File.

- b) Floyd Martens, President, Manitoba School Boards Association, June 19, 2014, addressed to The Honourable James Allum, Minister of Education and Advanced Learning, thanking the Minister and his staff for meeting with the Executive of MSBA on June 2, 2014. He notes the Executive appreciated his openness in speaking to them regarding the issues of student mental health, education taxes for public schools and new school infrastructure. They look forward to continued collaboration in these areas to address these important pieces to ensure the well-being of students across the province.

Receive and File.

- c) Floyd Martens, President, Manitoba School Boards Association, June 19, 2014, addressed to George Heshka, Principal, Sisler High School, extending congratulations to him as recipient of the C21 Canada, Shifting Minds National Award for his school as an innovator in education technology. He notes the numerous programs which Sisler High offers its students in the area of education technology is certainly impressive and an example of successful C21 Learning which allows students to acquire skills that will serve them beyond their school years.

Receive and File.

- d) Bev Andrews-Johnson, June 23, 2014, extending her thanks to all involved in the long service retirement dinner. She appreciated both the evening with colleagues as well as the dinner provided. She also thanks the Board of Trustees for make a donation in her name to CancerCare Manitoba as she knows it will be used to benefit many Manitobans.

Receive and File.

- e) Floyd Martens, President, Manitoba School Boards Association, June 25, 2014, noting the Provincial Executive will host two information sessions in the fall, one in Winnipeg and one in Brandon, to present their recommendations with respect to the MSBA services and revenue strategies. The sessions will give the Boards an opportunity to provide their feedback around the recommendation and information shared that day. Further details will follow.

Receive and File.

- f) Beatrice Davidson, on behalf of The Healthy Schools *in motion* Team, Manitoba Health, Healthy Living and Seniors, Manitoba Education and Advanced Learning, Children and Youth Opportunities (Healthy Child Manitoba Office), June, 2014, noting the key focus areas of Manitoba's Healthy Schools Initiative is physical activity. They enclose a 2014 Active Healthy Kids Canada Report Card. The theme of the 2014 Report Card is "*Is Canada in the Running? How Canada Stacks Up Against 14 Other Countries on Physical Activity for Children and Youth.*" The Report Card looks at how Canada's children and youth physical activity stacks up against 14 other countries. It reveals where Canada is leading and lagging in terms of physical activity for children and youth. For more information on the report, visit www.activehealthykids.ca.

Receive and File.

- g) Joanne Muller, Secretary, Manitoba Education and Advanced Learning, June 20, 2014, enclosing the award of the Board of Reference with respect to the hearing held June 18, 2014, in Brandon, Manitoba. The award of the board is final and has effect in accordance with its terms. However, The Public Schools Act does not preclude an application to the Court of Queen's Bench for judicial review respect the award.

Refer to the Office of the Secretary-Treasurer.

3.03 Announcements

- a) NEXT REGULAR BOARD MEETING – 7:00 p.m., Monday, August 25, 2014, Board Room.

4.00 IN CAMERA DISCUSSION

4.01 Student Issues

- Reports

- Trustee Inquiries

4.02 Personnel Matters

- Reports

a) Confidential #1 - Personnel Report.

- Trustee Inquiries

4.03 Property Matters/Tenders

- Reports

- Trustee Inquiries

4.04 Board Operations

- Reports

- Trustee Inquiries

5.00 ADJOURNMENT

Appendix "A"



June 23, 2014

Dear Board Chairs and Superintendents,

Last fall you received a letter inviting your school division's participation in a province-wide study to explore the policies and practices that Manitoba schools and school divisions are employing to address inequity among students and families in their communities. The study is a partnered initiative of the Social Planning Council of Winnipeg (www.spcw.mb.ca), the Manitoba School Boards Association, the Manitoba Association of School Superintendents and other provincial bodies. The lead investigator is Dr. John Wiens of the University of Manitoba.

Using survey and focus group data, this research effort will attempt to inventory what education partners are doing now and what is working well to ensure more equal learning opportunities and greater success rates for students living in economically challenged circumstances. A portion of the study will focus on the particular needs of Aboriginal students and families who are among the most impoverished and vulnerable populations in our province. It is our hope that the information and insights gleaned from this study will inform the ongoing efforts and future plans of school divisions and other levels of government to ensure inclusive and equitable learning opportunities for all Manitoba students and especially for those living in lower socio-economic conditions.

With the necessary funding secured and all required ethics approvals in place, the information gathering phase of this study is scheduled from late August to mid-October of this year. The survey instrument will be emailed to divisional superintendents mid-August. September and October focus group sessions with superintendents and with board chairs or their designates will be coordinated through MASS and MSBA respectively. Details of these sessions will be sent to you under separate cover.

While some school divisions replied last fall concerning their intent to participate in this research effort, we sincerely hope that all Manitoba school divisions will consent to participating in the study at this time. Responses to this invitation and any questions you may have about the study may be directed to MSBA Executive Director Carolyn Duhamel or to MASS Executive Director Ken Klassen.

Thank you for your consideration of this matter.

A handwritten signature in black ink, appearing to read "Carolyn Duhamel".

Carolyn Duhamel
Executive Director, MSBA
cduhamel@mbschoolboards.ca
204-233-1595

A handwritten signature in black ink, appearing to read "Ken Klassen".

Ken Klassen
Executive Director, MASS
ken.klassen@7oaks.org
204-487-7972

2.04-2)



BRANDON SCHOOL DIVISION

MINUTES OF THE SPECIAL MEETING OF THE BOARD OF TRUSTEES, THE BRANDON SCHOOL DIVISION, HELD IN THE J. L. MILNE BOARDROOM, ADMINISTRATION OFFICE, 1031 - 6TH STREET, BRANDON, MANITOBA, AT 6:50 P.M., MONDAY, JUNE 23, 2014.

PRESENT:

Mr. M. Sefton, Chairperson, Mr. J. Murray, Vice-Chairperson Mrs. P. Bowslaugh, Mr. P. Bartlette, Mr. D. Karnes, Mr. M. Snelling, Mr. K. Sumner.

Secretary-Treasurer, Mr. D. Labossiere, Recording Secretary, Ms. S. Bailey, Live Streaming Video Operator, Ms. K. Boklaschuk.

Administration: Dr. D. M. Michaels, Superintendent, Ms. B. Switzer, Director of Human Resources.

REGRETS:

Mr. G. Kruck, Dr. L. Ross, Mr. G. Malazdrewicz, Associate Superintendent.

CALL:

The Chairperson called the meeting to order 6:55 p.m. and referred to the Call.

The meeting had been called for the purpose of considering the following:

a) Giving of Notice – Debenture By-Law 2/2014.

Mr. Karnes

I hereby give notice that at the next regular meeting of the Board of Trustees, I, or someone in my stead, will introduce By-law 2/2014 for the purpose of borrowing the sum of \$6,183,600.00 to meet partial costs for construction of the following:

School

Betty Gibson School
Crocus Plains Regional Secondary School
Crocus Plains Regional Secondary School
Earl Oxford School
Meadows School
Neelin High School
Neelin High School
Valleyview Centennial School
Vincent Massey High School
Vincent Massey High School
Betty Gibson School
George Fitton School

Project

One Modular Classroom
Science Lab Renovation
Welding Shop Ventilation Upgrade
Two Modular Classrooms
One Modular Classroom
Steam Heating System Replacement
Science Lab Renovation
Heating & Ventilation System Replacement
Roof Replacement
Emergency Gym Roof Replacement
Roof Replacement
New Gym & Daycare Addition

Mr. Murray – Mr. Snelling

That the meeting do now adjourn (6:57 p.m.).

Carried.

Chairperson

Secretary-Treasurer



BRANDON SCHOOL DIVISION

MINUTES OF THE REGULAR MEETING OF THE BOARD OF TRUSTEES, THE BRANDON SCHOOL DIVISION, HELD IN THE J. L. MILNE BOARDROOM, ADMINISTRATION OFFICE, 1031 - 6TH STREET, BRANDON, MANITOBA, AT 7:00 P.M., MONDAY, JUNE 23, 2014.

PRESENT:

Mr. M. Sefton, Chairperson, Mr. J. Murray, Vice-Chairperson, Mr. P. Bartlette, Mrs. P. Bowslaugh, Mr. D. Karnes, Mr. M. Snelling, Mr. K. Sumner.

Mr. D. Labossiere, Secretary-Treasurer, Recording Secretary, Ms. S. Bailey, Live Streaming Video Operator, Ms. K. Boklaschuk.

Senior Administration: Dr. D. M. Michaels, Superintendent/CEO, Ms. E. Jamora, Assistant Secretary-Treasurer, Ms. B. Switzer, Director of Human Resources.

REGRETS:

Mr. G. Kruck, Dr. L. Ross, Mr. G. Malazdrewicz, Associate Superintendent.

The Chairperson called the meeting to order at 7:00 p.m. He welcomed everyone in attendance. The Chairperson noted Trustees Ross and Kruck sent their regrets as they were unable to attend the meeting.

AGENDA

1.00 AGENDA/MINUTES:

1.01 Reference to Statement of Board Operations

1.02 Approval of Agenda

Trustee Bowslaugh noted she had two items for In-Camera discussions.

Superintendent, Dr. Michaels, confirmed she had two Personnel Matter for In-Camera discussions.

Secretary-Treasurer, Mr. Labossiere requested the following additions to the agenda:

- One Property Matter for In-Camera discussions;
- Two Student Matters for In-Camera discussions;
- First Reading of By-Law 2/2014.

Mr. Bartlette – Mr. Snelling

That the agenda be approved as amended.

Carried.

1.03 Adoption of Minutes of Previous Meetings

- a) The Minutes of the Regular Board Meeting held June 9, 2014 were circulated.

Mr. Bartlette – Mr. Snelling

That the Minutes be approved as circulated.

Carried.

- b) The Minutes of the Special Board Meeting held June 16, 2014 were circulated.

Mrs. Bowslaugh – Mr. Sumner

That the Minutes be approved as circulated.

Carried.

2.00 GOVERNANCE MATTERS:**2.01 Presentations For Information**

- 1) The Chairperson recognized Paige Thompson, École secondaire Neelin High School for winning the Westman Journal 2014 Female Athlete of the Year Award. Paige was invited to speak about her award.
- 2) Six students from the Crocus Plains Design Drafting Department spoke to the Board regarding the F1 in Schools Competition and their recent success at the F1 in Schools National Competition.
- 3) Several other students, who were unable to attend the Board Meeting, were also recognized for their accomplishments as follows:

École secondaire Neelin High School:

- Brodie Gill – Gold Medal – Provincial 110 m. Hurdles
- Sean Coey – Silver Medal – Provincial Multi-Sport Event
- Keegan Herperger – Bronze Medal – Javelin
- Quinton Hunter – Westman Journal 2014 Male Athlete of the Year Award
- École secondaire Neelin High School Varsity Girls Volleyball Team – Westman Journal 2014 Team of the Year Award.

Crocus Plains Regional Secondary High School:

- Kevin Disterhoft – Gold Medal Win – Autobody Repair – Skills Canada Competition
- Hector Robinson – Participation – Electronics – Skills Canada Competition.

2.02 Reports of Committees

- a) Personnel Committee Meeting

The written report of the Personnel Committee meeting held on June 9, 2014 was circulated.

Mr. Murray – Mr. Karnes

That the Minutes be received and filed.

Carried.

b) Finance Committee Meeting

The written report of the Finance Committee meeting held on June 9, 2014 was circulated.

Trustees asked questions for clarification regarding the Security/Camera Tender which had been previously approved on June 9, 2014. Trustees also asked questions for clarification regarding the possible surplus.

Mr. Sumner – Mr. Bartlette

That the Minutes be received and filed.

Carried.

c) Facilities and Transportation Committee Meeting.

The written report of the Facilities and Transportation Committee Meeting held on June 12, 2014 was circulated.

Trustee Bartlette asked questions for clarification regarding supervision of the various projects taking place over the summer. Trustee Bowslaugh requested clarification regarding the proposed "Bite Protocol".

Mr. Karnes – Mr. Bartlette

That the Minutes be received and filed.

Carried.

d) Policy Review Committee Meeting.

The written report of the Policy Review Committee Meeting held June 16, 2014 was circulated.

Mr. Sumner – Mr. Murray

That the Minutes be received and filed.

Carried.

e) Other

- The Chairperson reported on the Brandon School Division Long Service Dinner for Employees leaving the Division which had been held on June 12, 2014 at the Victoria Inn.
- The Chairperson also spoke to the Joint Meeting with the City of Brandon held at the Riverbank Discovery Centre on June 18, 2014.

Point of Privilege: Trustee Bowslaugh noted she had received information from this year's Milestone Wellness Fair and confirmed that a number of interventions with respect to hearing, speech, eye site and other health matters had been uncovered.

2.02 Delegations and Petitions

2.04 Communications for Action

- a) Mr. Floyd Martens, President, Manitoba School Boards Association, June 4, 2014, noting the Executive Board made a decision at its meeting on June 2, 2104 regarding any changes to the contribution rates to the Pension Plan. He confirms that the following motion was approved:

“That the MSBA Provincial Executive approve a 1% increase to the Non-Teaching Pension Plan contribution rate effective July 1, 2015. The contribution rate will be subject to future adjustment pending ongoing review.”

Mr. Martens notes this would result in the contribution rate schedule being adjusted by 1% for both the employee and employer.

He also confirms the Executive’s decision addresses three issues: the contribution rate itself of a 1% increase will help place the plan more in line with contribution rates for other plans; the decision will delay the implementation of this rate increase to the start of a division’s next fiscal year thus allowing boards the time to budget for the increase; and the motion’s approval will ensure continued monitoring of the contribution rate and adjustment where necessary to maintain alignment with contribution levels of other pensions.

Referred MSBA Issues.

- b) Barb Gribben, Secretary, CUPE Local 737, June 12, 2014, requesting permission for Jamie Rose, School Bus Driver/Utility Worker – Maintenance/Transportation to be absent two days per week from his workplace starting September, 2014 to June, 2015. As President of CUPE Local 737 Mr. Rose will be conducting union business on the days he is booked off. CUPE Local 737 will reimburse the Division for loss of wages, benefits, etc.

Referred Motions.

- c) Carolyn Duhamel, Executive Director, Manitoba School Boards Association, June 11, 2014, attaching the legal opinion obtained by the Ontario Public School Boards Association on the impact of Canada’s Anti-Spam Legislation (CASL) on school boards. The legal counsel for the MSBA has reviewed the information and determined it to be appropriate for distribution to school boards in Manitoba. The legislation comes into force on July 1, 2014, and as there has been limited guidance to date, the opinion takes a cautious view as to the applicability of CASL to the activities of schools and school boards.

When CASL comes into effect, it will prohibit the sending of commercial electronic messages (CEMS) unless the sender complies with three requirements:

1. Obtain consent of the intended recipient(s);
2. Provide identification information about the sender (being the name of the school or division, mailing address and telephone number with voice-mail access, as well as email address and web address as applicable); and
3. Provide a simple unsubscribe mechanism which is to be processed within 10 business days (such a mechanism can be as simple as inviting people to reply to the email and request to be removed from the emailing list).

The vast majority of school division electronic communications will not fall into the category of commercial electronic messages (CEMS). However, it is recommended that divisions and schools seek parental consent to receive emails. This consent would be obtained at the start of each school year and suggested wording is provided.

Referred MSBA Issues.

- d) Miss Kirby Penner and Mrs. Kyleigh Bromley, Vincent Massey High School, noting from September 23rd to September 27th, 2014, five Student Council members will be representing Vincent Massey at the 2014 Canadian Student Leadership Conference (CSLC) in Kelowna, British Columbia. The five students have all demonstrated effective leadership skills and participating in this conference will allow them to further develop their skills. It is an excellent opportunity for the students to collaborate as well as make connections with other students in leadership positions from across Canada. They request help to cover the expenses of sending members of Vincent Massey's Student Council to the conference. They have put forth some out-of-pocket funds, and will be fundraising throughout the summer.

Referred Motions.

2.05 Business Arising

- From Previous Delegation

- a) The presentation by Kerri Lynn Gudz, Parent, regarding the Canadian Parents for French organization and in particular introducing the local chapter was discussed. Senior Administration was directed to forward a letter to Ms. Gudz noting the Division will continue to work with the organization with respect to French Programming in the Brandon School Division.

- From Board Agenda

- MSBA issues (last meeting of the month)

- a) The correspondence from Mr. Floyd Martens, President, Manitoba School Boards Association, Communications for Action 2.04a), noting the Executive Board made a decision at its meeting on June 2, 2104 regarding any changes to the contribution rates to the Pension Plan was received as information. It was noted the Board would be proceeding with the directions noted in the correspondence.
- b) The correspondence from Carolyn Duhamel, Executive Director, Communications for Action 2.04c) regarding Canada's Anti-Spam Legislation (CASL) to be implemented on July 1, 2014 and its possible impact on school divisions was discussed and referred to Senior Administration for follow-up.

- From Report of Senior Administration

- a) School Reports – NIL
- b) Learning Support Services Presentation – K. Boklaschuk, Communications and Technology Specialist was asked by Dr. Michaels, Superintendent, to speak to the Board of Trustees regarding Year 1 of the Technology in Learning Cluster Project. Ms. Boklaschuk noted that four schools participated in the pilot project: Valleyview, Alexander, Meadows and Vincent Massey. Ms. Boklaschuk highlighted the project completed by Valleyview Centennial School.

c) Items from Senior Administration Report

- Big Brothers and Sisters of Brandon Mentoring Program – Referred Motions.
- Crocus Plains Regional Secondary School Off-Site Activity Request – Referred Motions.
- Secondment of President of CUPE Local 737 – Referred Motions.
- 2014 Trustee Elections – Referred Motions.

