The Board of Education of
School District No. 5 (Southeast Kootenay)
AGENDA - POLICY MEETING

February 26, 2024, 1:00 p.m.
Cranbrook Board Office

Members

Wendy Turner
Nicole Heckendorf
Sarah Madsen
Alysha Clarke

Pages

1. **COMMENCEMENT OF MEETING**

   1.1   Call to Order

   1.2   Approval of the Agenda

   1.3   Approval of the Minutes

   Approval of the minutes from January 22, 2024.

2. **BUSINESS ARISING FROM PREVIOUS MEETING**

3. **PRESENTATIONS**

4. **REPORTS**

5. **NEW BUSINESS**

   5.1   Travel in Severe Weather Administrative Procedure

   MOTION I-24-003

   THAT District Management will draft an extreme weather administrative procedure for review at the February 26, 2024, Policy Committee meeting.

   5.2   Opioid Overdose Response Administrative Procedure

   5.3   Draft Artificial Intelligence Policy

6.   ACTION ITEMS FOR FUTURE MEETINGS

    6.1   Administrative Procedure 461 Casual Replacement Services for Support Staff

    6.2   Administrative Procedure 172 Creating Safe Schools

    6.3   Administrative Procedure 409 Workplace Bullying and Harassment

    6.4   Administrative Procedure 146 Social Media Use

7.   CORRESPONDENCE

8.   QUESTION PERIOD

9.   ADJOURNMENT

Have we channelled our data driven policies in directions that are positive, productive and equitable through our employees to our students?

The Board of Education of

School District No.5 (Southeast Kootenay)

MINUTES - POLICY MEETING

January 22, 2024, 1:00 p.m.

Cranbrook Board Office

Committee Members in Attendance:	Co-Chair Trustee Nicole Heckendorf (remotely) Trustee Sarah Madsen (remotely) Trustee Alysha Clarke
Regrets:	Co-Chair Trustee Wendy Turner
Board/District Staff in Attendance:	Chairperson Doug McPhee Trustee Bev Bellina (remotely) Trustee Trina Ayling Trustee Irene Bischler Superintendent Viveka Johnson Secretary Treasurer Nick Taylor Director of Instruction Human Resources Brent Reimer Director of Student Learning and Indigenous Education Jason Tichauer Director of Student Learning and Innovation Diane Casault District Principal Student Services Darcy Verbeurgt Operations Manager Joe Tank Executive Assistant to Secretary Treasurer and Superintendent (recorder) Jane Nixon

1. COMMENCEMENT OF MEETING

1.1 Call to Order

Co-Chair Trustee Heckendorf called the Policy Committee meeting of January 22, 2024, to order at 12:29 p.m.

1.2 Approval of the Agenda

Additions:

Moved/Seconded by Clarke/Madsen:

THAT the agenda of the Policy Committee meeting of January 22, 2024, be approved as circulated.

1.3   Approval of the Minutes

Moved/Seconded by Clarke/Madsen:

THAT the minutes of the Policy Committee meeting of November 27, 2023, be approved as circulated.

2.   BUSINESS ARISING FROM PREVIOUS MEETING

Nil

3.   PRESENTATIONS

Nil

4.   REPORTS

Nil

5.   NEW BUSINESS

5.1   Policy 21 and Associated Administrative Procedures

Secretary Treasurer Taylor reviewed the recent Ministry of Education mandate for Policy 21 and the associated Administrative Procedures.

RECOMMENDATION A
Moved/Seconded by Clarke/Madsen:

THAT Policy 21 and the associated administrative procedures be approved and posted to the District website.

6.   ACTION ITEMS FOR FUTURE MEETINGS

6.1   Administrative Procedure 461

6.2   Administrative Procedure 172

6.3   Administrative Procedure 409

6.4   Administrative Procedure 146

7.   CORRESPONDENCE

Nil

8. **QUESTION PERIOD**

Nil

9. **ADJOURNMENT**

Moved/Seconded by Clarke/Madsen:

THAT the Policy Committee meeting of January 22, 2024, adjourn at 12:36 p.m.

Have we channelled our data driven policies in directions that are positive, productive and equitable through our employees to our students?

TRANSPORTATION OF STUDENTS IN SEVERE WEATHER

Background

The District recognizes its responsibility for the safety and welfare of students while commuting to/from school or school-approved activities via Board provided transportation.

The District realizes that, occasionally, situations of severe inclement weather exist or are predicted during or outside of the school day and recognizes that on certain occasions it may have to alter or introduce additional safety measures. This includes the need to cancel transportation.

The District realizes that the reliability of busses and the safety of bus passengers, including the need to wait for busses, is potentially hampered at severe temperatures.

