

**AGENDA of the REGULAR MEETING**  
of the Board of Education  
School District No. 6 (Rocky Mountain)

**Video Conference**

**Location: Kimberley, Golden and Invermere District Offices**

Date: 2021-01-12

Time: 7:00 p.m.

**1. CALL TO ORDER**

**2. ACKNOWLEDGEMENT OF TERRITORY**

**3. APPROVAL OF AGENDA**

**4. APPROVAL OF THE MINUTES OF PRIOR MEETINGS**

- 4.1 Regular Board Meeting of December 8, 2020
- 4.2 Synopsis of In-Camera Meeting of December 8, 2020

**5. PRESENTATIONS**

- 5.1 Nil

**6. MATTERS ARISING FROM THE MINUTES**

**7. STRATEGIC AND POLICY ISSUES**

- 7.1 Policy Development
  - 7.1.1 Third Reading
    - 7.1.1.1 Policy 1100, Policy Development (Karen Shipka) \*
    - 7.1.1.2 Policy 3500, Records and Information Management (Karen Shipka) \*
    - 7.1.1.3 Policy 6170, Board/Authority Authorized Courses (Karen Shipka)\*
    - 7.1.1.4 Policy 6180, Selection of Learning Resources (Karen Shipka) \*
    - 7.1.1.5 Policy 6181, Challenge Learning Resources (Karen Shipka) \*
  - 7.1.2 Second Reading
    - 7.1.2.1 Policy 5010, Student Placement (Karen Shipka) \*
    - 7.1.2.2 Policy 5500, Student Records (Karen Shipka) \*
    - 7.1.2.3 Policy 6800, Fees for Educational Programs (Karen Shipka) \*

7.1.3 First Reading - Nil

## **8. OPERATIONAL ISSUES**

- 8.1 Information Report Budget Utilization Summary December 2020; Budget Utilization Summary November 2020; and Budget Utilization Summary December 2020 (Dale Culler) \*

## **9. REPORTS**

- 9.1 BC School Trustees Association (Jane Fearing)
- 9.2 BC School Trustees Association, Kootenay Boundary Branch (Jane Thurgood Sagal)
- 9.3 BC Public Schools Employers Association (Sandra Smail)

## **10. INFORMATION ITEMS**

- 10.1 Correspondence
- 10.2 January and February 2021 Calendar \*

## **11. FORTHCOMING EVENTS**

- 2021.01.13 BCPSEA Budget Meeting, Conference Call, 1:00 p.m.
- 2021.01.18 Equity in Action Meeting, Virtual, 1:00 p.m.
- 2021.01.22 BCSTA Partner Liaison Meeting, 10:30 a.m. MT
- 2021.01.26 Policy Committee Meeting, Teleconference 5:00 p.m.
- 2021.01.28 BCPSEA AGM, Virtual, 10:00 a.m.
- 2021.01.30 Board of Education Working Session, Columbia Valley Center, 9:00 a.m.
- 2021.02.02 Labour Relations Committee Meeting, Teleconference, 8:30 a.m.
- 2021.02.04 District Technology Advisory Committee Meeting, Copper Point Resort, 9:00 a.m.
- 2021.02.09 Board of Education Meeting, Video Conference from Zone Offices
  - In-Camera 6:00, p.m.
  - Information Exchange, 6:30 p.m.
  - Regular Meeting, 7:00 p.m.

## **12. QUESTIONS FROM THE PUBLIC**

## **13. ADJOURNMENT**

\* attachment



POLICY NO. ~~XXX~~5010

**STUDENT PLACEMENT**

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**POLICY:**

The Board of Education believes that the promotion/retention placement of any student should be based on the judgement of what is best for the student, considering his/her intellectual, social, physical and emotional needs; and take into account the fact that effective education requires the presence of continuous and appropriate challenge to stimulate interest, effort and achievement in keeping with the student's ability.

**DISTRICT PRACTICE** Student Placement <INSERT HYPERLINK>

**REFERENCE:** Sections 7, 8, 17, 20, 22, 65, 79, 85 School Act

**ADOPTED:** November 2020

**Amended:**



**DISTRICT PRACTICE**  
**STUDENT PLACEMENT, ~~RETENTION~~**  
**~~AND ACCELERATION K-9~~**

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**DISTRICT PRACTICE:**

**Background**

Rocky Mountain School District (**RMSD**) is dedicated to providing the best possible education for each student. In most cases, students are placed with age-appropriate peers. Educational research indicates that:

- Retention, alone, does not improve student achievement. Retention of a student in a grade or subject would only occur in exceptional cases.
- Acceleration of a student in a grade or subject can be an appropriate strategy for some students, including designated gifted students.

RMSD recognizes the diverse learning abilities, interests, and needs of all students. In order to maximize student success, the district supports differentiated instruction and programming, while accommodating the needs of students within the classroom as a preferred alternative to retention or acceleration. A key component of supporting all learners is a comprehensive ongoing approach to student assessment and evaluation.

**Practice**

1. Professional staff will place students at the grade level best suited to them academically, socially and emotionally.
  - 1.1 In most cases, this is with age-appropriate peers.
  - 1.2 Exceptions may be made when, in the opinion of the professional staff and the parents, such decisions are in the best interest of, and will benefit, the student.
2. In those instances where retention or acceleration is being considered, factors associated with the student's emotional and social well-being will be considered with the same weight as academic assessment information.
  - 2.1 These factors may be outlined in the student's Individual Education Plan (IEP).
3. The review process may be initiated by the student (where applicable), the parents, or the School-Based Team.
  - 3.1 This process should occur prior to the start of the school year or semester and be consistent with established school placement decisions.
  - 3.2 Extensive consultation will occur in a timely manner.