2.06 Public Inquiries (max. 15 minutes)**2.07 Motions**

67/2014 Mr. Bartlette – Mr. Snelling

That the Agreement between the Division and Big Brothers and Sisters of Brandon Association Inc., providing a partnership for student mentoring in all early years and middle years schools in Brandon School Division (excepting Spring Valley School) in accordance with the terms and conditions of said Agreement, be approved; and the Chairperson and Secretary-Treasurer be and are hereby authorized to affix their signatures and the seal of the Division thereto.

Carried.

68/2014 Mr. Bartlette – Mr. Snelling

That the trip involving four (4) male and two (2) female F1 in school students, from Crocus Plains Regional Secondary School to make a trip to Abu Dhabi, United Arab Emirates from November 12 to November 22, 2014 be approved and carried out in accordance with Board Policy/Procedures 4001: Off-Site Activities.

Carried.

69/2014 Mr. Snelling – Mr. Bartlette

That the request of CUPE Local 737, that the President of the Association for the 2014/2015 school year, Mr. Jamie Rose, be seconded from the Division for two days per week starting September, 2014 to June 2015, subject to the Division being reimbursed by the Association for all salary and benefit costs for the period of the secondment.

Carried.

70/2014 Mr. Snelling – Mr. Bartlette

That the order of candidates' names listed on the ballot for the 2014 Trustee Election be determined by random lot.

Carried.

71/2014 Mr. Murray – Mr. Karnes

That the request for financial assistance for five (5) Vincent Massey Student Council Representatives to attend the 2014 Canadian Student Leadership Conference (CSLC) in Kelowna, British Columbia, between September 23 and September 27, 2014 be approved in the amount of \$2,000.

Carried.

72/2014 Mr. Murray – Mr. Karnes

That Policy 3001 – “Budget Deadlines and Schedules” be amended as follows:

- Remove the word “in” in the first sentence of the policy;
- Add the following statement under the heading “September”:
“In order to maintain a financially responsible operating budget, the Board of Trustees shall provide for a contingency fund not lower than 2% of the annual operating budget”.

Carried.

73/2014 Mrs. Bowslaugh – Mr. Murray

That the appointment of MCM Architects to design and tender the Vincent Massey High School Science Lab project, be approved, subject to approval by the Public Schools Finance Board.

Carried.

74/2014 Mr. Sumner – Mrs. Bowslaugh

That Senior Administration is authorized to proceed with tenders for the Vincent Massey High School Roof Replacement of Areas D and G, the Harrison School Roof Replacement of Area A1, and Neelin High School Roof replacement of Area G1 projects without bringing them back to the Board of Trustees during the summer months, subject to the approval of the Public Schools Finance Board.

Carried.

2.08 Bylaws

1st Reading:

Mr. Karnes – Mr. Bartlette

That By-law 2/2014 for the purpose of borrowing the sum of \$6,183,600.00 to meet partial costs for construction of the following:

School

Betty Gibson School
Crocus Plains Regional Secondary School
Crocus Plains Regional Secondary School
Earl Oxford School
Meadows School
Neelin High School
Neelin High School
Valleyview Centennial School
Vincent Massey High School
Vincent Massey High School
Betty Gibson School
George Fitton School

Project

One Modular Classroom
Science Lab Renovation
Welding Shop Ventilation Upgrade
Two Modular Classrooms
One Modular Classroom
Steam Heating System Replacement
Science Lab Renovation
Heating & Ventilation System Replacement
Roof Replacement
Emergency Gym Roof Replacement
Roof Replacement
New Gym & Daycare Addition

be now read for the first time.

Carried.

THE BRANDON SCHOOL DIVISION

BYLAW NO. 2/2014

Bylaw of the Board of Trustees of The Brandon School Division for the purpose of borrowing the sum of \$6,183,600.00 and issuing debentures therefor.

WHEREAS it is deemed necessary and expedient to raise by loan the sum of \$6,183,600.00 upon the credit of the Division by the issue and sale of debentures to meet partial costs for construction of the following:

Betty Gibson School	One Modular Classroom
Crocus Plains Regional Secondary School	Science Lab Renovation
Crocus Plains Regional Secondary School	Welding Shop Ventilation Upgrade
Earl Oxford School	Two Modular Classrooms
Meadows School	One Modular Classroom
Neelin High School	Steam Heating System Replacement
Neelin High School	Science Lab Renovation
Valleyview Centennial School	Heating & Ventilation System Replacement
Vincent Massey High School	Roof Replacement
Vincent Massey High School	Emergency Gym Roof Replacement
Betty Gibson School	Roof Replacement
George Fitton School	New Gym & Daycare Addition

NOW THEREFORE, pursuant to the provisions of The Public Schools Act, the Board of Trustees of The Brandon School Division, duly assembled, enacts as follows:

- 1) That it shall be lawful for the said School Trustees to borrow the sum of \$6,183,600.00 by the issue and sale of debentures of the said School Division as set out below.
- 2) That the said debentures shall be issued at Brandon, Manitoba and shall be dated the 31st day of July, 2014 and shall be payable to the Registered Holder at the Office of the Minister of Finance, Winnipeg, Manitoba as follows: the debenture shall be so issued that the amount thereby borrowed shall be repayable in twenty (20) equalized consecutive annual installments of \$455,000.11 each, including principal and interest at the rate of 4.0000 per cent per annum, payable annually on the 31st day of July as per Schedule "A" attached.
- 3) That the first installment shall be payable on the 31st day of July, 2015.
- 4) That each debenture shall be signed by the Chairperson of the Board and the Secretary-Treasurer of the said School Division and the coupons, if any, attached thereto, shall be signed by the Secretary-Treasurer, whose signature may be lithographed thereon.
- 5) That provisions shall be made for the payment of the said debentures, and such provision shall form part of, and be included in, the annual statements of monies required for the purpose of the School Division.

GIVEN FIRST READING by the said Board of Trustees of The Brandon School Division assembled at Brandon, in the Province of Manitoba, this _____ day of _____ A.D., 2014.

SECOND READING: _____

THIRD READING: _____

Chairperson

Secretary-Treasurer

CERTIFIED a true copy of Bylaw
No. 2/2014
of The Brandon School Division given first reading
on the _____ day of _____ A.D. 2014.

Secretary-Treasurer

2.09 Giving of Notice

Mrs. Bowslaugh

I hereby give notice that at the next Regular Meeting of the Board of Trustees, I, or someone in my stead will introduce a motion to rescind Policy 5039 – “Permanent Support Staff Leaves and Absences” and replace same with Policy 5039 – “Permanent Support Staff Leaves and Absences”.

Mr. Murray

I hereby give notice that at the next Regular Meeting of the Board of Trustees, I, or someone in my stead will introduce a motion to approve Appendix B – Protocol for Management of Human Bites, to Policy 4049 – “Prevention of Communicable Disease/Infection Transmission.”

Mr. Sumner

I hereby give notice that at the next Regular Meeting of the Board of Trustees, I, or someone in my stead will introduce a motion to rescind the following policies, procedures and forms:

- Policy 1007 – Use of Information and Communication Technologies by Staff and Students;
- Procedures 1007.1 – Use of Information and Communications Technologies by Staff;
- Form 1007.1 – Use of Information and Communications Technologies by Staff;
- Procedures 1007.2 – Use of Information and Communication Technologies by Students;
- Form 1007.2 – Use of Information and Communications Technologies by Students;
- Procedures 1007.3 – Use of Information and Communication Technologies by Staff and Students – Guidelines for Use of Brandon School Division Web Pages;
- Form 1007.3a – Staff Permission for World Wide Web Publishing of Photographs, Videos, and/or Voice Recordings;
- Form 1007.3b – Student/Parent Permission for World Wide Web Publishing of Student Photographs, Videos, Voice Recordings and/or Student Work;

- Form 1007.3c – Student/Parent Permission for World Wide Web Publishing of Student Information and/or Photographs for Promotional Purposes (Grade 9-12 students);

And that they be replaced with the following policies, procedures and forms:

- Policy 1007 – The Informed and Responsible Engagement of Technology and Communications;
- Procedures 1007.1 – Safe Use of Technology and Communications by Students;
- Form 1007.1 – Safe Use of Technology and Communications by Students;
- Procedures 1007.2 – Safe Use of Technology and Communications by Staff;
- Policy 1007.3 – Social Media Policy;
- Procedures 1007.3 – Social Media Procedure;
- Form 1007.3 – Social Media Contract
- Policy 1007.5 – External and Internal Media Use of Images and Recordings;
- Procedures 1007.5 - External and Internal Media Use of Images and Recordings;
- Notice 1007.5a – External and Internal Student Media Release Form;
- Form 1007.5a – External and Internal Student Media Release Form;
- Form 1007.5b – External and Internal Staff Media Release Form;
- Procedures 1007.6 – Guidelines for Brandon School Division Web Pages.

Mr. Karnes

I hereby give notice that at the next Regular Meeting of the Board of Trustees, I, or someone in my stead will introduce a motion to rescind Policy 1008 – Communications and replace same with the following:

- Policy 1008 – Communications
- Procedures 1008.1 Communication procedures
- Procedures 1008.2 Synervoice procedures.

Mr. Karnes

I hereby give notice that at the next Regular Meeting of the Board of Trustees, I, or someone in my stead will introduce a motion to rescind Policy and Procedures 4051 – Media Use of Images and Recordings, together with associated forms.

2.10 Trustee Inquiries

3.00 ADMINISTRATIVE INFORMATION:

3.01 Report of Senior Administration

Superintendent, Dr. Michaels, highlighted the following information from the Report of Senior Administration:

- Graduation exercises which have taken place to date;
- Year End Report which will be distributed in August;
- Quality Learning at École New Era School;
- Quality Teaching at Green Acres School;
- Quality Support Services at St. Augustine School;
- Suspensions;
- EAL Update;
- Correspondence from various Canadian Premiers acknowledging receipt of the dual language books.

Mr. Murray – Mr. Snelling

That the June 23, 2014 Report of Senior Administration be received and filed.

Carried.

3.02 Communications for Information

- a) Floyd Martens, President, Manitoba School Boards Association, June 9, 2014, addressed to Mr. Morris Glimcher, MHSAA, thanking him for his presentation to the Provincial Executive on June 2, 2014 regarding the proposed MHSAA Transfer Policy which is to be considered at the upcoming MHSAA's annual general meeting. He advised that the Executive considered the information shared at the meeting and supports, in principle, the MHSAA transfer policy.

Ordered Filed.

- b) Gail Holden, June 14, 2014, thanking the Board of Trustees for the lovely retirement dinner and gift. She has enjoyed her years of employment with the B.S.D. and looks forward to the future and its new experiences and opportunities.

Ordered Filed.

- c) Tanis Stapleton, June 17, 2014, thanking the Board of Trustees for the dinner held to honour long service employees, leaving the Division. As a retiree being honoured, she thoroughly enjoyed the evening. The Meal was delicious and from the moment she arrived and was greeted at the door with a corsage and good wishes the evening was wonderful. She also thanks the Division for the watch which will be a much appreciated reminder of her years of service.

Ordered Filed.

3.03 Announcements

- a) Finance Committee Meeting – 2:00 p.m., Monday, July 7, 2014, Board Room.
- b) NEXT REGULAR BOARD MEETING – 7:00 p.m., Monday, July 7, 2014, Board Room.

Mr. Bartlette – Mr. Snelling

That the Board do now resolve into Committee of the Whole In Camera.

Carried.

IN COMMITTEE OF THE WHOLE IN CAMERA

4.00 IN CAMERA DISCUSSION:

4.01 Student Issues

- Reports

- a) The Secretary-Treasurer noted communications had been received from CUPE Local 737 regarding this year's recipient of the Union's Scholarship.
- b) Confidential #3 was presented to the Board of Trustees. Senior Administration was provided with direction to advise the individual concerned to follow the Communications Protocol.

- Trustee Inquiries

- a) Trustee Bowslaugh inquired about a student matter. Superintendent, Dr. Michaels noted what was required before the matter could be addressed.

4.02 Personnel Matters**- Reports**

- a) Confidential #1 – Personnel Report was noted.
- b) Confidential #2 being a report from the Administrator Selection Committee was received and a motion would be brought forward at the end of the meeting.
- c) The Superintendent spoke to a Personnel Matter. She noted correspondence with timelines had been provided.
- d) The Superintendent spoke to a second Personnel Matter. She noted follow-up on the matter would take place before the end of the school year.

- Trustee Inquiries

- a) Trustee Bowslaugh inquired about a personnel matter.

4.03 Property Matters/Tenders**- Reports**

- a) Confidential #4 was presented to the Board of Trustees. Senior Administration was directed to finalize and forward to the Ministry.

- Trustee Inquiries**4.04 Board Operations****- Reports****- Trustee Inquiries**

Mr. Murray – Mr. Snelling

That the Committee of the Whole In Camera do now resolve into Board.

Carried.

75/2014 Mr. Bartlette – Mr. Snelling

That Confidential Report No. 2 be adopted; the recommendations of employment contained therein to be released to the public after 10:00 a.m. on June 24, 2014.

Carried. (6-1)

5.00 ADJOURNMENT

Mr. Snelling – Mr. Bowslaugh

That the meeting does now adjourn (10:05 p.m.)

Carried.

Chairperson

Secretary-Treasurer



BRANDON SCHOOL DIVISION

Report of Senior Administration to the Board of Trustees

July 7, 2014

A. Business Arising for Board Action

I. Presentations

II. Human Resources

III. Secretary-Treasurer

- | | |
|--|---|
| 1. Giving of Notice – Policy 5039 – “Permanent Support Leaves and Absences” | 1 |
| 2. Giving of Notice – Appendix B – Bite Protocol..... | 1 |
| 3. Giving of Notice – Policy and Procedures 1007 – “Social Media” | 1 |
| 4. Giving of Notice – Policy and Procedures 1008 – “Communications” | 2 |
| 5. Giving of Notice – Rescind Policy 4051 – “Media Use of Images and Recordings” | 3 |
| 6. Tender – 20K3 Multiple Projects..... | 3 |

IV. Superintendent of Schools

- | | |
|---|---|
| 1. Vincent Massey High School Off-Site Activity Request | 3 |
| 2. Crocus Plains Regional Secondary School Off-Site Activity Request..... | 4 |

V. Senior Administration Response to Trustee Inquiries

B. Administrative Information

I. Human Resources

- | | |
|--------------------------|---|
| 1. Personnel Report..... | 4 |
|--------------------------|---|

II. Secretary-Treasurer

... /2

“Accepting the Challenge”

III. Superintendent of Schools

1. School Information	
School Visits (June 12 – June 30, 2014)	4
A. Quality Learning	
• Principal Leadership Preparation Program – Session 10: The Mind of the Leader/June 17, 2014	5
B. Quality Teaching	
• Notification from Manitoba Education and Advanced Learning RE: Nominations for the Reading Apprenticeship Intensive Implementation	5
2. Administrative and Statistical Information	
• Senior High Graduation Rates – June 2014	6
• Suspensions	7
3. Correspondence	
• Correspondence Sent to Lindsay Kendall, Teacher, École secondaire Neelin High School	7
• Correspondence sent to Sukhminder Bath, Teacher, Vincent Massey High School	8
• Correspondence sent to Bruce Shamray, Principal, Vincent Massey High School	8

This report from members of the Brandon School Division Senior Administration is submitted respectfully for your consideration, action, and information.

**Dr. Donna M. Michaels
Superintendent of Schools/
Chief Executive Officer**

A. Business Arising for Board Action

I. PRESENTATIONS

II. HUMAN RESOURCES

III. SECRETARY-TREASURER

1. GIVING OF NOTICE – POLICY 5039 – “PERMANENT SUPPORT LEAVES AND ABSENCES”

For Action..... D. Labossiere

At the Regular Board Meeting on June 23, 2014 a Giving of Notice to rescind Policy 5039 – “Permanent Support Staff Leaves and Absences” (attached Appendix A) and replace same with Policy 5039 – “Permanent Support Staff Leaves and Absences” (attached Appendix B) was given. A motion to rescind and replace this policy is included in the agenda for Board consideration.

2. GIVING OF NOTICE – APPENDIX B – BITE PROTOCOL

For Action..... D. Labossiere

At the Regular Board Meeting on June 23, 2014 a Giving of Notice to approve Appendix B – Protocol for Management of Human Bites, to Policy 4049 – “Prevention of Communicable Disease/Infection Transmission” was given (attached Appendix C). A motion to approve this Appendix is included in the agenda for Board consideration.

