

Staff Report



June 18, 2024

To Board of Education (Public Meeting)
From Sean Nosek, Superintendent/CEO
Re **Summary of Changes to Administrative Procedures**

This report is presented to the Board for information.

BACKGROUND:

Board Policy 11 - Role of the Superintendent requires that the superintendent “inform the Board of Education of changes to administrative procedures and seek approval of any changes made to administrative procedures associated with Board policy.” Administrative procedures that are new, have had substantive changes, or have been deleted are listed below and attached for information.

All administrative procedures can be found here:
<https://www.abbyschools.ca/about/administrative-procedures>

Administrative Procedure (AP)	Revision Date	Reason for changes
AP 118 Privacy Breaches & Privacy Complaints	March 2023 – New AP	Under the Minister of Citizens’ Services Ministerial Order dated February 1, 2023, it is a requirement for public bodies to have a documented process in place to respond to any privacy breaches and complaints.
AP 120 Social Media - Operations	January 2024 – New AP	New AP The procedure has been developed to provide guidelines on how the district manages organizational social media accounts and responds to inappropriate interactions, trolling, or hate speech.
AP 201 Evergreen Certificate (School Completion Certificate)	June 2023 – Major Changes	This administrative procedure outlines eligibility and procedural requirements to ensure that Evergreen Certificates are awarded appropriately.

Administrative Procedure (AP)	Revision Date	Reason for changes
<p>AP 211 Alternative Delivery of the BC Health Education Curriculum</p>	<p>June 2024 – Major Changes</p>	<p>Changes made to reflect the Health Education Curriculum of Physical and Health Education K-10. The AP had a name change from Health (Human Sexuality)</p>
<p>AP 301-2 Distribution of General Information – Community Events/Programs</p>	<p>August 2023 – New Appendix to AP 301</p>	<p>New Appendix under AP 301 Access to Students. The Abbotsford School District recognizes the importance of connecting students and families to relevant community events, programs, services, and opportunities available. Through the combined collaborative efforts of the Communications Department and Community Partnerships, an online database has been developed to share accurate and timely information.</p>
<p>AP 303 Reporting Student Achievement AP 303-1 Action Plan for 'IE' Letter Grade</p>	<p>June 2024 – Major Changes</p>	<p>Complete rewrite to align with the Ministerial Orders, the K-12 Student Reporting Policy and the K-12 Student Reporting Policy-Communicating Student Learning Guidelines.</p>
<p>AP 315 Diversity, Equity, Inclusion and Anti-Discrimination</p>	<p>June 2024 – Major Changes</p>	<p>Complete re-write - to replace previous AP 315 which used dated term: Multiculturalism</p>
<p>AP 332 Search and Seizure</p>	<p>June 2024 – Major Changes</p>	<p>Changes made to coincide AP 320 and 321 and to include other locations other than lockers which may be searched.</p>
<p>AP 334 Acceptable Use of Digital Technology AP 334-1 Bring Your Own Device (BYOD) Consent Form</p>	<p>August 2023 – Major Changes</p>	<p>Removed forms 334-1 Google Education and 334-2 Supplemental Digital Learning Services. 334-3 BYOD became 334.1. Added new spot for student email addresses. Most of the AP rewritten and name changed from Online Communications and Digital Learning to Acceptable Use of Digital Technology</p>
<p>AP 336 Student Registration</p>	<p>March 2024 – Major Changes</p>	<p>Changes made to ensure admissions priority language aligns with Board Policy and clarity around timelines with respect to district programs, etc.</p>

Administrative Procedure (AP)	Revision Date	Reason for changes
AP 339 Sexual Orientation, Gender Identity and Expression	February 2024 – Minor	<i>Minor</i> wording changes as presented to the Board at the December 1, 2023 Board Planning Session and the February 13, 2024 Closed Board Meeting.
AP 345 Student Use of Personal Digital Devices in Schools	June 2024 – New AP	Created to align with the requested changes in our codes of conduct from the Ministry of Education and Child Care.
AP 401 Social Media - Employees	January 2024 – Major	This procedure has been developed to ensure that the use of social media and digital tools by employees aligns with the values, goals, and policies of the school district.