**POLICY No. 5010** Student Placement <INSERT HYPERLINK>

**REFERENCE:** [Sections 7, 8, 17, 20, 22, 65, 79, 85 School Act](#)

**aDOPTED:** November 2020

**Amended:**



## DISTRICT PRACTICE

### STUDENT PLACEMENT, ~~RETENTION~~ ~~AND ACCELERATION K-9~~

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4. The final responsibility for student placement in a school will rest with the Principal in consultation with the Assistant Superintendent.
    - 4.1 Regardless of the type of recommendation suggested, an intervention support plan will be designed and implemented in the upcoming school year/semester to ensure the student experiences success.

REFERENCE: [Sections 7, 8, 17, 20, 22, 65, 79, 85 School Act](#)

ADOPTED: November 2020

Amended:



## POLICY NO 3500

### RECORDS AND INFORMATION MANAGEMENT

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#### POLICY

The Board of Education (“Board”) is committed to establishing and maintaining a Records Management Program which will facilitate the retrieval, retention, long-term preservation and destruction of records in accordance with the School District’s (“District”) legal, administrative and operational obligations.

The Board recognizes the value of retaining certain documents for future reference and historical purposes. Likewise, it is recognized that certain documents have little or no value after certain periods of time. Further, the Board recognizes that federal and provincial ~~statues~~ **statutes** require that certain documents be retained for specific periods for audit and other purposes.

While this policy provides for minimum periods of retention of documents, it is recognized that ~~statutes as may be enacted~~ **statutes** may dictate other periods of time and provisions and take precedence over the time periods specified in the regulations that accompany this policy.

#### DEFINITIONS

A record is “all recorded information regardless of physical format, which is received, created, deposited, or held by or in any local public body. Records include books, documents, maps, drawings, photographs, letters, vouchers, papers and any other thing on which information is recorded or stored by graphic, electronic, mechanical or other means, but does not include computer programs or any other mechanism that produces records.” (Freedom of Information and Protection of Privacy Legislation)

#### AUTHORITY

The Board authorizes the Secretary Treasurer **or designate** to establish procedures that will guide the implementation of this policy, to implement a standardized method of records management, and to establish fees for the retrieval and reproduction of records retained in the District.

The Secretary Treasurer or designate will be responsible for providing records management **and** information management guidance throughout the District.

#### GUIDING PRINCIPLES

The retention periods will be established in accordance with Federal and Provincial regulations and approved Board policies. The authority for the destruction of records will lie within the Classification System/Retention Schedule established by the Secretary Treasurer.

Retention/disposal of documents not listed and not required to be retained for a period specified by law should be taken into account for their future value for legal, historical, or statistical purposes and the availability of similar data elsewhere.

A central records facility will operate as the official **School District** facility for the storage of all semi-active and inactive school district records.

District Practice - Records and Information Management  
District Practice – Management of Information and  
Access Requests District Form – Management of  
Information and Access Requests

*Legal Reference: Ministerial Orders:*  
[The School Act \(PDF\)](#), [FOIPPA](#)



**POLICY NO. 3500**

**DISTRICT PRACTICE 3500.1**

**RECORDS AND INFORMATION MANAGEMENT**

**CLASSIFICATION SYSTEM / RETENTION SCHEDULE**

The following retention schedule outlines the minimum amount of time that School District 6 (Rocky Mountain) records must be retained and who is responsible for their retention and destruction.

<b>FINANCIAL RECORDS</b>	
<b>Responsibility: Finance Department</b>	
Annual budget and summary supporting documents	Permanent
Auditor's Reports	Permanent
Cancelled Cheques	7 years after the year of creation
Cheque duplicates, invoices, requisitions, purchase orders	7 years after the year of creation
Employee Travel Claims	7 years after the year of creation
Ministry of Education financial information reports	Permanent
General ledger	Permanent
Invoices billed	7 years after the year of creation
Subsidiary ledgers and journals	7 years after the year of creation
Receipts issued	7 years after the year issued
Bank statements, debit and credit notes	7 years after the year of creation
Deposit books / Cash Receipts	7 years after the year of creation
Loans, authorization	7 years or term of loan, if longer
Loans, cancelled notes	7 years after the year of creation
Stop payment orders	1 year after the year of creation

Adopted: January 2020

Amended:

District Policy - Records and Information Management <LINK>

District Practice- Management of Information and Access Requests <LINK>

District Form – Management of Information and Access Requests <LINK>



<b>HUMAN RESOURCE RECORDS</b>	
<b>Responsibility: Human Resources Department</b>	
Applications and Job Competitions	1 year after position is filled
Collective Agreements with Unions	Permanent
Contracts with individual employees	7 years after the year employee leaves District
Employee files	7 years after the year employee leaves District
First Aid Certification	7 years after the year employee leaves the District
Leave records	7 years after the employee leaves school District
Individual grievance files	Permanent
Letters of discipline	According to collective agreement or 7 years after the year employee leaves District
Personnel File	7 years after the year employment ceases
Reference checks	1 year after position is filled
SDS	1 year after employment ceases
SDS - TOC Dispatch	1 year
Seniority Lists	Permanent
Support Staff Subs	1 year
Unsolicited resumes	7 months
Violent incident reports	7 years after the year of creation