3. GIVING OF NOTICE – POLICY AND PROCEDURES 1007 – “SOCIAL MEDIA”

For Action..... D. Labossiere

At the Regular Board Meeting on June 23, 2014 a Giving of Notice was given to rescind the following:

- Policy 1007 – Use of Information and Communication Technologies by Staff and Students;
- Procedures 1007.1 – Use of Information and Communications Technologies by Staff;
- Form 1007.1 – Use of Information and Communications Technologies by Staff;
- Procedures 1007.2 – Use of Information and Communication Technologies by Students;
- Form 1007.2 – Use of Information and Communications Technologies by Students;
- Procedures 1007.3 – Use of Information and Communication Technologies by Staff and Students – Guidelines for Use of Brandon School Division Web Pages;
- Form 1007.3a – Staff Permission for World Wide Web Publishing of Photographs, Videos, and/or Voice Recordings;
- Form 1007.3b – Student/Parent Permission for World Wide Web Publishing of Student Photographs, Videos, Voice Recordings and/or Student Work;

- Form 1007.3c – Student/Parent Permission for World Wide Web Publishing of Student Information and/or Photographs for Promotional Purposes (Grade 9-12 students) (attached Appendix D).

and replace same with the following policies, procedures and forms:

- Policy 1007 – The Informed and Responsible Engagement of Technology and Communications;
- Procedures 1007.1 – Safe Use of Technology and Communications by Students;
- Form 1007.1 – Safe Use of Technology and Communications by Students;
- Procedures 1007.2 – Safe Use of Technology and Communications by Staff;
- Policy 1007.3 – Social Media Policy;
- Procedures 1007.3 – Social Media Procedure;
- Form 1007.3 – Social Media Contract
- Policy 1007.5 – External and Internal Media Use of Images and Recordings;
- Procedures 1007.5 - External and Internal Media Use of Images and Recordings;
- Notice 1007.5a – External and Internal Student Media Release Form;
- Form 1007.5a – External and Internal Student Media Release Form;
- Form 1007.5b – External and Internal Staff Media Release Form;
- Procedures 1007.6 – Guidelines for Brandon School Division Web Pages (attached Appendix E).

A motion to rescind and replace these policies, procedures and forms has been included in the agenda for Board consideration.

4. GIVING OF NOTICE – POLICY AND PROCEDURES 1008 – “COMMUNICATIONS”

For Action.....D. Labossiere

At the Regular Board Meeting on June 23, 2014 a Giving of Notice was given to rescind Policy 1008 – “Communications” (attached Appendix F) and replace same with the following:

- Policy 1008 – Communications
- Procedures 1008.1 Communication procedures
- Procedures 1008.2 Synervoice procedures (attached Appendix G)

A motion to rescind and replace this motion has been included in the agenda for Board consideration.

5. GIVING OF NOTICE – RESCIND POLICY 4051 – “MEDIA USE OF IMAGES AND RECORDINGS”

For Action..... D. Labossiere

At the Regular Board Meeting on June 23, 2014 a Giving of Notice to rescind Policy and Procedures 4051 – “Media Use of Images and Recordings”, together with associated forms, was given (attached Appendix H). A motion to rescind this policy is included in the agenda for Board consideration.

6. TENDER – 20K3 MULTIPLE PROJECTS

For Action..... D. Labossiere

A Tender for the 20K3 Multiple Classroom Projects (Waverly Park, Meadows and George Fitton School) was overseen by MCM Architects Inc. Four companies attended the site visit and submitted tenders. The Public Schools Finance Board has received copies of the tenders for consideration. It is recommended that the low tender be approved subject to receipt of approval from the Public Schools Finance Board. A motion is included in the agenda for Board consideration.

RECOMMENDATION:

That the low Tender from Horizon Buildings in the amount of \$4,002,024.00 (PST included, GST excluded) for the 20K3 Multiple Projects (Waverly Park, Meadows and George Fitton School) be accepted, subject to approval by the Public Schools Finance Board.

IV. SUPERINTENDENT OF SCHOOLS

1. VINCENT MASSEY HIGH SCHOOL OFF-SITE ACTIVITY REQUEST

For Action..... G. Malazdrewicz

Vincent Massey High School has submitted an off-site activity request (attached as Appendix I for Board of Trustees consideration) for five (5) grades 11 and 12 Student Leadership students, from Vincent Massey High School to make a trip to Kelowna, BC from September 23, 2014 – September 28, 2014.

Mr. Bruce Shamray, Principal, Vincent Massey High School and Mr. Greg Malazdrewicz, Associate Superintendent, have given approval for this trip. Approval from the Board of Trustees is respectfully requested.

RECOMMENDATION:

That the trip involving five (5) grades 11 and 12 Student Leadership students, from Vincent Massey High School to make a trip to Kelowna, BC from September 23, 2014 – September 28, 2014 be approved and carried out in accordance with Board Policy/Procedures 4001: Off-Site Activities.

2. CROCUS PLAINS REGIONAL SECONDARY SCHOOL OFF-SITE ACTIVITY REQUEST

For Action.....G. Malazdrewicz

Crocus Plains Regional Secondary School has submitted an off-site activity request (attached as Appendix J for Board of Trustees consideration) for six to twelve (6 to 12) Hairstyling students, from Crocus Plains Regional Secondary School to make a trip to New York, NY from March 8, 2015 – March 12, 2015.

Mr. Mathew Gustafson, Principal, Crocus Plains Regional Secondary School and Mr. Greg Malazdrewicz, Associate Superintendent, have given approval for this trip in accordance with the requirements of Board Policy 4001. Approval from the Board of Trustees is respectfully requested.

RECOMMENDATION:

That the trip involving for six to twelve (6 to 12) Hairstyling students, from Crocus Plains Regional Secondary School to make a trip to New York, NY from March 8, 2015 – March 12, 2015 be approved and carried out in accordance with Board Policy/Procedures 4001: Off-Site Activities.

V. SENIOR ADMINISTRATION RESPONSE TO TRUSTEE INQUIRIES

B. Administrative Information

I. HUMAN RESOURCES

1. PERSONNEL REPORT

For Information..... B. Switzer

Included in the agenda package as Confidential #1 is the Personnel Report, a listing of resignations and employment approved by the Superintendent of Schools and Secretary-Treasurer since the last meeting.

II. SECRETARY-TREASURER

III. SUPERINTENDENT OF SCHOOLS

SCHOOL VISITS (JUNE 12 – JUNE 30, 2014)

- June 17 – School Update Meeting – Kelly Braun, Principal, Riverview School
- June 17 – Student/School Progress Report Meeting – Mathew Gustafson, Principal, Crocus Plains Regional Secondary School
- June 19 – School Update Meeting – Nancy Hamilton, Principal, Kirkcaldy Heights School
- June 24 – School Update Meeting – Chad Cobbe, Principal, École New Era School
- June 24 – School Update Meeting – John Minshull, Principal, Riverheights School

1. DIVISIONAL INITIATIVES

For Information D. Michaels

A. QUALITY LEARNING

PRINCIPAL LEADERSHIP PREPARATION PROGRAM – SESSION 10: THE MIND OF THE LEADER/JUNE 17, 2014

Report prepared by Mr. Jaime Lombaert, Vice Principal, George Fitton School and Mr. Blaine Aston, Vice Principal, École New Era School

The first presenter for the evening was Mayor Shari Decter Hirst. Mayor Decter Hirst had four main points to her presentation on what makes a good leader. The points included:

- astute strategist;
- empathetic facilitator;
- pragmatic technophile; and
- catalyzing agent.

Mayor Shari Decter Hirst related the above skills to her position as Mayor and to educational leadership.

The second presenter for the evening was Ms. Darlene Wilkinson, Principal, Valleyview Centennial School. Ms. Wilkinson had the group work together to develop the essential elements of the mind of the leader. Ms. Wilkinson then discussed what she believed were the essential elements.

The third presenter for the evening was Mr. Mathew Gustafson, Principal, Crocus Plains Regional Secondary School. Mr. Gustafson presented his viewpoints on the mind of the leader. Some of his main points included:

- strategic abandonment;
- growth and fixed mindset;
- form follows function; and
- grit – work ethic and perseverance.

Session 10 was engaging and informative.

B. QUALITY TEACHING

NOTIFICATION FROM MANITOBA EDUCATION AND ADVANCED LEARNING RE: NOMINATIONS FOR THE READING APPRENTICESHIP INTENSIVE IMPLEMENTATION

Confirmation has been received from Manitoba Education and Advanced Learning that the Reading Apprenticeship Intensive Implementation nomination from the Brandon School Division has been accepted.

The criteria for choosing team members were:

- approaches to ongoing professional dialogue, professional learning, and supports for implementation;
- implementation of Reading Apprenticeship as part of a division's current literacy plan; and
- Reading Apprenticeship team composition and grade level and subject area involvement.

Consideration was also given to representation in terms of Aboriginal perspectives and experience, multicultural perspectives, gender, region, school compositions and structures, and diverse student learning needs.

The first meeting to launch the Reading Apprenticeship Pilot Project will take place on Monday, June 23, 2014.

2. ADMINISTRATIVE AND STATISTICAL INFORMATION

SENIOR HIGH SCHOOL GRADUATION RATES – JUNE 2014

Crocus Plains Regional Secondary School:

217 graduates

229 potential graduates

Crocus Plains Regional Secondary School Graduation Rate: 92.58%

École secondaire Neelin High School

111 graduates

112 potential graduates

École secondaire Neelin High School Graduation Rate: 99.11%

Vincent Massey High School

179 graduates

188 potential graduates

Vincent Massey High School Graduation Rate: 95.21%

Brandon School Division

507 graduates

529 potential graduates

Brandon School Division Graduation Rate: 95.84%

SUSPENSIONS

<u>SCHOOL</u>	<u>NO./STUDENTS</u>	<u>NO./DAYS</u>	<u>REASON</u>
Betty Gibson	1 total	1 – 4 day	Assaultive Behaviour
Crocus Plains	2 total	1 – 5 day 1 – 14 day	Assaultive Behaviour Unacceptable Behaviour
Meadows	1 total	1 – 3.5 day 1 – 5 day	Assaultive Behaviour Assaultive Behaviour
Neelin	3 total	1 – 5 day 1 – 30 day	Unacceptable Behaviour Assaultive Behaviour
O’Kelly	2 total	2 – 3 day	Unacceptable Behaviour

3. CORRESPONDENCE

For Information D. Michaels

CORRESPONDENCE SENT TO LINDSAY KENDALL, TEACHER, ÉCOLE SECONDAIRE NEELIN HIGH SCHOOL

The following correspondence has been sent to Lindsay Kendall, Teacher, École secondaire Neelin High School:

I am pleased to inform you that you have been selected as a member of the Grade 12 English Language Arts Test Development Committee for the 2014/2015 school year. The Instruction, Curriculum and Assessment Branch recognizes and appreciates the effort, expertise and professionalism that each teacher brings to the respective test development.

The assessment consultant responsible for this committee is Heather Lytwyn. She will contact you to provide further information about the work of the committee, including details related to the first meeting.

There will be approximately ten days of teacher release time required in the 2014/2015 school year. The department will cover substitute teacher costs upon receipt of an invoice from the division office or school. Invoices should be addressed to the Instruction, Curriculum and Assessment Branch – Attention: Assessment Unit.

I hope you find the experience to be a rewarding one.

CORRESPONDENCE SENT TO SUKHMINDER BATH, TEACHER, VINCENT MASSEY HIGH SCHOOL

The following correspondence has been sent to Sukhminder Bath, Teacher, Vincent Massey High School:

I am pleased to inform you that you have been selected as a member of the Grade 12 Applied Mathematics Test Development Committee for the 2014/2015 school year. The Instruction, Curriculum and Assessment Branch recognizes and appreciates the effort, expertise, and professionalism that each teacher brings to the respective test development committee.

The assessment consultant responsible for this committee is King Luu. He will contact you to provide further information about the work of the committee, including details related to the first meeting.

There will be approximately ten days of teacher release time required in the 2014/2015 school year. The department will cover substitute teacher costs upon receipt of an invoice from the division office or school. Invoices should be addressed to the Instruction, Curriculum and Assessment Branch – Attention: Assessment Unit.

I hope you find the experience to be a rewarding one.

CORRESPONDENCE SENT TO BRUCE SHAMRAY, PRINCIPAL, VINCENT MASSEY HIGH SCHOOL

The following correspondence has been sent to Bruce Shamray, Principal, Vincent Massey High School:

As you are aware, Sukhminder Bath is a member of the Grade 12 Applied Mathematics Test Development Committee. I would like to draw your attention to the outstanding contribution that Sukhminder has made to the committee. He has demonstrated a high level of commitment, leadership and skill in group facilitation while involved with committee work.

The Instruction, Curriculum and Assessment Branch appreciates the time, effort, and professional expertise that Sukhminder has brought to the test development process. We also value and appreciate the fact that you made it possible for him to attend the committee meetings that took place during the 2013/2014 school year.

We sincerely hope that Sukhminder has found this experience to be professionally enriching. Again, thank you for allowing a member of your staff to share his experience and knowledge with the committee.



BRANDON SCHOOL DIVISION POLICY

POLICY 5039

PERMANENT SUPPORT STAFF LEAVES AND ABSENCES

Adopted: Motion 103/92

Reaffirmed: Motion 126/2009; June 22, 2009

SPECIAL DISCRETIONARY

Special Discretionary Personal Leave shall mean leave of absence to permanent support staff of up to two (2) days during each school year for such reasons as personal business, religious holy days, court appearances, paternity leave, compassionate reasons not otherwise provided for and medical appointments other than illness. Such leave shall not be used to extend the Christmas Break, Spring Break or beginning or end of the school year. Personal leave shall not be carried forward to the next school year.

The administration of this policy shall involve the following conditions:

1. The necessary information concerning each leave shall be conveyed to the Principal or appropriate Supervisor and submitted to the Secretary-Treasurer for approval on the specific form provided.
2. Support personnel using this personal leave shall receive same at sixty-five percent (65%) of their regular pay for a normal day's work. If substitutes are required they shall be obtained in the usual way.
3. At least five (5) working days written notice of leave requested is required except in an emergency, when possible.
4. The smallest unit of leave available under this policy shall be one-half (½) day.
5. For permanent part-time employees a day leave of absence shall be based upon the actual hours worked in the employee's normal work day.
6. Personal leave shall be allowed only when suitable substitutes are available and when required by the Brandon School Division and only when the number of staff on leave does not exceed two percent (2%) of the total support positions on any one working day.
7. Such leave shall only be considered where arrangements for same cannot be made outside of regular working hours.

ADOPTIVE LEAVE

Employees who have completed one year's employment with the Division shall be entitled to a leave of absence without pay for the purpose of adoption as provided hereinafter.

1. The employee shall provide to the Superintendent of Schools/CEO or Secretary-Treasurer a statement of intent to adopt a child as soon as an application for adoption is filed.
2. Following notification to the Superintendent of Schools/CEO / Secretary-Treasurer of intention to adopt, the employee shall be required to keep the appropriate administrator informed during the adoption process. Included in this information shall be notice of acceptance or rejection of the employee as a prospective adoptive parent and the projected target date for adoption.
3. The employee shall advise the Superintendent of Schools/CEO / Secretary-Treasurer as soon as the delivery date is known and the leave shall commence not more than five (5) days before or after the date the child is received by the adoptive parents.
4. The length of the adoptive leave shall be as mutually agreed upon by the employee and the Superintendent of Schools/CEO / Secretary-Treasurer but it shall not exceed one (1) year in total. In the event of mutual agreement not being reached, the final decision as to the length of the leave shall be that of the Superintendent of Schools/CEO / Secretary-Treasurer.
5. Where both spouses of an adopting family are employees of the Division, only one of those spouses shall be eligible for adoptive leave.
6. Employees who receive an adoptive leave of absence shall receive the leave with a “guaranteed return”. For the purpose of this policy, a guaranteed return means that employees upon return shall be placed in a position which, in the opinion of the Superintendent of Schools/CEO / Secretary-Treasurer, is suitable and appropriate to their qualifications and as similar as possible to the one which they had at the time the leave was granted. The concept of guaranteed return does not abrogate any provision for the termination of employment of any employee of the Division.
7. Failure to return from said leave on the date agreed upon by the employee and Superintendent of Schools/CEO / Secretary-Treasurer shall result in automatic termination of the employment of that employee effective on the scheduled date of return.

CONCLUSION

The Board of Trustees intends to interpret every aspect of its policy on leaves of absence in as humane a manner as is consistent with its wider responsibilities.

Where a request for leave has not been granted, the Board is prepared to listen to appeals for reconsideration.



BRANDON SCHOOL DIVISION POLICY

POLICY 5039

PERMANENT SUPPORT STAFF LEAVES AND ABSENCES

Adopted:

The Board of Trustees of the Brandon School Division, recognizing that circumstances will arise on occasion which will require permanent support staff to be absent from their assigned duties, has, through negotiation and policy development, adopted a number of policies regarding leaves of absence.

The Board has assumed a contractual obligation for leaves of absence for the following categories:

- sick leave (also covered by policy)
- maternity leave
- family bereavement leave (also covered by policy)

Details of definition of eligibility, extent of benefits, and rules of application are spelled out in various articles of the current collective agreement. Permanent support staff who wish to apply for leave in one or other of these circumstances are advised to read the appropriate articles with care and to follow precisely the procedures described therein.

A. SICK LEAVE

Sick leave, with pay, for permanent support staff shall be limited to the number of days accumulated for that purpose according to the provisions of the negotiated collective agreement. The Board of Trustees requires that sickness be certified by a physician if the sick leave exceeds four (4) consecutive days.

B. LEAVE OF ABSENCE ON ACCOUNT OF ILLNESS

Leave of absence on account of illness, without pay, for permanent support staff may be provided when an individual's accumulated sick leave has been expended. This leave shall preferably be provided in conjunction with the regular school breaks.

Term Certain: a leave of absence on account of illness which is provided for a specified period, such period not to exceed the equivalent of one (1) school year. Requests for term leave shall contain the reason for the request and the anticipated date of return. Requests for an

extension of term certain leave must be made a minimum of two (2) weeks prior to the expiry date.

All requests for a leave of absence on account of illness must be accompanied by a statement of certification written by a physician.

C. COMPASSIONATE LEAVE

Compassionate Leave shall mean a leave of absence granted to permanent support staff when unforeseen circumstances, involving a member of the family, create a situation as a result of which the employee is under such stress that he/she is unable to assume the duties of his/her position.