Procedures for cancellation of District provided transportation

1. The cancellation of District provided School Bus transportation within the boundaries of the school district and within 30 kilometres of the boundary of the school district will occur:
   1.1 When the temperature of that community is predicted to be below -35 Celsius, regardless of wind chill

2. The decision to cancel regular bus routes due to extreme temperatures is the responsibility of the Superintendent and/or Secretary Treasurer or designate.

   2.1 The decision to cancel regular bus routes due to extreme temperatures should be made by 4:00 p.m. the evening before the cancellation and that decision should be immediately communicated to all affected bus passengers and schools. This decision is based on the predicted temperature at 7:00 a.m. the next morning
   2.2 This decision is not based on the ability to provide transportation. The inability to provide a bus for a regular bus route is emergent and will be communicated to affected families in real time.
   2.3 This decision is separate from the decision to close schools under AP 132. It is possible that schools will be open, but transportation will not be provided

3. When temperatures rise above -35 Celsius, regardless of wind chill, the busses can resume regular or altered activity for that day. Afternoon bus runs can occur on days where morning runs are cancelled, for example.

4. While the district recognizes that the cancellation of District provided transportation due to extreme temperatures will mean that parents and guardians will choose other means of transportation to transport their child(ren) to school, there is no permission for schools to arrange other means of transportation for extra-curricular or other out of school events.

5. The cancellation of District provided School Bus transportation outside the boundaries of the school district will occur:

5.1   When the temperature of communities on route is below -30 Celsius, regardless of wind chill

6.   The decision to cancel bus trips outside the boundaries of the District is the responsibility of the Transportation Manager

6.1   This decision may be emergent, but the prediction of extreme temperatures should be communicated in advance to the affected school(s).

Procedures for Cancellation of Student Activities in Extreme Temperatures

1.   There should be no extended outdoor-based student activities below -20 Celsius regardless of wind chill.

1.1   This is for both on-site and off-site activities
1.2   This includes being transported by District provided transportation

Reference:

Approved:

OPIOID OVERDOSE RESPONSE

Background

This procedure clarifies the response to a possible opioid overdose at District schools. These guidelines apply to District and school staff who have been identified and trained by the District to recognize and respond to signs of a student or staff opioid overdose at school sites and during school sanctioned events.

The District recognizes that overdose deaths are a leading cause of unnatural deaths in BC, impacting people from all regions regardless of age, education level, profession, and economic status.

The District believes that harm reduction is an appropriate response in the event of an opioid overdose. As Naloxone (Narcan) has been shown to increase positive outcomes in the event of an opioid overdose and has no negative effects if given in the absence of opioids, Naloxone kits shall be made available in all schools.

Definitions

Naloxone
An antidote to an opioid overdose. Naloxone can restore breathing following an opioid overdose and can be given by injection. Under BC law, anyone may administer naloxone in an emergency situation outside of a hospital setting. This includes staff, students, parents, and volunteers. Naloxone has no effect on a person if they have not taken opioids.

Opioid
A class of drug, such as morphine, heroin and codeine as well as oxycodone, methadone, and fentanyl.

Opioid Overdose
An acute life-threatening condition caused using too much opioid. During an opioid overdose a person's breathing can slow or stop.

Procedures

1. All schools will maintain on-site naloxone in designated spots in each facility. There should be a minimum of two kits in each facility.

2. To treat a suspected opioid overdose in a school setting, a staff member trained in opioid overdose response may administer naloxone to any student or staff suspected of having an opioid-related drug overdose.

3. Staff trained in opioid identification and naloxone administration will call 911 (or designate the calling responsibility) and then may choose to give naloxone and/or cardiopulmonary resuscitation (CPR) depending on circumstances and training.

4. Further, the Emergency Health Services Act allows all health care professionals (regulated and non-regulated), first responders, and citizens to administer naloxone in non-hospital settings.

5. For staff safety, staff will not be required to leave their school/site to respond to overdoses occurring off the school site.

6. Procurement of Naloxone shall be done centrally on a purchasing schedule based on the purchase dates of the Naloxone and the expiry date. This is a responsibility of the Safe School Coordinator.

7. Responding to overdoses involves proper use of personal protective equipment, handling syringes, and potential contact with drugs or blood and body fluids. If drugs are on the person or the scene, they also must be handled carefully (gloves are required and located in the naloxone kit). Finally, some individuals may be angry and physically aggressive or violent upon revival via naloxone.

Training

Opioid overdoes response training including the administration of naloxone can be provided in person, virtually or through online courses.

In-person training will be arranged by the District. Online training through the "Toward the Heart" website will be made available to those who would like and/or cannot attend the in-person training.

Recommended training resources:

Interior Health Youth Harm Reduction Program
Naloxone: Save Me Steps to Save a Life

Staff should be aware that overdose response, like many other emergency response protocols, may involve health and safety issues.