<b>INFORMATION SYSTEMS</b>	
<b>Responsibility: Information Systems</b>	
User IDs	When user is removed from the system
System Problem-Tracking	When user is removed from the system

Adopted: January 2020

Amended:

District Policy - Records and Information Management <LINK>

District Practice– Management of Information and Access Requests <LINK>

District Form – Management of Information and Access Requests <LINK>





<b>PAYROLL RECORDS</b>	
<b>Responsibility: Payroll Department</b>	
Employee payroll register	7 years after the year employee leaves District
Employee attendance records	7 years after the year employment ceases
Payroll benefits	7 years after the year employment ceases
Payroll data base	7 years after the year employment ceases
Payroll deductions	7 years after the year employment ceases

<b>STUDENT RECORDS</b>	
Student Information System Data Responsibility: Information Systems	Permanent
Permanent Record Cards Responsibility: Schools	Permanent
Attendance Reports and Registers Responsibility: Schools	Permanent
Out-of-Boundary Attendance Requests Responsibility: Assistant Superintendents (Elementary and Secondary) Offices	1 year after decision is made about the request
Provincial Scholarships and District Awards Responsibility: Office of Assistant Superintendent - Secondary	Permanent
Senior Secondary School Statement Responsibility: Secondary Schools	Permanent
Teachers' student files Responsibility: teacher	1 year after teacher no longer has student (selected records transferred to Primary Student File)
Other student records Responsibility: Schools, Student Support Services	Useful life of record

Adopted: January 2020

Amended:

District Policy - Records and Information Management <LINK>

District Practice– Management of Information and Access Requests <LINK>

District Form – Management of Information and Access Requests <LINK>



<b>RISK MANAGEMENT</b>	
Insurance Policies	Useful Life
Accident Reports - Students	Useful Life
Accident Reports - Employees	6 years after the year of creation

<b>BUILDINGS &amp; PROPERTY</b>	
Appraisal and Inventory Records	Indefinite
Capital Expenditure Authorization	Indefinite
Plans and Specifications and Related Documents	Indefinite
Titles and Deeds	Indefinite
Borrowing Authority (e.g. Orders-in-Council)	Indefinite
Leases	Indefinite

<b>GENERAL ADMINISTRATION</b>	
Insurance Claims	Indefinite
Miscellaneous Reports (WCB, Fire Marshall, Health, Boiler Inspection, etc.)	Indefinite

<b>CORPORATE SERVICES</b>	
Board Policy	Indefinite
Board Committee Reports	Indefinite
Board Minutes (Open and Closed)	Indefinite
Wage and Salary Agreements	Indefinite
List of Electors	2 years
General Notices	1 year
Oaths and Declaration	Specified Term of Office

<b>OTHER</b>	
General Correspondence	3 years after the year of creation

Adopted: January 2020

Amended:

District Policy - Records and Information Management <LINK>

District Practice- Management of Information and Access Requests <LINK>

District Form – Management of Information and Access Requests <LINK>



## POLICY NO. 3500

### DISTRICT PRACTICE 3500.02

## RECORDS AND INFORMATION MANAGEMENT AND ACTION REQUESTS

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### GENERAL

1. Students, staff and members of the public are entitled to seek access to records within the custody and control of the School District. In order to support access to information and records, the School District has established different processes for each of the following types and categories of requests:
  - Requests for access to publicly available information;
  - Requests for access to student files;
  - Requests for access to employee personnel files; and
  - Requests for access to other records.

### REQUESTS FOR PUBLICLY AVAILABLE INFORMATION

2. The School District supports appropriate transparency and accountability practices and seeks to identify categories of information or records to make available to the public.
3. The School District routinely makes available on its public website: the minutes of its public meetings, public board reports, financial information and other information that the Board is required to or determines to make available to the public.
4. Individuals seeking access to, or information about, records that are publicly available should contact the Freedom of Information Coordinator.
5. The School District supports the appropriate disclosure of information on matters of public interest in accordance with section 25 of the *Freedom of Information and Protection of Privacy Act* ("FIPPA").

### REQUESTS FOR STUDENT FILES

6. The School District recognizes that the student file for school-aged students enrolled within the School District is available to the student and his/her parent (guardian) under the School Act.
7. Requests for copies of a student's file when made by a student or their parent (guardian) should be referred to the student's current school principal, and access will be granted at the school level in accordance with the School Act.
8. Before granting access to student files, the school principal shall ensure that any third-party personal information contained in the file is removed or redacted. The student file shall not contain student counselling records. If the school principal has questions or concerns about the information or records to be disclosed, he or she will consult with the Freedom of Information Coordinator.



## POLICY NO. 3500

### DISTRICT PRACTICE 3500.02

#### RECORDS AND INFORMATION MANAGEMENT AND ACTION REQUESTS

9. Former students and students who have reached the age of majority should seek access to their student file by making a written request to the Freedom of Information Coordinator.
10. The School District reserves the right to charge reasonable fees for the processing of requests for student files and may require proof of identity or guardianship before releasing records.