For the purpose of this section "family" shall be as defined under "Bereavement" in the Collective Agreement currently in force.

In the event of circumstances suggesting the need for compassionate leave, the Principal is required to receive approval on behalf of the employee for the leave from the Secretary-Treasurer or as delegated, the Director of Human Resources.

Upon approval of the leave, permanent support staff will be provided up to a maximum of three (3) days compassionate leave with full pay.

D. BEREAVEMENT TRAVEL LEAVE

Requests for leave of absence, with pay, for the purpose of travel in excess of 300 miles one way to attend the funeral of a member of the employee's family may be granted at the discretion of the Secretary-Treasurer or as delegated, the Director of Human Resources.

For the purpose of this section "family" shall be as defined under "Bereavement" in the Collective Agreement currently in force.

Such approved leave shall be in addition to that authorized in the Collective Agreements in force and shall not exceed two (2) days.

E. SPECIAL DISCRETIONARY

Special Discretionary Personal Leave shall mean leave of absence to permanent support staff of up to two (2) days during each school year for such reasons as personal business, religious holy days, court appearances, paternity leave, compassionate reasons not otherwise provided for and medical appointments other than illness. Such leave shall not be used to extend the Christmas Break, Spring Break or beginning or end of the school year. Personal leave shall not be carried forward to the next school year.

The administration of this policy shall involve the following conditions:

1. The necessary information concerning each leave shall be conveyed to the Principal or appropriate Supervisor and submitted to the Secretary-Treasurer or as delegated, the Director of Human Resources for approval.
2. Support personnel using this personal leave shall receive same at sixty-five percent (65%) of their regular pay for a normal day's work. If substitutes are required they shall be obtained in the usual way
3. At least five (5) working days written notice of leave requested is required except in an emergency, when possible.
4. The smallest unit of leave available under this policy shall be one-half (½) day.
5. For permanent part-time employees a day leave of absence shall be based upon the actual hours worked in the employee's normal work day.
6. Personal leave shall be allowed only when suitable substitutes are available and only when the number of staff on leave does not exceed two percent (2%) of the total support positions on any one working day.
7. Such leave shall only be considered where arrangements for same cannot be made outside of regular working hours.

F. LEAVE WITHOUT PAY

For support staff employed for ten (10) months, it is the Division's expectation that you are available for work when classes/school are in session, and as such, time away should be arranged during the established school breaks. The Secretary-Treasurer or as delegated, the Director of Human Resources is authorized to approve up to five (5) consecutive working days leave of absence without pay to any member of the support staff when, in the opinion of the Secretary-Treasurer or as delegated, the Director of Human Resources, the leave is warranted due to unforeseeable circumstances of the employee making the request.

Leaves without pay may not exceed ten (10) working days within a school year.

For support staff employed for twelve (12) months, as vacation days are provided, leaves without pay under this section are not applicable.

Leave associated with political activities or purposes, personal financial gain or vacations shall be within current Board policy or be subject to Board of Trustees approval.

G. EXTENSION OF HOLIDAY TIME

Requests for leaves and absences, as identified within this Policy, to extend the Spring break, Christmas break or summer break shall not be allowed.

H. ADOPTIVE LEAVE

Permanent support staff who have completed one year of employment with the Division shall be entitled to a leave of absence without pay for the purpose of adoption as provided hereinafter.

1. The employee shall provide to the Secretary-Treasurer or as delegated, the Director of Human Resources a statement of intent to adopt a child as soon as an application for adoption is filed.
2. Following notification to the Secretary-Treasurer or as delegated, the Director of Human Resources of intention to adopt, the employee shall be required to keep the appropriate administrator informed during the adoption process. Included in this information shall be notice of acceptance or rejection of the employee as a prospective adoptive parent and the projected target date for adoption.
3. The employee shall advise the Secretary-Treasurer or as delegated, the Director of Human Resources as soon as the delivery date is known and the leave shall commence not more than five (5) days before or after the date the child is received by the adoptive parents.
4. The length of the adoptive leave shall be as mutually agreed upon by the employee and the Secretary-Treasurer or as delegated, the Director of Human Resources but it shall not exceed one (1) year in total. In the event of mutual agreement not being reached, the final decision as to the length of the leave shall be that of the Secretary-Treasurer or as delegated, the Director of Human Resources.
5. Where both spouses of an adopting family are employees of the Division, only one of those spouses shall be eligible for adoptive leave.
6. Employees who receive an adoptive leave of absence shall receive the leave with a "guaranteed return". For the purpose of this policy, a guaranteed return means that employees upon return shall be placed in a position which, in the opinion of the Secretary-Treasurer or as delegated, the Director of Human Resources, is suitable and appropriate to their qualifications and as similar as possible to the one which they had at the time the leave was granted. The concept of guaranteed return does not abrogate any provision for the termination of employment of any employee of the Division.
7. Failure to return from said leave on the date agreed upon by the employee and Secretary-Treasurer or as delegated, the Director of Human Resources shall result in automatic termination of the employment of that employee effective on the scheduled date of return.

K. ONE YEAR LEAVE - PERSONAL LEAVE OF ABSENCE

The following general policy statements shall apply to requests of leave for one year for the purposes of personal leave of absence.

1. Subject to the terms hereinafter stated, all permanent support staff shall be eligible for a One Year Personal Leave of Absence without pay.
2. Written applications, stating the type of leave requested, shall be submitted to the Secretary-Treasurer or as delegated, the Director of Human Resources no later than April 1 preceding the school year for which the leave is desired. For one year personal leave of absence the purpose of the leave must be stated by the applicant in the letter of request.
3. Leaves of absence provided under this policy should not extend beyond twelve calendar months and only leaves running concurrent to the school year will be considered.
4. The leaves which are approved shall be given a "guaranteed return". For the purposes of this article, "guaranteed return" means: staff, upon return, shall be placed in a position which, in the opinion of the Secretary-Treasurer or as delegated, the Director of Human Resources, is suitable and appropriate to their qualifications.
5. Leaves of absence shall be subject to the Division being able to employ suitable replacement staff. The leave may be deferred or refused if, in the opinion of the Secretary-Treasurer or as delegated, the Director of Human Resources, a suitable replacement is not available or if it is considered by the Secretary-Treasurer or as delegated, the Director of Human Resources that the leave would adversely affect the quality of education in the Division.
6. Staff who are on leave of absence shall provide the Secretary-Treasurer or as delegated, the Director of Human Resources with a letter no later than April 1st of the year the leave expires stating whether or not they shall be returning to active employment in the Division. A permanent support staff member not advising the Office of Human Resources of his/her intentions by April 1st shall relinquish the benefits of a guaranteed return and placement of the employee shall be at the discretion of the Secretary-Treasurer or as delegated, the Director of Human Resources and subject to their being an appropriate vacancy available.
7. Accumulated sick leave of the employee taking leave of absence under this policy shall be maintained but shall not accumulate.
8. For an employee granted a personal leave, benefits shall be maintained as outlined by each specific carrier. (Refer to benefit documentation provided at time of hire.) Premiums, where the insurance is continued, shall be paid by the employee in accordance with the conditions of the insurance plans.

9. Employees receiving a leave under this policy shall be required to sign a memorandum of agreement accepting the terms as set forth in the policy as provided to them.

CONCLUSION

Where a request for leave has not been granted, the Board of Trustees is prepared to listen to appeals for reconsideration. Such requests may be made individually by the employee or by the member of the CUPE Executive requested by the employee so to act, or by both jointly.

Protocol for Management of Human Bites

In school systems, pediatric bites carry low risk for transmission of blood-borne diseases.

- Individual planning is required for students who bite frequently.
- Planning may involve behavioural interventions as well as modifications to the environment of the student.
- Proactive measures that may help decrease biting incidents by students who bite include:
 - Avoidance of stressful situations and frustrations;
 - Teach a better way to communicate;
 - Firm statements to the student on the negative impacts of his or her misconduct;
 - Depending on the severity of the behavior, a continuum of responses will be implemented;
 - Behavioural Plan developed by school and divisional teams to determine proactive and reactive strategies. Attempts should be made to involve parents as a collaborative member of the school team.

Procedures:

1. School administrators should take appropriate steps to limit the exposure of staff and students to blood and saliva. Staff should be adequately trained in procedures of routine practices as per Policy and Procedures 4039 – “Blood Borne Infections”.
2. First aid equipment for the care of bite wounds should be available on site, and first aid equipment such as gloves, and dressings should be readily accessible.
3. If the skin is not broken, the wound should be cleaned with soap and water and a cold compress should be applied.
4. If the skin is broken:
 - a. First Aid
 - Calm and reassure the victim. Wash your hands thoroughly with soap and water;
 - Utilize gloves at all times for protection;
 - The wound should be allowed to bleed gently;
 - The wound should be cleaned carefully with mild soap and running water for 3 to 5 minutes and then cover the bite with a clean dressing;
 - If the bite is actively bleeding, control the bleeding by applying direct pressure with a clean, dry cloth until the bleeding subsides. Elevating the area is also recommended.

b. Follow-up Procedures

- The Principal or teacher will notify the parent(s)/guardian(s) of the student who has been bitten;
- The Principal or teacher will notify the parent(s)/guardian(s) of the student that has bitten;
- The Principal will report the incident to the Regional Health Authority Occupational Health Nurse;
- The Occupational Health Nurse will complete an assessment following the Regional Health Authority Post Exposure;
- If the person bitten is an adult, this person or the principal, may choose to notify the Regional Health Authority Occupational Health Nurse and request an assessment;
- The name of the biter and the person bitten will be requested in order to do an assessment. (NOTE: There is a clause in the Personal Health Information Act that covers the sharing of information.)
- The Occupational Health Nurse will proceed with any follow-up deemed necessary

5. Complete a Violent Incident Report Form.

References:

Personal Health Information Act – Section 22(2)(b)
Policy 4039 – Blood Borne Infections.



BRANDON SCHOOL DIVISION POLICY

POLICY 1007

USE OF INFORMATION AND COMMUNICATION TECHNOLOGIES BY STAFF AND STUDENTS

Adopted: Motion 55/2005 (April 25, 2005)

The Brandon School Division supports Information and Communication Technologies (ICT) to provide students, parents/guardians and staff with access to information to support teaching and learning.

It is the expectation of the Division that ICT resources are to be used in a responsible, efficient, ethical and legal manner in accordance with the Mission, Vision, Learning Beliefs and Strategic Plan of the Division and Manitoba Education curricular outcomes.

It is the responsibility of all constituents to ensure that technology is used to support curricular outcomes in a safe and appropriate manner.

To that end, all users will learn to:

- identify material that is both age and developmentally appropriate
- discriminate between acceptable and unacceptable information
- evaluate the accuracy of information available online.

This policy shall be reviewed annually by the Administrator of Information and Communication Technology for approval by the Board of Trustees.



BRANDON SCHOOL DIVISION POLICY

PROCEDURES 1007.1

USE OF INFORMATION AND COMMUNICATION TECHNOLOGIES BY STAFF

Adopted: Motion 55/2005 (April 25, 2005)

The Brandon School Division offers its employees access to a variety of information and communication technologies (ICT), including computer workstations, local area networks, a wide area network and the Internet.

The Division will endeavour to provide error-free, dependable access to ICT resources. Staff using the Division's networks and equipment do so at their own risk and the Division cannot be held liable for any information that may be lost, damaged or unavailable due to technical or other difficulties.

A network account is the responsibility of the person to whom it is issued and shall be used for educational or research purposes and for conducting valid school or Divisional business. The Division has the authority to monitor all accounts on the Division's networks and the use of network resources to ensure network security and compliance with policies and laws. If there is reason to believe that there has been misuse of Division resources, user accounts may be accessed by network administrators.

USE OF ICT BY STAFF

Use of technology is an important component of business, teaching and learning in the Division.

Administration and support staff need access to technology to:

- complete Divisional business and financial transactions
- access information for research purposes
- communicate rapidly with other users around the world, particularly staff, students and parents/guardians within the Division.

Teachers need access to technology to:

- complete daily attendance records for students
- at some grade levels, post student marks and records for parent access
- integrate technology in teaching and learning as required by Manitoba curricula
- communicate rapidly with other users around the world, particularly staff, students and parents/guardians within the Division.

GUIDELINES FOR THE USE OF ICT BY STAFF IN THE BRANDON SCHOOL DIVISION

While using Division technology, it is expected that staff shall:

- accept ultimate responsibility for their actions in accessing technology
- use good judgment at all times
- respect the rights and privacy of other technology users
- use only the Divisional accounts (e.g., network login, e-mail) assigned to them by the system administrator
- keep user IDs and passwords for Divisional accounts confidential
- close all Internet browser windows and log off the Divisional network when not directly using the computer
- access the network and the Internet with personal equipment only with the permission of the Coordinator of Information Technology
- access only Internet sites with content appropriate for the workplace environment
- follow generally accepted netiquette (network etiquette) rules, including using appropriate language and content in all correspondence or communications
- apply available approved virus scanning software, when downloading files from the Internet or portable data devices, before opening the files
- install only software that is legally licensed for use and is supplied or approved by an administrator
- respect copyright
- accept consequences of inappropriate use of technology, as outlined in this policy.

GUIDELINES FOR TRANSMISSION OF PERSONAL INFORMATION USING ICT

In order to ensure that e-mails containing personal information (personnel and/or student) are secure, staff shall only use the BSD Portal e-mail service to transmit such information. Transmission of personal information outside of the Portal is prohibited.

GUIDELINES FOR STAFF SUPERVISING THE USE OF ICT BY STUDENTS

Staff who direct or supervise the use of ICT by students shall:

- immediately supervise activities involving the use of ICT, including access to the Internet
- review with students, on a semester-to-semester basis, the Divisional regulations for the Use of ICT by Students.

SANCTIONS

- Violation of any of the outlined guidelines will result in a loss of access privileges and, in turn, may necessitate disciplinary action.
- Any misuse or illegal activities will result in temporary or permanent cancellation of privileges and disciplinary action.
- If a violation of law has occurred, law enforcement agencies may be involved.



"Accepting the Challenge"

BRANDON SCHOOL DIVISION
USE OF INFORMATION AND
COMMUNICATION TECHNOLOGIES
BY STAFF

ACCEPTABLE USE AGREEMENT

I have read the Brandon School Division Regulations on the Use of Information and Communication Technologies by Staff and agree to comply with that policy. I understand my responsibilities pertaining to the use of ICT. Further, I understand that any violation of the conditions, rules and guidelines set out in the Policy will result in the sanctions outlined in said Policy.

This agreement will remain in effect for the term of employment.

Name of Employee: _____

Work Assignment: _____

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____



BRANDON SCHOOL DIVISION POLICY

PROCEDURES 1007.2

USE OF INFORMATION AND COMMUNICATION TECHNOLOGIES BY STUDENTS

Adopted: Motion 61/2005 (May 9, 2005)

Brandon School Division, through its school administrators and instructional staff, offers students access to a variety of information and communication technologies (ICT), including computer workstations, local area networks, a wide area network and the Internet.

Information and communication technologies literacy is a fundamental skill set for today's students. The use of ICT has become an integral part of teaching and learning in all curricula.

The Division will endeavour to provide error-free, dependable access to ICT resources. Students using the Division's networks and equipment do so at their own risk, and the Division cannot be held liable for any information that may be lost, damaged or unavailable due to technical or other difficulties.

A network account is the responsibility of the person to whom it is issued and shall be used for educational or research purposes and for conducting valid school or Divisional business. The Division has the authority to monitor all accounts on the Division's networks and the use of network resources to ensure network security and compliance with policies and laws. If there is reason to believe that there has been misuse of Division resources, user accounts may be accessed by network administrators.

STUDENT INTERNET USE

Internet use is an important component of the integration of technology with learning in The Division. Students are guided to become proficient Internet users in order to:

- locate and retrieve up-to-date information on topics studied in the classroom
- communicate rapidly with other users around the world
- collaborate with others in different locations on topics of common interest
- become wary and wise users of the Internet, especially concerning the hazards of the Internet.

SAFETY

Keeping students safe during Internet access is the joint responsibility of school and Divisional personnel, parents/guardians and students. Safety measures in place include features, training and procedures that result in wise use of the Internet. The Division has installed Internet content filtering software that restricts access to inappropriate sites on the Internet.

- School instructional staff will be trained to assist students to use the Internet responsibly.
- Students and their parents/guardians (for students under 18 years of age) are required to complete an Acceptable Use Agreement before students receive access to the school network.
- Students are required to follow the Guidelines for the Use of Information and Communication Technologies by Students outlined in this policy. On a semester-to-semester basis, instructional staff shall review these guidelines with students.
- Use of ICT by students will take place in settings supervised by instructional staff.
- Network storage areas shall be treated like student lockers (Policy 7008). Network Administrators may review user files and communications to maintain system integrity and to ensure that students are using the system responsibly.

GUIDELINES FOR THE USE OF INFORMATION AND COMMUNICATION TECHNOLOGIES BY STUDENTS

While using technology at school, it is expected that students shall:

- accept ultimate responsibility for their actions in accessing technology
- access the network and the Internet only under the supervision of instructional staff and accept the limitations placed on them by that supervisor
- access the network and the Internet only with equipment provided by the Division
- close all Internet browser windows and log off the Divisional network when not directly using the computer
- use good judgment at all times
- respect the rights and privacy of other technology users
- use only the Divisional accounts (e.g., network login, e-mail) assigned to them by the system administrator
- keep user IDs and passwords for Divisional accounts confidential
- follow generally accepted netiquette (network etiquette) rules, including using appropriate language and content in all correspondence or communications
- download only information (including text, software, graphics and images) that is classroom- or course-related, with the permission of instructional staff
- when downloading files from the Internet or portable data devices, apply available approved virus scanning software to the file(s) before opening or launching
- refrain from revealing personal information about themselves and others online, which includes but is not limited to the student's name, age and location
- be responsible for not pursuing inappropriate material on the Internet and inform instructional staff of any inappropriate sites to which they inadvertently navigate
- respect copyright
- accept consequences of inappropriate use of technology, as outlined in this policy.