Reference:

Approved:

GENERATIVE ARTIFICIAL INTELLIGENCE (AI)

This Policy is intended to serve as a framework for the acquisition, responsible and ethical use of software that meets the definition of Generative Artificial Intelligence as defined and discussed in Administrative Procedure 193 – Use of Generative Artificial Intelligence (AI).

The Board of Education recognizes the potential benefits of Generative AI Tools in the education sector. These tools can help students and educators in various ways, such as improving learning outcomes, enhancing creativity, and streamlining administrative tasks. However, the Board also acknowledges that the use of Generative AI Tools can raise ethical, legal, and social concerns. This policy is intended to provide guidance on the appropriate use of Generative AI Tools in School District No. 5 (Southeast Kootenay).

Definitions

Generative AI Tools: means a class of artificial intelligence systems that can generate content such as text, images, video, or audio, based on a set of input data rather than simply analyzing or acting on existing data such as but not limited to Microsoft Copilot, Gemini, ChatGPT, Dall-E, or Lensa AI.

Information and Technology Resources: means all devices, networks, systems, and data owned, leased or used by School District No. 5 (Southeast Kootenay) (the "District") and used or made available to users.

1. Statement of Principles

    1.1 **Transparency**: The District is committed to supporting the transparent use of Generative AI Tools. The use of these tools should be transparent to all stakeholders, including students, educators, parents, and the public.

    1.2 **Privacy, Security, & Safety**: The District is committed to the use of Generative AI Tools and will respect the privacy rights of students, staff, and other stakeholders and comply with applicable privacy laws and regulations.

    1.3 **Fairness & Equity**: Generative AI Tools used by the District should be resistant to bias and must not discriminate against any employee, group of employees, student, or group of students, or other stakeholders based on their race, gender, ethnicity, religion, or any other protected characteristic.

    1.4 **Human-Centricity**: The District use of Generative AI Tools should be accurate and reliable. Outputs from these tools must be verified by a human user to ensure that the outputs are consistent with the intended purpose and free from errors or biases. Any workflows or processes that rely on Generative AI Tools must always have a human reviewer and not rely solely on results produced by Generative AI Tools.

February XX, 2024

1.5 **Accountability & Responsibility**: The District must use Generative AI Tools responsibly. These tools must be used in a manner that aligns with the Board's values, mission, and goals. All staff will be held accountable for their use of Generative AI Tools if they are found in violation of Administrative Procedure 193 – Use of Generative Artificial Intelligence (AI).

2. Statement of Best Practices

2.1. **Training**: Educators and students should receive adequate training on the use of Generative AI tools and technology before staff can use these effectively and responsibly.

2.2. **Evaluation**: The Board will evaluate the effectiveness and impact of Generative AI Tools through regular updates from the Secretary Treasurer through the District IT department. The Board will use this data and feedback to ensure that their use continues to align with the Board's goals.

2.3. **Risk Management**: The Board directs the District IT department, through the Secretary Treasurer, to identify and mitigate the risks associated with the use of Generative AI Tools to ensure they are used in a safe and secure manner.

2.4. **Collaboration**: The Board directs the District IT department, through the Secretary Treasurer, to collaborate with other educational institutions, industry partners, and government agencies to share best practices and promote responsible use of Generative AI Tools.

3. Responsibility

3.1 The District IT department, through the Secretary Treasurer, is responsible for the administration of this policy and shall ensure that training and instruction is available to all employees concerning this policy and Administrative Procedure.

The Board encourages the responsible use of these tools and recommends the above principles and best practices to ensure that their use aligns with the Board's values, mission, and goals.

February XX, 2024

USE OF GENERATIVE ARTIFICIAL INTELLIGENCE (AI)

Background

The intent of this administrative procedure is to ensure the responsible and ethical use of Generative AI Tools, protection of sensitive information, and minimize the risk of generating incorrect or biased content. AI technology is growing and evolving at a rapid pace and the potential impacts and risks are not fully understood and use of these systems can have unintended, unanticipated and serious impacts.

To ensure continued relevance, the AI Policy and the related administrative procedure will be reviewed every year by the IT department.

Definitions

1. Generative AI Tools: means a class of artificial intelligence systems that can generate content such as text, images, video, or audio, based on a set of input data rather than simply analyzing or acting on existing data such as but not limited to GPT-3, GPT-4, ChatGPT, Dall-E, and Lensa AI.

2. Information and Technology Resources: means all devices, networks, systems, and data owned, leased or used by School District No. 5 (Southeast Kootenay) (the "District") and used or made available to users.