#### REQUESTS FOR PERSONNEL FILES

11. The School District recognizes that FIPPA provides employees with an entitlement to receive access to their own personal information as contained in their personnel file, subject to certain exceptions set out in the Act.
12. Requests for access to personnel files may be directed to the School District Human Resources Department. The Human Resources Department will review the personnel file and remove any third-party personal information before releasing the file to the individual and will consult with the Freedom of Information Coordinator prior to release to ensure that any decision to release or withhold information in the personnel file complies with FIPPA.
13. If the Freedom of Information Coordinator determines that any information or records must not or should not be disclosed in response to a request, then the request may be treated as a formal request made under FIPPA and processed as a FIPPA Access Request under this Procedure.
14. The School District may require proof of identity from individuals requesting access to their own personal information.

#### PROCESSING OF ACCESS REQUESTS UNDER FIPPA

15. Staff who receive requests for access to records under FIPPA will promptly refer the request or requestor to the Freedom of Information Coordinator (each an "Access Request").
16. FIPPA permits verbal requests for access to records to be made in special circumstances, such as where there are language or other barriers to making a written request. In such cases, the Freedom of Information Coordinator will record the verbal request in writing and confirm it with the Applicant.
17. Authority to respond to Access Requests is vested in the Superintendent or his/her designate, who is the "head" of the School District for the purposes of section 77 of FIPPA. The Superintendent may delegate some or all of their powers for the release of records under FIPPA by written instrument.
18. The Superintendent and their delegate will consult, where appropriate, with the responsible department or school prior to the release of records responsive to a request.
19. It is the responsibility of the Superintendent and his/her designate to provide responses to Access Requests to the requestor.
20. Employees of the School District are expected to provide reasonable and timely cooperation to the School District if requested to assist in searching for records responsive to an access request or to consult on the release of records.



**POLICY NO. 3500**

**DISTRICT PRACTICE 3500.02**

**RECORDS AND INFORMATION MANAGEMENT  
AND ACTION REQUESTS**

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21. Where required to respond to an access request, the School District may conduct searches of electronic records where such records are maintained on the School District's systems or servers. Accordingly, employees wishing to avoid any inadvertent intrusions, should not retain private or non-work-related documents or communications on the School District's systems or servers.
  22. The FIPPA applies to all records within the custody or control of the School District, and the School District has an obligation to assist those requesting access to records under the FIPPA. Accordingly, employees may not destroy or delete records that may be responsive to an existing access request, nor should employees seek to use personal email accounts or devices to conduct School District business or carry out employment functions.
  23. The School District may require proof of identity from individuals requesting access to their own personal information.
  24. The School District reserves the right to charge fees for processing access requests but will do so only as permitted and accordance with the requirements of the FIPPA.



# FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY

## REQUEST FOR ACCESS TO RECORDS

<b>THE BOARD OF EDUCATION OF SCHOOL DISTRICT NO. 6 (ROCKY MOUNTAIN)</b>			
<b>YOUR NAME</b>			
LAST NAME	FIRST NAME	MIDDLE NAME	OPTIONAL <input type="checkbox"/> MISS <input type="checkbox"/> MS <input type="checkbox"/> MRS. <input type="checkbox"/> MR. <input type="checkbox"/> OTHER : _____
<b>YOUR ADDRESS</b>			
STREET, APARTMENT NO., P.O. BOX, R.R. NO.	CITY / TOWN	PROVINCE / COUNTRY	POSTAL CODE
<b>YOUR CONTACT INFORMATION</b>			
DAY PHONE NO. (    )	ALTERNATE PHONE NO. (    )	E-MAIL ADDRESS	
<b>DETAILS OF REQUESTED INFORMATION</b>			
<b>INFORMATION REQUESTED</b> (PLEASE DESCRIBE THE RECORDS YOU ARE REQUESTING. BE AS SPECIFIC AS POSSIBLE, AS THIS WILL ASSIST THE REQUEST PROCESS. ATTACH A SEPARATE SHEET IF THE SPACE BELOW IS NOT SUFFICIENT.)			PLEASE SPECIFY ANY REFERENCE OR FILE NUMBER(S), IF KNOWN
ARE YOU REQUESTING ACCESS TO ANOTHER PERSON'S PERSONAL INFORMATION? <input type="checkbox"/> YES <input type="checkbox"/> NO (IF SO, PLEASE ATTACH, AS APPROPRIATE: a) THAT PERSON'S SIGNED CONSENT FOR DISCLOSURE, OR b) PROOF OF AUTHORITY TO ACT ON THAT PERSON'S BEHALF.)			
PREFERRED METHOD OF ACCESS TO RECORDS <input type="checkbox"/> EXAMINE ORIGINAL <input type="checkbox"/> RECEIVE COPY	YOUR SIGNATURE		DATE SIGNED (YYYY MM DD)
<b>FOR SCHOOL DISTRICT USE ONLY</b>			
<b>REQUEST CATEGORY</b> <input type="checkbox"/> ACCESS TO <u>G</u> ENERAL INFORMATION <input type="checkbox"/> ACCESS TO <u>P</u> ERSONAL INFORMATION			
DATE RECEIVED (YYYY MM DD)	DATE DUE (YYYY MM DD)		
<ul style="list-style-type: none"> <li>• YOU MAY MAKE A REQUEST FOR ACCESS TO RECORDS WITHOUT USING THIS FORM, PROVIDED YOU DO SO IN WRITING.</li> <li>• BIRTHDATE IS REQUIRED TO VERIFY THE INDIVIDUAL REQUESTING THE INFORMATION.</li> <li>• PERSONAL INFORMATION CONTAINED ON THIS FORM IS COLLECTED UNDER THE <b>FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT</b> AND WILL BE USED ONLY FOR THE PURPOSE OF RESPONDING TO YOUR REQUEST.</li> </ul>			



**POLICY NO. 6170**  
**BOARD/AUTHORITY**  
**AUTHORIZED COURSES**

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**POLICY:**

The Board of Education supports and encourages the development of Board/Authority Authorized Courses (BAA Courses). BAA Courses are Grade 10, 11 or 12 courses developed or adopted by the Board to respond to the local needs of schools and their communities while providing choice and flexibility for students. BAA Courses are authorized by the Board according to requirements set by the Ministry of Education.