SANCTIONS

- Violation of any of the outlined guidelines will result in a loss of access privileges and, in turn, may necessitate withdrawal from any technology-related courses in which a student is enrolled.
- Additional disciplinary action may be determined at the school level in line with the Division's Student Conduct Policy, including suspension or expulsion.
- If applicable, law enforcement agencies may be involved.



BRANDON SCHOOL DIVISION

FORM 1007.2

Motion 55/2005 (April 25, 2005)

*Corrected version

USE OF INFORMATION AND COMMUNICATION TECHNOLOGIES BY STUDENTS

ACCEPTABLE USE AGREEMENT

A. STUDENT SECTION *(to be completed by all students in grades 7 through 12)*

I have read the Brandon School Division Procedures on the Use of Information and Communication Technologies by Students and agree to comply with them. I understand my responsibilities pertaining to the use of ICT. I will participate in orientation sessions provided by instructional staff on the guidelines as outlined in the Procedures. Further, I understand that any violation of the conditions, rules and guidelines set out in the Procedures will result in a loss of privileges and/or other consequences deemed necessary.

This agreement will remain in effect for the school year.

Name of Student: _____

Grade Assignment: _____

Student Signature: _____

Date: _____

B. PARENT/GUARDIAN SECTION *(to be completed for all students under 18 years of age)*

I have read the Brandon School Division Procedures on the Use of Information and Communication Technologies by Students and agree that my child shall comply with the Procedures. I understand my child's responsibilities pertaining to the use of ICT and that he/she will participate in orientation sessions provided by instructional staff on the guidelines as outlined in the Procedures. Further, I understand that any violation of the conditions, rules and guidelines set out in the Procedures may result in a loss of privileges and/or other consequences deemed necessary.

This agreement will remain in effect for the school year.

Name of

Parent/Guardian: _____

Parent/Guardian

Signature: _____

Date: _____



BRANDON SCHOOL DIVISION POLICY

PROCEDURES 1007.3

USE OF INFORMATION AND COMMUNICATION TECHNOLOGIES BY STAFF AND STUDENTS – GUIDELINES FOR USE OF BRANDON SCHOOL DIVISION WEB PAGES

Adopted: Motion 55/2005 (April 25, 2005)

*Corrected version

DIVISION WEBSITE

The Division has established a website in order to present information about the Division via the World Wide Web. The Administrator of Information and Communication Technologies (ICT) (or his/her appointee) has been designated the Webmaster, responsible for maintaining the main pages within the website. The Administrator of ICT is responsible for the content of the main pages within the Division's website. Only information deemed to be public information shall be posted on the website.

DIVISIONAL DEPARTMENT WEB PAGES

The supervisor of each department shall designate an individual or individuals to be responsible for managing the department's pages on the Divisional website; however, the supervisor is ultimately responsible for the content of the department's Web page(s). Only information deemed to be public information shall be posted on the department's Web pages. The Division Webmaster shall have administrator access to all department Web pages.

SCHOOL/CLASS WEB PAGES

It is expected that each school shall maintain a presence on the World Wide Web through a website linked from the Divisional website, in order to present information about the school and/or class activities. The Principal shall designate an individual to be responsible for managing the school website; however, the Principal is ultimately responsible for the content of the school's Web pages. Only information deemed to be public information shall be posted on the school website. Teachers shall be responsible for maintaining their class Web pages. The Division Webmaster shall have administrator access to all school sites; the school Webmaster shall have administrator access to all class pages linked from the school site.

STUDENT WEB PAGES

With the approval of the school Principal, students may establish curriculum-related Web pages linked from a class website. The Principal shall be responsible for ensuring that material posted on these pages, including links to other sites, follows the guidelines

established for school/class Web pages. Material presented in the student's website must be related to the student's educational activities. Student Web pages must include the following notice: "This is a student Web page. Opinions expressed on this page shall not be attributed to the Division."

SCHOOL WEBSITE CONTENT

School websites shall contain the following information:

- School contact information
 - Address
 - Phone number
 - Fax number
 - E-mail address
- Name of Webmaster and/or e-mail link
- School registration information
- Staff list
- School handbook showing
 - School hours
 - Student conduct policy
- School development plan
- Link to the Brandon School Division home page.

School websites may contain:

- the school's monthly newsletter, following the guidelines for posting of student photographs, information and work
- other information as approved by the Principal.

School websites shall not contain:

- School maps or classroom locations (e.g. room numbers)
- Advertising, commercial logos or endorsement of commercial products, companies or organizations, with the exception of school programs run in partnership with outside organizations (e.g. Cisco Training program at Neelin High School).

When creating Web pages within the Division website, Webmasters should be sensitive to copyright issues when using images and background textures on Web pages.

POSTING STUDENT AND STAFF PHOTOGRAPHS AND/OR INFORMATION ON DIVISIONAL/SCHOOL WEB PAGES

The Division acknowledges the potential risks associated with posting student and staff photographs and/or information on the Internet. In order to minimize the potential risk, The Division has established the following guidelines for posting of such information on Divisional Web pages:

K-12 Students

- The school must receive a signed release form from the parent/guardian (or from the student himself/herself if the student is 18 years of age or over) before any student photograph, video, voice recording or work is posted. Refer to the form entitled *Student/Parent Permission for World Wide Web Publishing of Student Photographs, Videos, Voice Recordings and/or Student Work*.

- Student photos, videos, voice recordings and/or work shall not be posted with names and/or other identifying information.
- Only group photos or videos of students shall be posted. The school must receive a signed release form, as stated above, for each student included in the photo/video.
- Photos of classrooms and other facilities are permitted, provided that location details (such as room numbers) are not included.
- Student work shall appear with a copyright notice prohibiting the copying of such work without express written permission. This permission shall be requested via the school Webmaster who shall refer the request to the student and to the parent/guardian if the student is under 18 years of age.

Special Circumstances Involving High School Students

- From time to time, high school students and/or schools and/or the Division may require students' full names, individual photographs and/or statistical information to be posted on the school or Divisional website for promotional purposes, such as recognizing recipients of school awards or special honors, or publishing a team roster. In these cases, both the student and parent/guardian (if a student is under 18 years of age) shall be required to:
 - attend an Internet Awareness presentation at the school or view the presentation provided by the school or Division (on CD or online) and
 - sign a release form allowing the posting of student information and/or photographs. Refer to the form entitled *Student/Parent Permission for World Wide Web Publishing of Student Information and/or Photographs for Promotional Purposes*.

Staff

- Staff photographs, videos and/or voice recordings may be used only with the written consent of the staff member(s). Refer to the form entitled *Staff Permission for World Wide Web Publishing of Photographs, Videos and/or Voice Recordings*.



"Accepting the Challenge"

**STAFF PERMISSION
FOR WORLD WIDE WEB PUBLISHING
OF PHOTOGRAPHS, VIDEOS, AND/OR
VOICE RECORDINGS**

This form shall be distributed on an individual basis and retained by the school/department Webmaster.

Name of Staff Member: _____

School/Department: _____

From time to time, staff photographs, videos and/or voice recordings may be selected for publication on a school website. No personal information other than name will appear with such photographs, videos and/or voice recordings.

Website address where photos, videos and/or voice recordings will appear:
http://www. _____

This agreement will remain in effect until the end of the current school year.

I give permission for the publishing of my photograph or a video of me on the school website for the current school year. Yes _____ No _____

I give permission for the publishing of a recording of my voice on the school website for the current school year. Yes _____ No _____

Signature: _____

Date: _____



BRANDON SCHOOL DIVISION

FORM 1007.3(b)

Motion 55/2005 (April 25, 2005)

STUDENT/PARENT PERMISSION FOR WORLD WIDE WEB PUBLISHING OF STUDENT PHOTOGRAPHS, VIDEOS, VOICE RECORDINGS AND/OR STUDENT WORK

This form shall be included in the school's student registration package. A copy of the signed form shall be provided to the classroom teacher/course instructor.

Name of Student: _____

Grade Assignment: _____

From time to time, student photographs, videos, voice recordings and work samples may be selected for publication on a school website. No individual photos or videos will be published. No personal information (e.g., name, address, telephone number) will appear with such photographs, videos, voice recordings and/or student work. The student may be identified only by classroom or group name. Any samples of student work will appear with a copyright notice prohibiting the copying of such work without express written permission from the student and from the parent/guardian of a student under 18 years of age.

Website address where photos, videos, voice recordings and/or student work will appear:

http://www._____

This agreement will remain in effect until the end of the current school year.

A. STUDENT SECTION *(to be completed by all students 18 years of age and over)*

I give permission for the publishing of my photograph or a video of me on the school website for the current school year. Yes _____ No _____

I give permission for the publishing of a recording of my voice on the school website for the current school year. Yes _____ No _____

I give permission for selected samples of my work to be published on the school website for the current school year. Yes _____ No _____

Student Signature: _____ Date: _____

B. PARENT/GUARDIAN SECTION *(to be completed for all students under 18 years of age)*

I give permission for the publishing of my child's photograph or a video of my child on the school website for the current school year. Yes _____ No _____

I give permission for the publishing of a recording of my child's voice on the school website for the current school year. Yes _____ No _____

I give permission for selected samples of my child's work to be published on the school website for the current school year. Yes _____ No _____

Name of
Parent/Guardian: _____

Parent/Guardian
Signature: _____ Date: _____



BRANDON SCHOOL DIVISION

FORM 1007.3(c)

Motion 55/2005 (April 25, 2005) * Corrected version

STUDENT/PARENT PERMISSION FOR WORLD WIDE WEB PUBLISHING OF STUDENT INFORMATION AND/OR PHOTOGRAPHS FOR PROMOTIONAL PURPOSES (GRADE 9-12 STUDENTS)

This form shall be distributed to students and/or parents on an individual basis.

Name of Student: _____

Grade Assignment: _____

From time to time, Grade 9-12 students and/or schools may require students' full names, individual photographs, videos, voice recordings, work and/or statistical information to be posted on the school or Divisional website for promotional purposes, such as recognizing recipients of school awards or special honors, or publishing a team roster. In these cases, both the student and parent/guardian (if a student is under 18 years of age) shall be required to attend an Internet Awareness presentation at the school or view the presentation provided by the school or Division (on CD or online) in addition to signing this release form.

Promotional purpose: _____

Website address where student information, photos, videos, voice recordings, work and/or statistical information will appear:

http://www. _____

This agreement will remain in effect until the end of the current school year.

A. STUDENT SECTION *(to be completed by all students 18 years of age and over)*

I give permission for the above-named items and/or information to be posted on the school or Division website for the stated promotional purpose.

☐ I have attended the required Internet Awareness presentation at the school.

☐ I have viewed the required Internet Awareness presentation provided by the school or Division.

Student Signature: _____

Date: _____

B. PARENT/GUARDIAN SECTION *(to be completed for all students under 18 years of age)*

I give permission for the above-named items and/or information about my child to be posted on the school or Division website for the stated promotional purpose. I have attended the required Internet Awareness presentation at the school.

☐ I have attended the required Internet Awareness presentation at the school.

☐ I have viewed the required Internet Awareness presentation provided by the school or Division.

Name of
Parent/Guardian: _____

Parent/Guardian
Signature: _____

Date: _____



BRANDON SCHOOL DIVISION POLICY

POLICY 1007

INFORMED AND RESPONSIBLE ENGAGEMENT OF TECHNOLOGY AND COMMUNICATIONS

Adopted:

The Brandon School Division supports responsible and engaged use of technology and communication tools to provide students, parents/guardians and staff with access to information to support teaching, learning, and administration.

It is the expectation of the Division that technology and communication resources are to be used in a responsible, efficient, ethical and legal manner in accordance with the Mission, Vision, and Strategic Plan of the Division and Manitoba Education curricular outcomes. It is also the role and responsibility of the School Board to provide a safe and secure learning environment which protects students and their information.

It is the responsibility of all constituents to ensure that technology and communication tools are used to support curricular outcomes in a safe and appropriate manner.

To that end, all users will learn to:

- identify material that is both age and developmentally appropriate;
- discriminate between acceptable and unacceptable information; and
- evaluate the accuracy of information available online.



BRANDON SCHOOL DIVISION POLICY

PROCEDURES 1007.1

SAFE USE OF TECHNOLOGY AND COMMUNICATIONS BY STUDENTS

Adopted:

Brandon School Division, through its school administrators and instructional staff, offers students access to a variety of technology and communication resources, including computer workstations, mobile devices and network infrastructure to support external and internal communications.

Technology and communication literacy is a fundamental 21st century skill set for today's students. The use of technology and communication resources has become an integral part of teaching and learning in all curricula.

The Division will endeavour to provide error-free, dependable access to technology and communication resources. The Division's networks and equipment are provided to students for the sole purpose of educational activities associated with the Brandon School Division. Students using the Division's networks and equipment do so at their own risk, and the Division cannot be held liable for any information that may be lost, damaged or unavailable due to technical or other difficulties.

A network account is the responsibility of the person to whom it is issued and shall be used for educational or research purposes and for conducting valid school or Divisional business. The Division has the authority to monitor all accounts on the Division's networks and the use of network resources to ensure network security and compliance with policies and laws. If there is reason to believe that there has been misuse of Division resources, user accounts may be accessed by network administrators.

In order to comply with The Freedom of Information and Protection of Privacy Act (FIPPA), the Brandon School Division does request consent from parents or students to post or publish student information and work on various public forums.

Student Internet Use

Internet use is an important component of the integration of technology and communications with learning in the Division. Students are guided to become proficient digital citizens (refer to Policy and Procedures 1007.4 - Digital Citizenship) in order to:

- locate and retrieve up-to-date information on topics studied in the classroom;
- communicate rapidly with other users around the world;
- collaborate with others in different locations on topics of common interest; and
- become competent global citizens with 21st century skill preparedness.

Safety

Keeping students safe during Internet access is the joint responsibility of school and Divisional personnel, parents/guardians and students (refer to Policy and Procedures 1007.4 - Digital Citizenship). Safety measures in place include features, training and procedures that result in safe and ethical use of the Internet. The Division has installed Internet content filtering software that restricts access to inappropriate sites on the Internet.

- School instructional staff will be trained to assist students to safely and responsibly use the Internet (refer to Policy and Procedures 1007.4 - Digital Citizenship).
- Students and their parents/guardians (for students under 18 years of age) are required to complete a safe use of technology and communications by students user agreement (refer to attached 1007.2 (F)) before students receive access to the school network.
- Review with students, once per semester (secondary) or twice per year (elementary), the Divisional regulations for the Safe Use of Technology by Students Policy and Procedures and the Digital Citizenship Policy (refer to 1007.4).
- Use of technology and communication resources by students will take place in settings supervised by instructional staff.
- Network storage areas shall be treated like student lockers (refer to Policy 7008). Network Administrators may review user files and communications to maintain system integrity and to ensure that students are using the system responsibly.

Guidelines for the Use of Technology and Communications by Students

While using technology at school, it is expected that students shall:

- accept ultimate responsibility for their actions in accessing technology;
- access the network and the Internet only under the supervision of instructional staff and accept the limitations placed on them by that supervisor and the Brandon School Division;
- access the network and the Internet only with equipment provided by the Division;
- close all Internet browser windows and log off the Divisional network when not directly using the computer or mobile device;
- use good judgment at all times (refer to Policy and Procedures 1007.4 - Digital Citizenship);
- respect the rights and privacy of other technology users (refer to Policy and Procedures 1007.4 - Digital Citizenship);
- use only the Divisional accounts (e.g., network login, e-mail) assigned to them by the system administrator; and
- keep user IDs and passwords for Divisional accounts confidential;
- follow generally accepted netiquette (network etiquette) rules, including using appropriate language and content in all correspondence or communications (refer to Policy 1007.4 - Digital Citizenship);
- will not attempt to modify settings, unless approved by instructional or administrative staff, or uninstall programs installed by the MIST Department;
- respect copyright (refer to Policy 1007.4 – Digital Citizenship);
- use only Brandon School Division sanctioned technology and communication resources unless a project proposal has been approved under the guidelines and procedures of the Brandon School Division Social Media Policy (refer to Policy 1007.1);

- download only information (including text, software, graphics and images) that is classroom or course-related, with the permission of instructional staff;
- refrain from revealing personal information about themselves and others online, which includes but is not limited to the student's name, age and location (refer to Policy and Procedures 1007.4 - Digital Citizenship); and
- be responsible for not pursuing inappropriate material on the Internet and inform instructional staff of any inappropriate sites to which they inadvertently navigate (refer to Policy and Procedures 1007.4 - Digital Citizenship);
- accept consequences of inappropriate use of technology, as outlined in this policy; and
- under certain circumstances, bring in personal devices **only with the permission of the Director of Management and Information Systems Technology**. The devices will connect to the guest wireless network using the student active directory credentials, and receive internet access only. Should a student bring in their own device they do so at their own risk and the Division cannot be held liable for any information or hardware that may be lost, damaged or unavailable due to technical or other difficulties.

Sanctions

- Violation of any of the outlined guidelines will result in a loss of access privileges and, in turn, may necessitate withdrawal from any technology-related courses in which a student is enrolled.
- Additional disciplinary action may be determined at the school level in line with the Division's Student Conduct Policy, including suspension or expulsion.
- If applicable, law enforcement agencies may be involved.