Procedures

1. Scope

    1.1. This Policy and Procedure applies to all Employees of School District No. 5 (Southeast Kootenay).

2. Understanding Generative AI Tools

    2.1. Generative AI Tools and Large Language Models learn patterns and relationships from mass amounts of data, which enables them to generate new content that may be similar, but not identical to the underlying training data.

    2.2. Generative AI Tools are rapidly being incorporated into common technological tools, such as operating systems, web browsers, search engines and other software applications.

2.3. Generative AI Tools have the potential to support many District business functions and services. However, the use of Generative AI Tools by District employees must be cautioned to ensure proper attribution of generated content and handling of sensitive or public data in care and control of the District.

2.4. Content produced by Generative AI Tools may include copyrighted material as AI tools may be trained by using data such as text, images, video, etc. that has been sourced without regard for its copyright or licensing terms.

2.5. It can be extremely difficult to determine what was used to train an AI system within a Generative AI Tool and difficult to verify whether AI-generative content is original or only a slight deviation of existing copyrighted materials.

2.6. Generative AI Tools can reflect cultural, economic, and social biases of the source materials, and the algorithms used to parse and process that content may also be a source of bias.

2.7. Further research into Generative AI Tools and feature advancements may uncover issues that require further caution and or restrictions on its use by District employees.

3. Acquisition

3.1. All Information and Technology Resources must be acquired in consultation with the District Information Technology (IT) department to ensure the hardware or software receives all necessary reviews and considerations, and for certainty, includes downloadable software, software as a service (SaaS), web-based services, browser plug-ins, and smartphone applications.

3.2. District employees may be authorized by the District IT department to use pre-approved Generative AI Tools.

3.3. District employees wishing to acquire Generative AI Tools or create an online account with a Generative AI Tool to perform functions related to District business must obtain prior approval from the District IT department by submitting a service request specifying the Generative AI Tool.

3.4. Use of Generative AI Tools incorporated into approved Information and Technology Resources do not require IT permission prior to its use. However, all other aspects of this Procedure apply to its use.

3.5. The District IT department may revoke authorization for any technology that adds Generative AI Tools or AI capabilities.

3.6. The District IT department may restrict the use of the Generative AI Tools or AI

capabilities, if in their judgment, the Generative AI Tool or AI capability presents risks that cannot be effectively mitigated to comply with Policy 23 – Generative Artificial Intelligence (AI) or this administrative procedure.

4. Guidelines for Use

    4.1. Once approved to use Generative AI tools, District employees are required to review all outputs of any Generative AI Tool prior to each use in an official District capacity to ensure that no copyrighted material is published by the District without proper attribution, citation, or sourcing, or without obtaining proper copyright or licensing terms.

    4.2. The District employee's review process must be documented and be retained according to the appropriate records retention schedule. The documentation must demonstrate how the review was conducted and shall include the appropriate Generative AI Tool used.

    4.3. District employees must carefully review content generated by Generative AI Tools for accuracy, potential cultural, economic, or social biases to ensure that unintended, offensive, or harmful material is either edited or removed from the content and is free of any discrimination.

    4.4. Generative AI provides an opportunity to get started on memos, letters, job descriptions, and other District daily tasks that do not involve use of sensitive, confidential or personal information. Authorized users must note that when creating prompts for this context, all aspects of this procedure apply with the exception of clauses 6.1, 6.1(a) and 6.1(b).

5. Freedom of Information and Protection of Privacy

    5.1. Use of Generative AI Tools must not include any sensitive, confidential, regulated data, or any personally identifiable data.

    5.2. Exceptions will be made when suitable enterprise controls and data protection mitigations are in place.

    5.3. District data or records, including inputs or prompts must not be used for training or parameter-tuning for Generative AI Tools outside the District's control.

    5.4. Generative AI Tools or other AI technologies that cannot prevent District data or records from contributing to their language models are prohibited from use.

    5.5. District employees using Generative AI Tools are required to maintain and be able to retrieve upon request, records of inputs, prompts, and outputs in a manner consistent with the District's records management and public disclosure policies under the *Freedom of Information and Protection of Privacy Act* (FIPPA).

    5.6. All Generative AI Tools or AI vendors approved for District use must support the retrieval and export of all prompts and outputs (either through exposed functionality or through

vendor contract assurances).

6. District Responsibilities

    6.1. The Secretary Treasurer, with the support of the Information Technology department, will enforce the guidelines of this Administrative Procedure. The procedure may also be imposed by any department supervisor if they believe the District employees under their supervision are in violation of this Administrative Procedure.

    6.2. A District employee's non-compliance with Policy 23 – Generative Artificial Intelligence (AI) and this Administrative Procedure may result in disciplinary action and may include restriction of access to the use of Generative AI Tools.

Approved: XXXX XX, 2024