1. BAA Courses shall be created/adopted and authorized consistent with the [Board Authorized Course Order](#), Ministerial Order 285/04 and [Board/Authority Authorized Courses: Requirements and Procedures \(PDF\)](#).
2. Prior to April 30 of each year, a copy of the proposed course must be submitted to the Superintendent or designate and Board of Education Approval.

**DISTRICT PRACTICE** <INSERT HYPERLINK>  
**FORM** <INSERT HYPERLINK>

**REFERENCES:** The [School Act \(PDF\)](#), Sections 85 (2) (i) and 168 (2) (b), Ministerial Order 302/04, the [Graduation Program Order](#) (PDF)

**ADOPTED: February 1999**  
**Amended: May 2013, November 2020**

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**POLICY:**

The policy of the Board of Education of School District No. 6 (Rocky Mountain) is to provide a wide range of learning resources to support individual student needs and a variety of teaching and learning styles.

The primary objective of learning resources is to support, enrich, and to help implement the educational program of the school through the interaction of professional personnel and other members of the school community. It is up to the professional staff to provide students with a wide range of materials at varying levels of difficulty, with diversity of appeal and the presentation of different points of view.

**REGULATION**

**1. Objectives of Selection**

- 1.1 For the purposes of this statement of policy, the term "learning resources" will refer to any person(s) or material (whether acquired or locally produced) with instructional content or function that is used for formal or informal teaching/learning purposes. Learning resources encompass a variety of media including, but not limited to, video, software, print, and on-line information.
- 1.2 Teachers may use provincially Ministry recommended or locally approved learning resources to support provincial or locally developed curricula. Recommended means the legal status granted to a learning resource which has been evaluated and approved by the Ministry for use in all BC schools. The Board of Education grants continued "recommended status" for resources which have previously received Provincial Recommendation unless that recommendation has been withdrawn because of controversy.
- 1.3 Evaluation of learning resources must be in accordance with [section 168\(2\)\(e\) of the School Act](#) as outlined in *Ministerial Order M189/08*.

**2. Criteria for Selection**

- 2.1 Learning resources shall support and be consistent with the policy directives of the Ministry of Education and with the provincially prescribed curricula.
- 2.2 Learning resources shall be appropriate for the subject area and for the age, emotional development, ability level, learning styles, and social development of the students for whom the materials are selected.

**DISTRICT PRACTICE** 6180 Selection of Learning Resources <INSERT HYPERLINK>

**REFERENCES:** [section 168\(2\)\(e\) of the School Act](#)

**ADOPTED:** September 1998

**Amended:** April 1999, October 2002, March 2010, November 2020

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- 2.3 Learning resources shall be fair, objective, and free from bias, propaganda, discrimination and sex-role stereotyping, except where a teaching/learning situation requires illustrative material to develop critical thinking about such issues.
- 2.4 Learning resources shall present various sides of controversial issues so that young citizens may have an opportunity to develop, under guidance, the practice of critical analysis and make informed judgements in their daily lives.
- 2.5 Learning resources shall meet high standards of quality in factual content and/or aesthetic, literary, and/or social values.
- 2.6 Learning resources shall be representative of the many religious, ethnic, and cultural groups and of their contributions to our national heritage and the world community.
- 2.7 Learning resources shall be designed to motivate students and staff to examine their own attitudes and behaviours and to comprehend their own duties, responsibilities, rights, and privileges as participating citizens in our society.
- 2.8 Learning resources shall be purchased and used in compliance with current copyright legislation.
- 2.9 Emphasis shall be placed on the selection of Canadian learning resources where appropriate. These resources include learning materials from a variety of media by or about a Canadian person, about a region or event, and/or published or produced in Canada.

### 3. Responsibility for Selection of Learning Resources

- 3.1 The Board of Education approves learning resources that are provincially evaluated and carry the status of Ministry Recommended or Educational Resource Acquisition Consortium (ERAC) evaluated. All other learning resources must be vetted through the following process.
  - 3.1.1 The Board of Education delegates the responsibility for the selection of learning resources to the professional staff employed by the school system.
  - 3.1.2 While selection of learning resources involves many people (administrators, teachers, students, parents, community persons, resource centre personnel), the responsibility for the selection of school-based learning resources rests with the principal and educational staff.

**DISTRICT PRACTICE** 6180 Selection of Learning Resources <INSERT HYPERLINK>

**REFERENCES:** [section 168\(2\)\(e\) of the School Act](#)

**ADOPTED:** September 1998

**Amended:** April 1999, October 2002, March 2010, November 2020

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**POLICY NO. 6180**

**DISTRICT PRACTICE**

**SELECTION OF LEARNING RESOURCES**

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1. In selecting learning resources, professional personnel will evaluate, based on [Education Resource Acquisition Consortium \(ERAC\) Evaluating, Selecting and Managing Learning Resources: A Guide](#), available resources and curriculum needs and will consult reputable, professionally prepared aids. The actual resource will be examined whenever possible.
2. Recommendations for purchase may involve administrators, teachers, district personnel, students, parents, and community persons.
3. Gift materials shall be judged by the criteria outlined and shall be accepted or rejected by those criteria.
4. Selection is an ongoing process that should include the removal of materials no longer appropriate according to the criteria for the selection of learning resources.