BRANDON SCHOOL DIVISION

FORM 1007.1

Motion (Date)

SAFE USE OF TECHNOLOGY AND COMMUNICATIONS BY STUDENTS

ACCEPTABLE USE AGREEMENT

A. STUDENT SECTION *(to be completed by all students in grades 7 through 12)*

I have read the Brandon School Division Procedures regarding the Safe Use of Technology and Communications by Students and agree to comply with them. I understand my responsibilities pertaining to the use of Technology and Communication resources.

In order to comply with The Freedom of Information and Protection of Privacy Act (FIPPA), the Brandon School Division is also requesting consent from students to post or publish student information and work on various public forums.

Further, I understand that any violation of the conditions, rules and guidelines set out in the Procedures will result in a loss of privileges and/or other consequences deemed necessary.

This agreement will remain in effect for the current school year.

Name of Student: _____

Grade Assignment: _____

Student Signature: _____ Date: _____

B. PARENT/GUARDIAN SECTION *(to be completed for all students under 18 years of age)*

I have read the Brandon School Division Procedures on the Safe Use of Technology and Communications by Students and agree that my child shall comply with the Procedures. I understand my child's responsibilities pertaining to the use of Technology and Communications resources.

In order to comply with The Freedom of Information and Protection of Privacy Act (FIPPA), the Brandon School Division is also requesting consent from parents /guardian to post or publish student information and work on various public forums.

Further, I understand that any violation of the conditions, rules and guidelines set out in the Procedures may result in a loss of privileges and/or other consequences deemed necessary.

This agreement will remain in effect for the current school year.

Name of
Parent/Guardian: _____

Parent/Guardian
Signature: _____ Date: _____



BRANDON SCHOOL DIVISION POLICY

PROCEDURES 1007.2

SAFE USE OF TECHNOLOGY AND COMMUNICATIONS BY STAFF

Adopted:

The Brandon School Division offers its employees access to a variety of technology and communication resources, including computer workstations, mobile devices and network infrastructure to support external and internal communications.

The Division will endeavour to provide error-free, dependable access to technology and communication resources. The Division's networks and equipment are provided to staff for the sole purpose of educational and administrative duties associated with the Brandon School Division.

Staff are allowed to bring in personal devices with the permission of the Director of Management and Information Systems Technology. The devices will connect to the guest wireless network using their active directory credentials, and receive internet access only. Should a staff member bring in their own device they do so at their own risk and the Division cannot be held liable for any information or hardware that may be lost, damaged or unavailable due to technical or other difficulties.

A network account is the responsibility of the person to whom it is issued and shall be used for educational or research purposes and for conducting valid school or Divisional business. The Division has the authority to monitor all accounts on the Division's networks and the use of network resources to ensure network security and compliance with policies and laws. If there is reason to believe that there has been misuse of Division resources, user accounts may be accessed by network administrators.

In order to comply with The Freedom of Information and Protection of Privacy Act (FIPPA), the Brandon School Division does request consent from staff to post or publish student information and work on various public forums.

Use of Technology and Communication Resources by Staff

Use of technology and communication resources is an important component of business, administration, teaching and learning in the Division.

Administration and support staff need access to technology to:

- complete Divisional business and financial transactions;
- access information for research purposes; and

- communicate rapidly with other users around the world, and particularly staff, students and parents/guardians within the Division.

Teachers need access to technology to:

- complete daily administrative duties that may or may not be related to students;
- at some grade levels, post student marks and records for parent access (Intranet – Parent Portal in School Bundle and Home Logic);
- integrate technology and communication resources and concepts in teaching and learning as required by Manitoba curricula and the Brandon School Division; and
- communicate rapidly with other users around the world, and particularly staff, students and parents/guardians within the Division.

Guidelines for the Use of Technology and Communication Resources by Staff in the Brandon School Division

While using Division technology and networks, it is expected that staff shall:

- accept ultimate responsibility for their actions in accessing technology and communication resources;
- use good judgment at all times (refer to Policy 1007.4 – Digital Citizenship);
- respect the rights and privacy of other technology users (refer to Policy 1007.4 – Digital Citizenship);
- use only the Divisional accounts (e.g., network login, e-mail) assigned to them by the system administrator;
- keep user IDs and passwords for Divisional accounts confidential;
- close all Internet browser windows and log off the Divisional network when not directly using a computer or mobile device;
- access the Internet with personal equipment only with the permission of the Director of Management and Information Systems Technology;
- access only Internet sites with content appropriate for the Brandon School Division environment (refer to Policy 1007.4 – Digital Citizenship);
- follow generally accepted netiquette (network etiquette) rules, including using appropriate language and content in all correspondence or communications (refer to Policy 1007.4 – Digital Citizenship);
- will not attempt to modify settings or uninstall programs installed by the MIST Department;
- install only software that is legally licensed for use and is supplied or approved by an administrator;
- respect copyright (refer to Policy 1007.4 – Digital Citizenship);
- accept consequences of inappropriate use of technology, as outlined in this policy; and
- use only Brandon School Division sanctioned technology and communication resources unless a project proposal has been approved under the guidelines and procedures of the Brandon School Division Social Media Policy (refer to Policy 1007.1).

Guidelines for Transmission of Personal Information Using Technology and Communication Resources

In order to ensure that e-mails containing personal information (personnel and/or student) are secure, staff shall only use the provided BSD e-mail service to transmit such information. Transmission of personal information outside of the BSD e-mail service is prohibited.

Guidelines for Staff Supervising the Use of Technology and Communication Resources by Students

Staff who direct or supervise the use of technology and communication resources by students shall:

- supervise activities involving the use of technology and communication resources including access to the Internet; and
- review with students, once per semester (secondary) or twice per year (elementary), the Divisional regulations for the Safe Use of Technology by Students Policy and Procedures and the Digital Citizenship Policy. (Refer to Policy 1007.2 and 1007.4).

Sanctions

Violation of any of the outlined guidelines will result in a loss of access privileges and, in turn, may necessitate disciplinary action.

- Any misuse or illegal activities will result in temporary or permanent cancellation of privileges and disciplinary action.
- If a violation of law has occurred, law enforcement agencies may be involved.



BRANDON SCHOOL DIVISION POLICY

POLICY 1007.3

SOCIAL MEDIA

Adopted:

The Brandon School Division and its Board of Trustees recognizes that for specific purposes social media may, when used correctly, provide an efficient means of communicating with students and parents and may have a supportive role within the curriculum.

The Procedures accompanying this Policy set forth the processes which should be followed when making use of social media.



BRANDON SCHOOL DIVISION POLICY

PROCEDURES 1007.3

SOCIAL MEDIA

Adopted:

Conditions

The Brandon School Division Social Media Policy and Procedures has been established to support approved curricular based projects that require functionality that extends beyond the scope of the Brandon School Division internal infrastructure.

Curricular based projects must be approved as outlined below.

Definitions

“Social Media” Any method of communication through the internet permitting the user to communicate publically or to one or more other people but where said communication may be viewed publically by others and includes, without limitation, Facebook, MySpace, Google Plus, Twitter, Linked In, RSS Feeds, Flickr, Pinterest, blogging and websites. The list herein is not intended to be exhaustive and any method that allows teachers, students or parents to communicate with each other in a public fashion shall fall under the definition of Social Media.

“Public Cloud” Internet accessible storage or internet accessible workspace accessible through a web browser or specific application which allows the user to store information at a remote location on the internet (outside the Brandon School Division Network or 3rd party networks contracted by the Brandon School Division) and to keep that information either private, or make it available to others.

“Private Cloud” Internet accessible storage or internet accessible workspace made available through a web browser or specific application which allows the user to store information on the Brandon School Division network or 3rd party networks contracted by the Brandon School Division, and to keep that information either private, or make it available to others.

“Project” Curricular based project that require functionality that extends beyond the scope of the Brandon School Division internal infrastructure. A project proposal template is attached to this policy.

“Contract” The Social Media Contract attached to this policy

“Email” Electronic email messages which allow the user to send a message to another user or users on the internet.

Ownership

Any approved social media account set up by a teacher for the purpose of engaging students is deemed to be property of the Brandon School Division and governed by its policies.

Permission

Before establishing a social media account the teacher must complete the project proposal request form and receive permission from the principal in writing. The teacher must also make the principal aware of any terms and conditions of the site which may be relevant to the intended use of the site. In particular, the teacher shall advise the principal as to any minimum age requirements imposed by the maintainer of the site.

Security

In order to ensure the security of the site, the teacher shall:

1. Select a secure password, in compliance with the password requirements of the social media site, but consisting of not less than eight characters, including at least one number, one capital letter, and where acceptable, one character and unrelated to the school or the class. For example, an acceptable password would be 9Ex@mPle21. An unacceptable example would be MrsSmith#3 for Mrs. Smith’s Grade 3 class.
2. Upon request, the principal shall be granted access to the site, including full read and write access.
3. **Under no circumstances** shall the site password be given to a student, or stored or saved in a web browser on a computer which may be used by students, and not exclusively used by the teacher.

Personal Use

1. The social media accounts established by the teacher and used for school **purposes shall be separate** from any personal social media account used by the teacher to communicate with friends and family. **They shall not be used for personal communications** and the teacher may only use school social media accounts for project purposes and for communicating with colleagues, current students, external resources and their parents.
2. The teacher shall not accept friend requests or make use of their personal social media accounts when interacting with students and/or their parents, unless those students are related to the teacher or have a pre-existing friendship with the teacher.
3. Personal e-mail accounts shall not be used for Brandon School Division related work. All Brandon School Division students and staff have access to a BSD.ca email account.

Student Access

1. No student shall be required to have a social media account.
2. A student, under the age of eighteen shall only subscribe to the social media site with permission of his/her parent or guardian.
3. Before being permitted to participate or become a member of the teacher's social media site, the student must return a signed contract. A Principal approved project outline must be attached to the contract. Where the student is under the age of eighteen years, the contract must be signed by both the student and the parent or guardian of the student.
4. At the end of the project, the teacher shall rescind access to the site for students and/or parents of students who are no longer in the teacher's class.

Record Keeping

The teacher shall ensure that all communications on the social media site are logged and recorded.

1. The teacher shall not delete, or otherwise tamper or interfere with communications on the site.
2. In the event that the teacher finds a communication which breaches the rules of behaviour governing the site, the teacher may suppress the communication, but must keep a record of the communication for investigation and possible discipline.
3. Upon completion of the project, the teacher shall complete the feedback section of the project proposal form and submit it to their principal.

Acceptable Conduct

All users of social media shall treat the social media virtual site as an extension of the school, but accessible twenty-four hours per day, seven days per week.

1. Students shall be bound by the student conduct policy, the harassment policy, and the respectful workplace policy of the Brandon School Division. (Refer to Policy 5026 and 1015)
2. Teachers shall be bound by their professional ethics, the Brandon School Division harassment policy and respectful workplace policy. (Refer to Policy 5026 and 1015)
3. At all times teachers must model the same behaviour that they display in the classroom and hold their students to the same behavioural expectations they have for their students in the classroom.
4. At all times, students and staff must adhere here to the rules and regulations of the social media site and or software being used for their approved project.

5. In the event of inappropriate conduct, appropriate disciplinary measures shall be taken including, but not limited to, suspending or terminating the student's access to the social media site.

Privacy and Permanency

Students and teachers are reminded that there is no expectation of privacy in relation to the use of social media sites.

All information posted on social media sites is accessible by all users, and should be presumed accessible by the general public.

Any postings made to a social media site should be presumed permanent and teachers shall make students aware that anything they post on the social media site may be viewed by others and may remain accessible from search engines and/or from the site forever.



BRANDON SCHOOL DIVISION

FORM 1007.3

Motion (Date)

SOCIAL MEDIA CONTRACT

I, _____ [student name], acknowledge and agree that before I can access a

Facebook
Google Plus
Flickr
Pinterest

MySpace
Twitter
Linked In
Other: _____

account/site hosted by: _____ (name of teacher)

I will abide by the following rules:

1. I will only use the site for the purpose of communicating as outlined in the attached project outline.
2. I will always be respectful in my communications with others and will not use any profane language or say anything which may offend anyone else.
3. I understand that my communication on the site is governed by the Brandon School Division's Student Conduct, Harassment and Respectful Workplace Policies. (Refer to 5026, 7004 and 1015). If I breach any of these rules I may be disciplined and/or lose my ability to access the site as well as lose computer privileges at my school.
4. I understand that anything I post on the site, or any communication I have with other users on the site, whether on a public wall or as a personal message, is not a private communication and may be viewed by my teacher, the principal, other students and users of the site.
5. I understand that anything I post on the site may stay available on the internet forever and cannot be deleted.
6. I also understand that I am not required to have an account and to access the site in order to pass my coursework at the school.
7. I have discussed and reviewed this document, the project outline, and the Social Media Policy with my parents, where I am under the age of 18.

Name of Student: _____

Grade Assignment: _____

Student Signature: _____ Date: _____

Parent Signature: _____



BRANDON SCHOOL DIVISION POLICY

POLICY 1007.5

EXTERNAL AND INTERNAL MEDIA USE OF IMAGES AND RECORDINGS

Adopted:

The Board of Trustees of the Brandon School Division recognizes the important role the Brandon School Division Office of Communications and Technology and external media plays in informing the public about our schools and Division through pro-active media coverage.

The Board of Trustees also recognizes the Brandon School Division's obligation to protect the safety and privacy of our students and staff.



BRANDON SCHOOL DIVISION POLICY

PROCEDURES 1007.5

EXTERNAL AND INTERNAL MEDIA USE OF IMAGES AND RECORDINGS

Adopted:

Purpose

The purpose of these procedures is to:

1. work with the Office of Communications and Technology and external media to support and promote the vision, mission and strategic goals of the Brandon School Division;
2. protect the rights, safety, and privacy of students, staff and families; and
3. provide consistency in dealing with media representatives. (Unless otherwise stated, "Media" refers to both External and Internal Media.)

Definitions

Personal information – means personal information as defined in The Freedom of Information and Protection of Privacy Act (FIPPA).

Public event – means a school or school division sponsored event or activity that is noteworthy, supervised, organized or advertised and intended to be open to or accessible to the public, regardless of whether it is held at a Brandon School Division school or other venue.

Recording – means a visual, audio, pictorial or digital representation and includes a photograph, film, videotape, audiotape, digital image, sketch, or any other type of recording of personal information.

Rights of Use

Forms related to this policy are valid for the duration of the respective school year. Once consent is given, any Works obtained during that respective school year may be used now and any time in the future whether it is known or unknown.

Educational Program – any recordings taken at a school must be carried out with minimal disruption to the educational process.

Recordings for educational purposes – students, teachers and other Brandon School Division staff may take recordings of students at school or at school-related activities or

recordings of student work for use within the school or the Brandon School Division, as long as they are a part of, or supplement to, the education program at the Brandon School Division.

Parental consent is not required for teachers and other Brandon School Division staff to take recordings of students within the school or at school-related activities or recordings of student work, as this is part of the general notice to parents that personal information may be collected for the purpose of providing educational programs.

Public events – anyone attending a public event at a school may take recordings as long as they comply with the direction of the school principal and school rules.

Daily school operations are not public events and the permission of the school principal is required before parents, or members of the public may take recordings at a Brandon School Division school, including hallways, classrooms, gymnasiums, and school grounds.

Parental consent – the principal or designate will ensure that the written consent of the parent or a student who has attained the age of majority is obtained using the External and Internal Student Media Release form before a member of the media or a person other than a Brandon School Division employee may take recordings of

- a) a student at school, if the student is identifiable,
- b) the student's work, or
- c) direct contact with the student (i.e. interviews).

General information for parents is available in the General Media Coverage notice, attached for the use of principals. The principal or designate must determine how best to communicate this information to parents.

School web page/Web site publications – the principal or designate will ensure that the written consent of the parent or a student who has attained the age of majority is obtained using the External and Internal Student Media Release form before recordings of an individually identifiable student or student's work is posted or published on a school web site, or the Brandon School Division web site, or submitted to any other web site by a Brandon School Division employee.

Promotional Materials (print or electronic) – the Brandon School Division regularly creates promotional materials for the purpose of informing students and constituents regarding a variety of different programs and activities. These promotional materials may be used for a number of years. They may also include photographs, recorded audio or video and/or performances.

Student information and work – the parent or a student who has attained the age of majority must complete the External and Internal Student Media Release form before student information and work may be published, reproduced, displayed or posted for school related non-profit educational purposes outside of the Brandon School Division.

Student pictures – the principal or designate must inform parents about

- a) student pictures, class pictures and team pictures for purchase by parents or students; and
- b) the intended use of the student pictures such as class projects, yearbooks, publications and student identification cards.

The principal or designate must ensure that contracts for student photographs protect the student and Brandon School Division privacy and confidentiality.

Yearbooks – the production of school yearbooks is part of the educational program and photographs and other personal information may be included in the yearbook without requiring consent.

Notwithstanding the above, consent must be obtained before personal photographs such as baby pictures or other photographs taken outside the school program are included in a yearbook.

Photographs taken at public events, or in classrooms, may be included in a yearbook without consent.

It is required that personal information in a school yearbook, such as the student's education or career plans, be collected directly from the individual the information is about.

Yearbooks may not be posted on the Brandon School Division web site or a Brandon School Division controlled web site.

Yearbooks must be available for purchase only within the school community.



BRANDON SCHOOL DIVISION

NOTICE 1007.5A
PROCEDURES 1007.5

EXTERNAL AND INTERNAL STUDENT MEDIA RELEASE FORM

Motion (Date)

General External and Internal Media Coverage Notice to Parents

From time to time, a Brandon School Division representative or External media representatives (newspapers, magazines, radio or television stations, web sites) request to come onto school property to report on and/or photograph/record an aspect of the school or its programs. These may thereafter be digitally manipulated, published, broadcast, re-broadcast or sold to other external media outlets.

External media requests will be directed to the Brandon School Division Office of Communications and Technology for careful consideration and subsequently sent for approval by the school Principal. (Please refer to Procedures 1008 Communications Procedures.) However, we recognize that you may not wish your child to participate. If this is the case, school staff will involve your child in other activities during the media's attendance. (Unless otherwise stated, "media" refers to both External and Internal Media.)

The Brandon School Division cannot prevent External media outlets from photographing students from vantage points beyond our control, such as outside the school or across the street from the school. Nor can the Brandon School Division prevent external media from interviewing students at these locations. If this is a concern, you should discuss the matter with your child to alert your child to this possibility.

Similarly, parents and the External media may take non-specific, non-identified recordings of children at public events in the school or off-site. In such instances, your child's image or voice or a digital manipulation of the image or audio may be recorded, broadcast or published. Once the photograph or recording has been taken, the Brandon School Division cannot restrict or limit subsequent publication or re-broadcast. Students' photographs and work that is showcased may be identified using the student's first name, last name initial, grade and school only.

In order to comply with The Freedom of Information and Protection of Privacy Act (FIPPA), the Brandon School Division is requesting consent from parents or students to post or publish student information and work on various public forums.

Please note the following information:

- Once photographs, student names and other identifying information or student work are released in any public forum, the Brandon School Division cannot control or prevent the further distribution or use of the material by those who access the information.
- Parents or students are under no obligation to consent; it is their voluntary decision to do so. If the form is not returned, a refusal to consent will be indicated.
- Consent will be valid for the duration of the current school year. Once consent is given, any Works obtained during that school year may be **used now and any time in the future** whether it is known or unknown.
- Consent may be withdrawn prior to posting or publication by notifying the school principal in writing.

If you should have any questions regarding this notice, please contact your school principal.



BRANDON SCHOOL DIVISION

FORM 1007.5A
PROCEDURES 1007.5

EXTERNAL AND INTERNAL STUDENT MEDIA RELEASE FORM

Motion (Date)

External and Internal Student Media Release Form

This form shall be included in the school's student registration package. Collected information will be recorded by school office staff in the Brandon School Division Student Information System.

Date _____

I, _____ understand that the Brandon School Division and/or its partners may wish to photograph or record audio or video of my/my child's name, image, student work and/or performance and to display or distribute any or all for the purpose of promotional publishing, posting on a Brandon School Division website, posting on Brandon School Division Social Media site(s), posting in physical school buildings and/or broadcasting on television or radio determined by the Brandon School Division.

I also understand that:

- External media may attend or request to attend school activities or events.
- I /my child may be asked a variety of questions regarding school and school related activities and programs.
- All direct media interaction will be supervised.
- Once photographed or recorded, student names and other identifying information or student work are released in any public forum, the Brandon School Division cannot control or prevent the further distribution or use of the material by those who access the information.
- Parents or students are under no obligation to consent; it is their voluntary decision to do so. If the form is not returned, a refusal to consent will be indicated.
- Consent will be valid for the duration of the current school year. Once consent is given, any Works obtained during that school year may be used now and any time in the future whether it is known or unknown.
- Consent may be withdrawn prior to posting or publication by notifying the school principal in writing.

_____ I hereby give my permission that I/my child may be photographed or recorded (audio or video) or published as outlined above.

_____ I hereby give my permission that I/my child may participate in media events that may be published or broadcast by organizations external to the Brandon School Division

_____ I hereby give my permission that I/my child may be showcased or interviewed by external media and may be published or broadcast

I have discussed and reviewed this document with my parents, where I am under the age of 18.

Name of Student: _____

Grade Assignment: _____

Student Signature: _____ Date: _____

Parent Signature: _____



BRANDON SCHOOL DIVISION

FORM 1007.5B
PROCEDURES 1007.5

EXTERNAL AND INTERNAL STAFF MEDIA RELEASE FORM

Motion (Date)

External and Internal Staff Media Release Form

This form shall be included in the school's student registration package. Collected information will be recorded by school office staff in the Brandon School Division Student Information System.

Date _____

I, _____ understand that the Brandon School Division and/or its partners may wish to photograph or record audio or video of my name, image, work and/or performance and to display or distribute any or all for the purpose of promotional publishing, posting on a Brandon School Division website, posting on Brandon School Division Social Media, posting in physical school buildings and/or broadcasting on television or radio determined by the Brandon School Division.

I also understand that:

- External media may attend or request to attend school activities or events.
- I may be asked a variety of questions regarding school and school related activities and programs.
- All direct media interaction will be authorized by the school Principal
- Once photographed or recorded, names and other identifying information or work are released in any public forum, the Brandon School Division cannot control or prevent the further distribution or use of the material by those who access the information.
- I am under no obligation to consent; and to do so is voluntary. **If the form is not returned, consent will be assumed.**
- Consent will be valid for the duration of the current school year. Once consent is given, any Works obtained during that school year may be used now and any time in the future whether it is known or unknown.

_____ I hereby give my permission that I/ may be photographed or recorded (audio or video) or published as outlined in paragraph 1.

_____ I hereby give my permission that I may be identifiable in media events that may be published or broadcast by organizations external to the Brandon School Division

_____ I hereby give my permission that I may be showcased or interviewed by external media and may be published or broadcast

Staff Member: _____

School: _____

Date: _____



BRANDON SCHOOL DIVISION POLICY

PROCEDURES 1007.6

GUIDELINES FOR USE OF BRANDON SCHOOL DIVISION WEB PAGES

Adopted:

In Accordance with Policy “1008” - Communications

“The Board of Trustees is committed and obligated to imparting meaningful information to the general public, its constituents, staff, and students in an open, honest, transparent, and respectful manner.”

Principles of Communication

The Board of Trustees recognizes that communication within the School Division is a multi-faceted process involving all staff, students, parents, and community members. The Board believes that such communication promotes a system-wide culture of openness that supports these principles:

- an environment of trust, safety, and respect;
- student learning and achievement; and
- the Board’s Foundational Statements of Mission, Vision and Policies/Procedures.

These principles are to ensure that all communications given and received are administered in a manner that promotes the use of a wide range of methodologies including person to person(s) discussion, written (internal and external) communiques, and various technological avenues.

Based on these principles, the following procedures apply:

Division Website

The Division has established a website in order to present information about the Division via the World Wide Web. The Communications and Technology Specialist (or his/her appointee) has been designated the Webmaster, responsible for the content and maintaining the main pages within the website. Only information deemed to be public shall be posted on the website.

Divisional Department Web Pages

The supervisor of each department shall designate an individual or individuals to be responsible for managing the department's pages on the Divisional website; however, the supervisor is ultimately responsible for the content of the department's Web page(s). Only information deemed to be public shall be posted on the department's Web pages. The Division Webmaster shall have administrator access to all department Web pages.

School/Web Pages

It is expected that each school shall maintain a presence on the World Wide Web through a website linked from the Divisional website, in order to present information about the school. The Principal shall designate an individual/or individuals to be responsible for managing the school website; however, the Principal is ultimately responsible for the content of the school's Web pages. Only information deemed to be public shall be posted on the school website. The Division Webmaster shall have administrator access to all school sites.

School Website Content and Procedures

School websites shall contain the following information:

Component of Website	Procedure/Content	Role/Responsibility/Approval
Division Wide Service (Policy 1008)	"The Board of Trustees is committed and obligated to imparting meaningful information to the general public, its constituents, staff, and students in an open, honest, transparent, and respectful manner."	Office of Communications and Technology to ensure that school websites contain required information and follow the Policy 1008 Communications and Policy 1007.6 (Pr)
1. About	Required Content: <ul style="list-style-type: none">School Development planSchool Handbook	<ul style="list-style-type: none">Must be updated and approved as required or at least once per school year.
2. Admission and Registration	Required Content: <ul style="list-style-type: none">Link to BSD Main Admissions And Registration page	<ul style="list-style-type: none">Link to remain activeContent updated by the Office of communication and Technology
3. News	Required Content: <ul style="list-style-type: none">News Stories: A minimum of 1 News Story per cycle Newsletter: <ul style="list-style-type: none">Post Electronic school Newsletter	<ul style="list-style-type: none">Must be approved by school principal or designate

4. Calendar	<p>Required Content:</p> <ul style="list-style-type: none"> School related activities as per principal's direction 	<ul style="list-style-type: none"> Must be approved by school Principal or designate
5. Library	<p>Required Content:</p> <ul style="list-style-type: none"> Link to L4U Library System 	<ul style="list-style-type: none"> Link to remain active
6. For Parents	<ul style="list-style-type: none"> School Day Calendar: Link to BSD Calendar Supply Lists Catchment Maps (Linked to Main BSD site) Bussing (Link to Main BSD Student Transportation page) 	<ul style="list-style-type: none"> Office of Communications and Technology to update School Day Calendar Must be approved by school Principal Must be updated in June of each year. Maps to be updated by the Office of Communications and Technology Updated by the Office of Communications and Technology
7. Staff	<p>Required Content:</p> <ul style="list-style-type: none"> List of Current Staff 	<ul style="list-style-type: none"> Must be approved by school Principal Must be updated upon staffing change in school
8. Band	<p>Required Content:</p> <ul style="list-style-type: none"> Link to East Side Band Link to Brandon West Middle School Band 	<ul style="list-style-type: none"> Link as appropriate
9. Council	<p>Required Content:</p> <ul style="list-style-type: none"> Council overview 	<ul style="list-style-type: none"> Must be approved by school Principal or designate.
10. Contact	<p>Required Content:</p> <ul style="list-style-type: none"> School Administrator(s) School Secretary Address Phone Number Fax (where appropriate) Email Address 	<ul style="list-style-type: none"> Must be current and approved by school Principal or designate.

11. External Links	<ul style="list-style-type: none"> Links to Principal approved external educationally appropriate web sites 	<ul style="list-style-type: none"> Must be current and approved by school Principal or designate.
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Approval of Content Process: The School Principal or designate will approve all content for the school website. The Principal is ultimately responsible for the content of the school's Web pages

School websites shall not contain:

- School maps or classroom locations (e.g. room numbers).
- Advertising, commercial logos or endorsement of commercial products, companies or organizations, with the exception of school programs run in partnership with outside organizations (e.g. Cisco Training program at Neelin High School).

Sharing of Website News/Information with the Brandon School Division – Office of Communications and Technology

	Procedure	Role/Responsibility/Approval
1. Pushing Information to Website	When "articling" a feature story, click "Internet" and "News"	Office of Communications and Technology will evaluate and post appropriately.
2. Newsletters	Email monthly newsletter to the Office of the Superintendent	School Principal/designate to approve and direct it appropriately
3. Twitter	Email appropriate information for Tweeting on the @BrandonMBSD to the Communications and Technology Specialist or designate	<ul style="list-style-type: none"> • Principal to approve Tweet Information • Office of Communications and Technology to approve and tweet

Posting Student and Staff Photographs and/or Information on Divisional/School Web Pages

The Division acknowledges the potential risks associated with posting student and staff photographs and/or information on the Internet. In order to minimize the potential risk, The Division has established the following guidelines for posting of such information on Divisional Web pages:

K-12 Students

- The school must receive a signed External and Internal Media Release form for students from the parent/guardian (or from the student himself/herself if the student is 18 years of age or over) before any student photograph, video, voice recording or work is posted. Refer to the form entitled External and Internal Media Release Form

- Student photos, videos, voice recordings and/or work shall not be posted with names and/or other identifying information.
- Photos of classrooms and other facilities are permitted, provided that location details (such as room numbers) are not included.
- Student work shall appear with a copyright notice prohibiting the copying of such work without express written permission. This permission shall be requested via the school Webmaster who shall refer the request to the student and to the parent/guardian if the student is under 18 years of age.

Special Circumstances Involving High School Students

- From time to time, high school students and/or schools and/or the Division may require students' name, individual photographs and/or statistical information to be posted on the school or Divisional website for promotional purposes, such as recognizing recipients of school awards or special honors, or publishing a team roster. In these cases, both the student and parent/guardian (if a student is under 18 years of age) shall be required to sign a release form allowing the posting of student information and/or photographs. Refer to the form entitled *External and Internal Media Release Form for Students*

Staff

- Staff photographs, videos and/or voice recordings may be used only with the written consent of the staff member(s). Refer to the form entitled *External and Internal Media Release Form for Staff*

Copyright

When creating Web pages within the Division websites, all users must adhere to copyright laws when using text, audio, video, images and background textures on Web pages



BRANDON SCHOOL DIVISION POLICY

POLICY 1008

COMMUNICATIONS

Adopted: Motion 08/2012; January 23, 2012

Amended: Motion 32/2012; March 26, 2012

Statement of Commitment

The Board of Trustees is committed and obligated to imparting meaningful information to the general public, its constituents, staff, and students in an open, honest, transparent, and respectful manner. Similarly, the Board of Trustees is committed to providing for the exchange of ideas, information, suggestions, and advice regarding matters related to public education, school board and school division operations, the safety, security and well-being of students, and the scope and quality of programs and services within the Brandon School Division. Matters related to complaints and concerns regarding specific schools, personnel and to individual student situations are communicated through the appropriate protocols as established by the Board of Trustees.

In the process of communication individual Trustees and the Corporate Board represent the interests of the community, reflect the values of the community and serve as a significant communication bridge between the community and the Division. In doing so Trustees and the Board build positive relationships with all people.

Principles of Communication

The Board of Trustees recognizes that communication within the School Division is a multi-faceted process involving all staff, students, parents, community members. The Board believes that such communication promotes a system-wide culture of openness that supports these principles:

- an environment of trust, safety, and respect;
- student learning and achievement; and
- the Board's Foundational Statements of Mission, Vision and Policies/Procedures.

These principles are to ensure that all communications given and received are administered in a manner that promotes the use of a wide range of methodologies including person to person(s) discussion, written (internal and external) communiques, technological avenues.

The business of the Division (Board and employees) is conducted with honour and integrity in a climate of trust, openness, free from fear of reprisal. The communication of such business is to be characterized by:

1. respect for the confidentiality of information;
2. positive relationships amongst constituents;
3. Trustees and employees model respect and courtesy for all in their choice of words, body language, and actions;
4. Trustees and employees endeavour to keep the public well informed; and
5. Trustees model ideals of democracy by engaging fully in debate in which they are open to the ideas and opinions of others and present their own ideas as accurately as they are able.

Building Positive Relationships

In building positive relationships individual Trustees, the corporate Board and all employees align practice within their respective roles, responsibilities, codes of conduct as outlined in legislation, policies/procedures.

Communicating with Constituents in a Timely, Accurate, Respectful Manner

Each constituent within the community has different needs, expectations and priorities. Any communication plan endeavours to be aware of their individual and collective needs.

In an effort to be responsive to the needs and expectations of constituents and their groups the Board is committed to open, regular, two way communications. This includes groups within our organization and those from the community at large.

Constituents include:

Students: Students are a primary constituent group and the reason for the Division's existence.

Parent Councils: These Councils play an important role in the Brandon School Division. It is, therefore, essential that communication flow from the Board, the schools and the principals to the councils. It is essential that the Board take responsibility to continually develop procedures for receiving feedback from these councils.

Business and Industry: These constituents represent an opportunity for mutually beneficial relationships. The special interests and concerns regarding education from business and industry must be addressed.

Educational Institutions, Agencies and Organizations: The Board recognizes the benefits of maintaining liaisons and memberships in related educational institutions, organizations and agencies.

Government and Government Agencies: The Board recognizes the importance of developing, maintaining and enhancing positive relationships with all levels of government and government organizations.

Parents: This group, although represented through Parent Councils, needs to be informed by the Board, the senior administration, and schools about educational issues, programs and policies which directly affect them.

Staff/Employees: The Board recognizes that all staff are ambassadors for the Brandon School Division. By providing them with timely and correct information, they are able to communicate a clear, informed message about education in the Brandon School Division to our public.

General Electorate: The Board recognizes that the general electorate has a serious and ongoing interest in the purpose, processes, outcomes, costs, effectiveness, and efficiency of public education. Individual electorate constituents and groups of constituents have special interests, views, ideas, and concerns regarding education that must be addressed.

The staff are representatives of the Division and, therefore, have a front line role in communicating the image and state of the Division. Effective communications begin from inside the organization. Communication is a carefully planned and integral part of the successful management of its human resources. It is the responsibility of staff to be proactive in obtaining information regarding Board decisions. The Principal is a key person responsible for coordination of communications to staff, students, parents and parent councils at the school level.

A Communications and Technology Specialist advances the Board's communications program by undertaking a variety of technological activities under the direction of the Superintendent of Schools/Chief Executive Officer.

Protocol for Concerns and Complaints

The Board of Trustees recognizes that concerns/complaints may arise regarding School Division personnel, programs, activities and/or operations. The Board has, therefore, established a formal protocol for resolving such concerns/complaints in a positive, honest and respectful manner which will address any misunderstandings and promote a healthy learning environment for its students.