**DISTRICT POLICY** 6180 Selection of Learning Resources <INSERT HYPERLINK>

**ADOPTED: September 1998**

**Amended: April 1999, October 2002, March 2010, November 2020**

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**POLICY NO. 6181**

**CHALLENGE LEARNING**

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**POLICY:**

Any resident or employee of the school district may formally challenge learning resources used in the District's educational program on the basis of appropriateness. This procedure is for the purpose of considering the opinions of those persons in the schools and the community who are not directly involved in the selection process.

**DISTRICT PRACTICE** 6181 Challenge Learning Resources<INSERT HYPERLINK>  
**FORM** 6181 Challenge Learning Resources<INSERT HYPERLINK>

**ADOPTED: June 1998**  
**Amended: June 2008, November 2020**



**DISTRICT PRACTICE:**

**1. Request for Informal Reconsideration**

The school receiving a complaint regarding a learning resource shall try to resolve the issue informally. The first step is for the complainant to discuss the issue with the teacher. Further action would proceed as follows:

- 1.1 The Principal, in conjunction with appropriate staff, shall explain to the questioner the school's selection procedure, criteria, and qualifications of those persons selecting the resource.
- 1.2 The Principal or appropriate staff shall explain the particular place the questioned resource occupies in the education program, its intended educational usefulness, and any additional information regarding its use, or refer the person to someone who can identify and explain the use of the resource.
- 1.3 If the questioner wishes to file a formal challenge, a copy of the District's Selection of Learning Resources policy and a Request for Reconsideration of Learning Resources form shall be provided to the person concerned.

**2. Request for Formal Reconsideration of Learning Resources**

- 2.1 All formal objections to learning resources are to be made on the "Request for Reconsideration of Learning Resources" forms available from the schools and are to be signed and then filed with the Principal.
- 2.2 The District Resource Centre Coordinator shall be informed by the administrative officer.
- 2.3 The Principal is responsible for ascertaining the membership of the Reconsideration Committee and establishing meeting place, date, and time as quickly as possible.

POLICY No. <INSERT HYPERLINK>  
FORM <INSERT HYPERLINK>

ADOPTED: June 1998  
Amended: June 2008

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**POLICY NO. 6181**

**DISTRICT PRACTICE**

**CHALLENGE LEARNING RESOURCES**

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2.4 When appropriate the Reconsideration Committee should include:

- ◆ the teacher or teacher-librarian responsible for the learning resource;
- ◆ an administrator from a different site;
- ◆ a trustee;
- ◆ a member of the school's Parent Advisory Council;
- ◆ a member of the district staff;
- ◆ a student chosen by the student body (in case of the secondary schools);
- ◆ a community person with related professional knowledge; **and**
- ◆ a chairperson shall be named and minutes of the meetings kept.

2.5 The Reconsideration Committee shall review the challenged resource and judge whether it conforms to the principles of selection outlined in the District's Selection of Learning Resources policy.

**3. Resolution**

3.1 The Reconsideration Committee shall proceed within these guidelines:

- a) Examine the challenged resource.
- b) Consider the written submission of the questioner.
- c) Determine professional acceptance by reading critical reviews of the resource.
- d) Weigh values and faults and form opinions based on the material as a whole rather than on passages or sections taken out of context.
- e) Discuss the challenged resource in the context of the educational program.
- f) Provide the individual questioner with the opportunity to discuss the challenged item.
- g) Determine a final recommendation "in camera".
- h) Prepare a written report which will include the procedures followed, the minutes of the meetings, and the rationale for the decision made by the committee.

**POLICY No.** <INSERT HYPERLINK>  
**FORM** <INSERT HYPERLINK>

**ADOPTED: June 1998**  
**Amended: June 2008**

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**POLICY NO. 6181**

**DISTRICT PRACTICE**

**CHALLENGE LEARNING RESOURCES**

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- 3.2 The decision and rationale shall be discussed with the individual questioner and appropriate staff, if requested.
- 3.3 For school-based collections, the written report shall be retained by the school's Principal, with a copy retained by the District Resource Centre Coordinator and a copy provided to the Superintendent.
- 3.4 The decision of the respective Reconsideration Committee is binding on the individual school. **No decision** ~~However no decision~~ of the Reconsideration Committee shall abrogate any right, benefit or process that the teacher directly involved may have in his/her Collective Agreement with the Board of otherwise provided by law.
- 3.5 Notwithstanding any procedure outlined in this policy, the questioner shall have the right to appeal any decision of the Reconsideration Committee to the Board of Education in accordance with the Board's Appeal Bylaw.