Concerns/complaints are best handled and resolved as close to their origin as possible and in a timely manner with respect and dignity for all involved. All concerns/complaints shall be handled in confidence. Should a concern/complaint be brought directly to the Board as a whole, or to an individual Board member, the complainant will be advised of the proper channeling for their concern/complaint as follows:

- Teacher
- School Administrator
- Associate Superintendent
- Superintendent of Schools/Chief Executive Officer
- Board of Trustees

The Board of Trustees will only address a concern/complaint after all other appropriate channels have been accessed. Individual Board members will not go to the source of the problem by him/herself unless so directed by a quorum of the Board of Trustees in a legal session. Written response of the Board of Trustees' decision will be provided to all parties involved in the concern/complaint.

Media Relations

The Board of Trustees recognizes that the media plays an important role in the dissemination of school policies, programs, procedures, achievement, decisions and critical issues. It is advantageous for both parties to develop an effective, continuous, long term and honest working relationship. All media must be treated equally.

- The Chairperson of the Board is the spokesperson on behalf of the Board of Trustees.
- The Superintendent of Schools/Chief Executive Officer is the official spokesperson on behalf of the School Division regarding instructional, administrative, and operations matters (including critical events and crisis communication).
- The Secretary-Treasurer is the official spokesperson on behalf of the Division regarding financial matters.



BRANDON SCHOOL DIVISION POLICY

POLICY 1008

COMMUNICATIONS

Adopted: Motion 08/2012; January 23, 2012

Amended: Motion 32/2012; March 26, 2012

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Constituents include:

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Concerns/complaints are best handled and resolved as close to their origin as possible and in a timely manner with respect and dignity for all involved. All concerns/complaints shall be handled in confidence. Should a concern/complaint be brought directly to the Board as a whole, or to an individual Board member, the complainant will be advised of the proper channeling for their concern/complaint as follows:

- Teacher (a meeting to be arranged within 5 working days)*
- School Administrator (a meeting to be arranged within 10 working days)*
- Associate Superintendent (a meeting to be arranged within 10 working days)*
- Superintendent of Schools/Chief Executive Officer (a meeting to be arranged within 10 working days)*
- Board of Trustees (a meeting to be set by the Board)* (*As noted in Policy 4044)

The Board of Trustees will only address a concern/complaint after all other appropriate channels have been accessed. Individual Board members will not go to the source of the problem by him/herself unless so directed by a quorum of the Board of Trustees in a legal session. Written response of the Board of Trustees' decision will be provided to all parties involved in the concern/complaint.

Media Relations

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- The Secretary-Treasurer is the official spokesperson on behalf of the Division regarding financial matters.



BRANDON SCHOOL DIVISION POLICY

PROCEDURES 1008.1

EXTERNAL MEDIA COMMUNICATION PROCEDURES

Adopted:

To facilitate the communication process, it is essential that the Division Office of Communications and Technology is made aware of any contact with the media.

If the Media contacts a school regarding anything but already approved events/press releases, immediately direct them to the Office of Communications and Technology. The Office of Communications and Technology will address the matter and contact the school(s) with any further direction.

Procedures for media/press contact, advisories or releases.

A. You have been contacted by the media regarding a school based event

Procedures:

1. Respond to the questions if they are appropriate and you feel comfortable doing do. (if you do not, please forward them to the Communications and Technology Specialist).
2. Notify the Communications and Technology Specialist by phone or via email with the topic.

B. Submitting a story to the media for potential publication

Procedures:

1. Write the article and send it to the Communications and Technology Specialist one week prior to sending it to the media.
2. The Communications and Technology Specialist will review and return it to the sender.

C. Sending out a media advisory (invite the media to a school)

Procedures:

1. Write the media advisory and send it to the Communications and Technology Specialist one week prior to sending it to the media.
2. The Communications and Technology Specialist will review and return it to the sender.

D. Assistance for communications planning regarding a program or event

Procedures:

1. Contact the Superintendent of Schools/Chief Executive Officer to request assistance from the Communications and Technology Specialist or contact the Communications and Technology Specialist who will put forth your request to the Superintendent of Schools/CEO.
2. Upon approval, a meeting time will be set up to discuss further planning.

E. An event that pertains to or will affect the Brandon School Division has taken/will be taking place

Procedures:

1. Contact the Communications and Technology Specialist immediately.
2. Provide as much detail as possible.

F. An event that pertains to the Risk Response Manual

1. Refer to the Risk Response Manual for specific directions.



BRANDON SCHOOL DIVISION POLICY

PROCEDURES 1008.2

SYNREVOICE PROCEDURES

Adopted:

In accordance with Policy “1008” – Communications

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These principles are to ensure that all communications given and received are administered in a manner that promotes the use of a wide range of methodologies including person to person(s) discussion, written (internal and external) communiques, technological avenues.

To support these principles, Synrevoice an automated telephone, e-mail and text messaging service has been implemented as of September 2012 to quickly deliver messages to parents, staff and students.

General Guidelines for All Synrevoice Voice Messages

All messages must be Division authorized

- All Synrevoice messages must use a human voice. Computer generated messages cannot be used as they are difficult to understand and cannot be translated.
- All Synrevoice messages must only include essential information.

For example:

- school emergencies
- bus cancellations
- attendance notifications

The following procedures outline the use of this service by The Brandon School Division and the Brandon School Division Schools.

Type of Announcement	Procedure	Role/Responsibility/Approval
Division Wide Service (Policy 1008)		
1. Board of Trustee Request	<ul style="list-style-type: none"> Board approves request for Divisional message Board of Trustees outlines specific details of the message Board of Trustees outlines target demographics Board of Trustees outlines language(s) to be used in the message 	<ul style="list-style-type: none"> Communications & Technology Specialist initiates the message based on request from the Board Chair upon Board approval Communications & Technology Specialist informs Superintendent of the message
2. Senior Administration Request	<ul style="list-style-type: none"> Senior Administration approves request for Divisional message Senior Administration outlines specific details of the message Senior Administration outlines target demographics Senior Administration outlines language(s) to be used in the message 	<ul style="list-style-type: none"> Communications & Technology Specialist initiates the message based on request from Senior Administration Communications & Technology Specialist has the Synrevoice message approved by Superintendent
3. School Request	<ul style="list-style-type: none"> School Administrator emails the Superintendent with the request. The request must include: <ul style="list-style-type: none"> details of the request the message demographics of the message language(s) of the message 	<ul style="list-style-type: none"> Communications & Technology Specialist initiates the Synrevoice message based on approval from the Superintendent Communications & Technology Specialist has Synrevoice message approved by Superintendent
School Based Service (Policy 1008)		
1. Attendance	<ul style="list-style-type: none"> Attendance Synrevoice messages will be sent based on Policy 7003 	
Transportation Service (Policy 9016)		
1. Rural Bus Cancellation	<ul style="list-style-type: none"> Rural homes with bus cancellations will be not be contacted before 7 a.m. Rural homes with bus cancellations will be contacted once per day Rural bus cancellation calls will include school closure information 	<ul style="list-style-type: none"> Supervisor of Transportation or designate will initiate the Synrevoice message
2. Bus Cancellation	<ul style="list-style-type: none"> Bus cancellation calls will be not occur before 7 a.m. Bus cancellation calls will be issued once per day Bus cancellation calls will include school closure information 	<ul style="list-style-type: none"> Supervisor of Transportation or designate will initiate the Synrevoice message

General Guidelines for All Synrevoice **Email and Text** Message

The email option in Synrevoice allows the school to send an email to all contacts (priority 1 and/or 2) that have an email address in SIRS. Contacts who wish to opt out of receiving school emails would have to contact the school with their request.

The text option in Synrevoice allows users to subscribe to the service. Users can also choose to opt out of this service at any time.

Examples of different uses for this service are:

- Newsletters
- School Announcements

The following procedures outline the use of this service by The Brandon School Division Schools.

Type of Announcement	Procedure	Role/Responsibility/Approval
School Based Service (Policy 1008)		
Newsletters, school announcements, etc.	<ul style="list-style-type: none">• Request is made to the school administrator• The request should include:<ul style="list-style-type: none">○ details of the request○ the message○ demographics of the message	<ul style="list-style-type: none">• School Administrator approves the content and request• School Secretary or Synrevoice administrator for the school generates the message.

Post Service Division and School Requirements

Communications & Technology Specialist, School Administration/Office Staff and Transportation Staff are expected to regularly review the system callout reports to ensure that calls are completing successfully and make necessary changes to minimize non-contact calls.



BRANDON SCHOOL DIVISION POLICY

POLICY 4051

MEDIA USE OF IMAGES AND RECORDINGS

Adopted: Motion 171/2007; November 12, 2007

The Board of Trustees of the Brandon School Division recognizes the important role the media plays in informing the public about our schools through pro-active media coverage.

The Board of Trustees also recognizes the Brandon School Division's obligation to protect the safety and privacy of our students and staff.



BRANDON SCHOOL DIVISION POLICY

PROCEDURES 4051

MEDIA USE OF IMAGES AND RECORDINGS

Adopted: Motion 171/2007; November 12, 2007

Purpose:

The purpose of these procedures is to:

1. work with media to support and promote the vision, mission and strategic goals of the Brandon School Division;
2. protect the rights, safety, and privacy of students, staff and families; and
3. provide consistency in dealing with media representatives.

Definitions:

Personal information – means personal information as defined in The Freedom of Information and Protection of Privacy Act (FIPPA).

Public event – means a school or school division sponsored event or activity that is noteworthy, supervised, organized or advertised and intended to be open to or accessible to the public, regardless of whether it is held at a Brandon School Division school or other venue.

Recording – means a visual, audio, pictorial or digital representation and includes a photograph, film, videotape, audiotape, digital image, sketch, or any other type of recording of personal information.

Educational Program – any recordings taken at a school must be carried out with minimal disruption to the educational process.

Recordings for educational purposes – students, teachers and other Brandon School Division staff may take recordings of students at school or at school-related activities or recordings of student work for use within the school or the Brandon School Division, as long as they are a part of, or supplement to, the education program at the Brandon School Division.

Parental consent is not required for teachers and other Brandon School Division staff to take recordings of students within the school or at school-related activities or recordings of student work, as this is part of the general notice to parents that personal information may be collected for the purpose of providing educational programs.

Public events – anyone attending a public event at a school may take recordings as long as they comply with the direction of the school principal and school rules.

Daily school operations are not public events and the permission of the school principal is required before parents, or members of the public may take recordings at a Brandon School Division school, including hallways, classrooms, gymnasiums, and school grounds.

Parental consent – the principal or designate must ensure that the written consent of the parent or a student who has attained the age of majority is obtained using the Consent for Specific Media Coverage form before a member of the media or a person other than a Brandon School Division employee may take recordings of

- a) a student at school, if the student is identified,
- b) the student's work, or
- c) direct contact with the student (i.e. interviews).

General information for parents is available in the General Media Coverage notice, attached for the use of principals. The principal or designate must determine how best to communicate this information to parents.

School web page/Web site publications – the principal must ensure that the parent of a student or the student who has attained the age of majority complete the Consent to Post or Publish Student Information and Work form before recordings of an individually identifiable student or student personal information or the student's work, is posted or published on a school web site or the Brandon School Division Education web site, or submitted to any other web site by a Brandon School Division employee.¹

Student information and work – the parents or student who has attained the age of majority must complete the Consent to Post or Publish Student Information and Work form before student information and work may be published, reproduced, displayed or posted for school related non-profit educational purposes outside of the Brandon School Division.

Student pictures – the principal or designate must inform parents about

- a) student pictures, class pictures and team pictures for purchase by parents or students; and
- b) the intended use of the student pictures such as class projects, yearbooks, publications and student identification cards.

The principal or designate must ensure that contracts for student photographs protect the student and Brandon School Division privacy and confidentiality.

¹ Cross reference with Form 1007.3(b) – Student/Parent Permission for World Wide Web Publishing of Student Photographs, Videos, Voice Recordings and/or Student Work

Yearbooks – the production of school yearbooks is part of the educational program and photographs and other personal information may be included in the yearbook without requiring consent.

Notwithstanding the above, consent must be obtained before personal photographs such as baby pictures or other photographs taken outside the school program are included in a yearbook.

Photographs taken at public events, or in classrooms, may be included in a yearbook without consent.

It is required that personal information in a school yearbook, such as the student's education or career plans, be collected directly from the individual the information is about.

Yearbooks may not be posted on the Brandon School Division web site or a Brandon School Division controlled web site.

Yearbooks must be available for purchase only within the school community.

FORM A

PROCEDURES 4051

MEDIA USE OF IMAGES AND RECORDINGS

Adopted: Motion 171/2007; November 12, 2007

Brandon School Division

General Media Coverage Notice to Parents

From time to time, we receive requests from mass media representatives (newspapers, magazines, radio or television stations, web sites) to come onto school property to report on and/or photograph/record an aspect of the school or its programs. These may thereafter be digitally manipulated, published, broadcast, re-broadcast or sold to other media outlets.

Media requests will be carefully considered before being approved by the principal. Schools may cooperate with the media, within reason, to encourage celebration of school achievements and share information with others. However, we recognize that there are instances where you may not wish your child to be recorded. If you do not wish your child to participate in media coverage, school staff will involve your child in other activities during the media's attendance.

In cases where the media wish to interview, photograph, or profile your child in the school, the principal will seek your written consent in advance of each media request. If your consent is absent, no such interview will take place.

The Brandon School Division cannot prevent media outlets from photographing students from vantage points beyond our control, such as outside the school or across the street from the school. Nor can the Brandon School Division prevent the media from interviewing students at these locations. If this is a concern, you should discuss the matter with your child to alert your child to this possibility.

Similarly, parents and the media may take non-specific, non-identified recordings of children at public events in the school or off-site. In such instances, your child's image or voice or a digital manipulation of the image or audio may be recorded, broadcast or published. Once the photograph or recording has been taken, the Brandon School Division cannot restrict or limit subsequent publication or re-broadcast.

If you should have any questions regarding this notice, please contact your school principal.



BRANDON SCHOOL DIVISION

FORM B

PROCEDURES 4051

MEDIA USE OF IMAGES AND RECORDINGS

Adopted: Motion 171/2007; November 12, 2007

Brandon School Division

Consent to Post or Publish Student Information and Work

Our school would like to share information and communicate with parents by highlighting the school, student and student work or activities in a variety of public forums for non-profit educational purposes. The following are examples only and not meant to be an all inclusive list of how student personal information and work may be shown: displays during school sponsored open houses; professional development sessions; other school related activities held at the school, school division sites or at school or school division sponsored events; school or community publications; or posting or publishing on school or Brandon School Division web sites. Our school's web site may be accessed from www.brandonsd.mb.ca.

Students' photographs and work that is showcased will be identified using the student's first name, last name initial, grade and school only.

In order to comply with The Freedom of Information and Protection of Privacy Act (FIPPA), the Brandon School Division is requesting consent from parents or students to post or publish student information and work on various public forums.

Please note the following information:

- Once photographs, student names and other identifying information or student work are released in any public forum, the Brandon School Division cannot control or prevent the further distribution or use of the material by those who access the information.
- Parents or students are under no obligation to consent; it is their voluntary decision to do so. If you do not return this form, this indicates a refusal to consent.
- Your consent will be valid for the duration of the school year. You may withdraw your consent prior to posting or publication by notifying the school principal in writing. You may at any time instruct us to remove the photographs or work from Brandon School Division sites such as school or school division displays or from the school web site or Brandon School Division web site by notifying the school principal in writing.

Consent for Release

I am the parent/legal guardian of the student named below or a student who has reached the age of majority/adult, and I have read and understand the information provided on this form. I voluntarily give the Brandon School Division consent to post or publish my or my child's photographs, first name and last initial, grade, school and samples of my or my child's work in various public forums as described above for non-profit educational purposes. I understand my consent is valid for the current school year unless I revoke my consent prior to posting or publication by notifying the school principal in writing.

Name of Student (please print)

School

Name of Parent/Guardian (please print)

Signature of Parent/Guardian

Name of Student Who Has Attained the Age of Majority (please print)

Signature of Student Who Has Attained the Age of Majority

Date

FORM C

PROCEDURES 4051

MEDIA USE OF IMAGES AND RECORDINGS

Adopted: Motion 171/2007; November 12, 2007

Brandon School Division

Consent for Specific Media Coverage

On _____, representatives from _____
(date) (name of media organization)

would like to film/photograph/videotape or make an audio or digital recording of your child/child's work or yourself/your work. This information along with the students first and last name may be used in publications.

The purpose of this request is to _____.

All or portions of the work referred to above will become part of the media organization's database and may be adapted for other educational or non-educational applications, productions, broadcast, re-broadcast, published, exhibited, reproduced, and/or distributed in various media formats to a number of markets. Once photographs, student name, and other identifying personal information and student work are released in any public forum, the Brandon School Division cannot control or prevent the further distribution or use of the material by those who access the information.

Schools cooperate with the media and other organizations, within reason, to encourage celebration of school achievements and the sharing of information about students and student work. However, we recognize that there may be instances where you/your child do not wish to be recorded.

Parents or students/adults are under no obligation to consent; it is their voluntary decision to do so. This form must be returned to the school before the student/adult begins participation in this activity. **If you do not return this form, this indicates a refusal to consent.**

You may reserve the right to withdraw your permission at any time. If you wish to withdraw your permission, you must make such a request in writing to:

Consent for Release – Parent/Legal Guardian or Student/Adult

I am the parent/legal guardian of the student named below or a student who has reached the age of majority/adult, and I have read and understand the information provided on this form. I voluntarily give the Brandon School Division permission to include my child or me in the media coverage and its subsequent use as described.

Name of Student (please print)

School

Name of Parent/Guardian (please print)

Signature of Parent/Guardian

Name of Student Who Has Attained the Age of Majority (please print)

Signature of Student Who Has Attained the Age of Majority

Date

Media Coverage Event