**POLICY No.** <INSERT HYPERLINK>  
**FORM** <INSERT HYPERLINK>

**ADOPTED: June 1998**  
**Amended: June 2008**

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School District No. 6 (Rocky Mountain)  
**PARENT OR CITIZEN REQUEST FOR RECONSIDERATION  
OF LEARNING RESOURCES**

NAME OF COMPLAINANT: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ PHONE No. \_\_\_\_\_

STATUS OF COMPLAINANT: \_\_\_\_\_ PARENT/GUARDIAN \_\_\_\_\_ CITIZEN \_\_\_\_\_ (CHECK ONE)

WAS THE MATERIAL ASSIGNED FOR STUDY PURPOSES OR BORROWED BY THE CHILD FOR FREE  
READING?  
\_\_\_\_\_

DOES THE COMPLAINANT REPRESENT: (A) SELF \_\_\_\_\_  
(B) A LOCAL ORGANIZATION \_\_\_\_\_  
(C) ANY OTHER GROUP \_\_\_\_\_

TITLE: \_\_\_\_\_

AUTHOR: \_\_\_\_\_

PUBLISHER: \_\_\_\_\_

1. PLEASE SPECIFY YOUR OBJECTION (CITE PAGES OR SECTIONS)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. WHAT DO YOU FEEL MIGHT BE THE IMPACT OF READING, VIEWING, OR USING THIS WORK?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. WHAT WOULD YOU LIKE THE SCHOOL TO DO ABOUT THIS WORK?

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(A) DO NOT RECOMMEND OR ASSIGN IT TO MY CHILD? \_\_\_\_\_

(B) WITHDRAW IT FROM ALL STUDENT USE? \_\_\_\_\_

---

DATE:

---

SIGNATURE OF COMPLAINANT





POLICY NO. ~~XXX~~5010

**STUDENT PLACEMENT**

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**POLICY:**

The Board of Education believes that the promotion/retention placement of any student should be based on the judgement of what is best for the student, considering his/her intellectual, social, physical and emotional needs; and take into account the fact that effective education requires the presence of continuous and appropriate challenge to stimulate interest, effort and achievement in keeping with the student's ability.

**DISTRICT PRACTICE** Student Placement <INSERT HYPERLINK>

**REFERENCE:** Sections 7, 8, 17, 20, 22, 65, 79, 85 School Act

**ADOPTED:** November 2020

**Amended:**



**DISTRICT PRACTICE**  
**STUDENT PLACEMENT, ~~RETENTION~~**  
**~~AND ACCELERATION K-9~~**

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**DISTRICT PRACTICE:**

**Background**

Rocky Mountain School District (**RMSD**) is dedicated to providing the best possible education for each student. In most cases, students are placed with age-appropriate peers. Educational research indicates that:

- Retention, alone, does not improve student achievement. Retention of a student in a grade or subject would only occur in exceptional cases.
- Acceleration of a student in a grade or subject can be an appropriate strategy for some students, including designated gifted students.

RMSD recognizes the diverse learning abilities, interests, and needs of all students. In order to maximize student success, the district supports differentiated instruction and programming, while accommodating the needs of students within the classroom as a preferred alternative to retention or acceleration. A key component of supporting all learners is a comprehensive ongoing approach to student assessment and evaluation.

**Practice**

1. Professional staff will place students at the grade level best suited to them academically, socially and emotionally.
  - 1.1 In most cases, this is with age-appropriate peers.
  - 1.2 Exceptions may be made when, in the opinion of the professional staff and the parents, such decisions are in the best interest of, and will benefit, the student.
2. In those instances where retention or acceleration is being considered, factors associated with the student's emotional and social well-being will be considered with the same weight as academic assessment information.
  - 2.1 These factors may be outlined in the student's Individual Education Plan (IEP).
3. The review process may be initiated by the student (where applicable), the parents, or the School-Based Team.
  - 3.1 This process should occur prior to the start of the school year or semester and be consistent with established school placement decisions.
  - 3.2 Extensive consultation will occur in a timely manner.

**POLICY No. 5010** Student Placement <INSERT HYPERLINK>

**REFERENCE:** [Sections 7, 8, 17, 20, 22, 65, 79, 85 School Act](#)

**ADOPTED:** November 2020

**Amended:**



**DISTRICT PRACTICE**

**STUDENT PLACEMENT, ~~RETENTION~~  
~~AND ACCELERATION K-9~~**

- 
4. The final responsibility for student placement in a school will rest with the Principal in consultation with the Assistant Superintendent.
    - 4.1 Regardless of the type of recommendation suggested, an intervention support plan will be designed and implemented in the upcoming school year/semester to ensure the student experiences success.

REFERENCE: [Sections 7, 8, 17, 20, 22, 65, 79, 85 School Act](#)

ADOPTED: November 2020  
Amended:



## POLICY NO. 5500

### STUDENT RECORDS

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#### **POLICY:**

The Board of Education believes that it is necessary for schools to maintain records about each of its students. Such records would generally take one or two forms: the records kept by a teacher about the progress of individual students, or the accumulation of such records in a file over the course of the student's career.

Consistent with requirements of the *School Act*, the Board believes that a student and a parent(s)/guardian(s) of a student are entitled to examine all student records kept by a Board pertaining to that student.

**DISTRICT PRACTICE** 550 Student Records <INSERT HYPERLINK>

**FORM** 5500 Student Records <INSERT HYPERLINK>

**REFERENCES:** Section 79 School Act

**ADOPTED:** December 1996

**Amended:** June 2002, June 2005, June 2020



**POLICY NO. 5500**  
**DISTRICT PRACTICE**  
**STUDENT RECORDS**

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**DISTRICT PRACTICE:**

1. Only information that is in the legitimate interest of the student or the school system will be maintained in student records.
2. Access to student records shall be restricted to:
  - (a) school and school system personnel;
  - (b) parents as defined in the *School Act*;
  - (c) the student whose record it is;
  - (d) personnel authorized by the parent, or by the Superintendent or Principal, under Section 79 of the *School Act*.
3. Those who wish to examine records pertaining to a student shall contact the Principal of the school the student attends or the Superintendent of Schools if the student no longer attends school.
4. In the case of any student under the age of 19 years, prior permission in writing must be obtained from the parent or guardian before access to records is permitted.
5. When such a request is made by a parent/guardian or student, that individual is entitled to examine all student records kept by a Board pertaining to the student while accompanied by the Principal/Superintendent, or a person designated by the Principal/Superintendent to interpret the records.
  - (a) The individual has the right to make copies or extracts of the records.
  - (b) Students or parents/guardians will not be permitted to change or remove all or any part of the accumulated file of records.
  - (c) A student or parent/guardian may request that the Principal or designate remove any data considered detrimental and not in the best interests of the student.
  - (d) Should disagreement develop concerning the removal of data, the student, parent(s)/guardian(s) may appeal to the Office of the Superintendent.
  - (e) Persons who have "access" under a Divorce Act are entitled to receive information concerning the education of the children who are the subject of the order.
6. Student record files may be retained by the school for a maximum of two years after the student has left the school, after which the Permanent Student Record Cards will be forwarded to the District Office for storage in the Windermere Zone, to Golden Secondary School for storage in the Golden Zone, and to Selkirk Secondary School for storage in the Kimberley Zone. Only the basic attendance and academic performance records will be maintained for a period of ~~seventy (70)~~ **fifty-five (55)** years after the student leaves the school system.

**POLICY No.** 5500 Student Records<INSERT HYPERLINK>

**FORM** 5500 Student Records <INSERT HYPERLINK>

**ADOPTED: December 1996**

**Amended: June 2002, June 2005, June 2020, November 2020**



**POLICY NO. 5500**

**DISTRICT PRACTICE**

**STUDENT RECORDS**

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7. In the case of a student transferring from one school to another within the province, records may also be transferred, without prior consent of the parent, guardian or student, upon request of the receiving principal.
8. In the case of a student transferring to a school outside British Columbia, copies of student records may be sent upon request of the receiving principal, but the original Permanent Record card must remain within the District or province.
9. Staff will respect the confidentiality of all student records and, unless otherwise permitted by law, will not release student information without the permission of the student or the parent.

**POLICY No.** 5500 Student Records<INSERT HYPERLINK>

**FORM** 5500 Student Records <INSERT HYPERLINK>

**ADOPTED: December 1996**

**Amended: June 2002, June 2005, June 2020, November 2020**

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**POLICY NO. 5500  
DISTRICT FORM  
STUDENT RECORDS**

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**RELEASE OF CONFIDENTIAL INFORMATION CONSENT FORM**

**INFORMATION REQUESTED BY AGENCY OUTSIDE DISTRICT SCHOOL SYSTEM**

I hereby authorize the release of appropriate information and records concerning

\_\_\_\_\_ to \_\_\_\_\_  
(name of child) (name of agency)

Signed: \_\_\_\_\_  
(Parent/Guardian)

Dated: \_\_\_\_\_

---

**REQUEST BY STUDENT OR PARENT TO SEE STUDENT RECORDS**

I, \_\_\_\_\_ (parent/guardian) of  
\_\_\_\_\_ (name of student)

- wish to have access to his/her school cumulative records
- am aware of his/her wish to have access to his/her school cumulative records and hereby grant permission to the Principal of the school to make such records available.

Signed: \_\_\_\_\_  
(Parent/Guardian)

Dated: \_\_\_\_\_

POLICY No. 5500 STUDENT RECORDS <INSERT HYPERLINK>  
DISTRICT PRACTICE 5500 STUDENT RECORDS <INSERT HYPERLINK>

**ADOPTED: December 1996**  
**Amended: June 2002, June 2005, June 2020, November 2020**



**POLICY:**

The Board of Education shall provide free of charge to every student, of school age, resident in the district and enrolled in an education program:

- To meet the general requirements for graduation set out in the [Ministerial Order M302/04](#).
- Any education resource materials necessary to participate in a standard education program.

For special projects in an educational program or field trips, if optional, participants may be expected to provide some of the associated costs.

Fees may be charged for non-education programs for such items as Students' Council, agenda books and lockers.

To ensure that fees do not become a barrier to student participation in educational programs, schools will establish fair, sensitive and confidential procedures which will allow participation by students who would otherwise be excluded due to financial hardship.

Principals, in consultation with senior staff, are to determine and shall advise parents how to access assistance when ability to pay is a concern.

**REGULATIONS**

1. Educational resource materials are material sources of knowledge or expertise that relate to education or educational programs. School supplies which the student owns and uses personally are not educational resource materials within the meaning of the [School Act](#).
2. This policy pertains to curricular programs only.





**POLICY NO.6800**

**DISTRICT PRACTICE**

**FEES FOR EDUCATIONAL PROGRAMS**

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**DISTRICT PRACTICE:**

1. When a student, given the choice, chooses to use educational resource material and/or supplies that are different from those provided to attain the generally acceptable standards then it is appropriate for the student to be charged for that material.
2. Charging fees for expenses associated with field trips and activities of an enrichment nature such as a swimming program, a skiing program, or the Blue Lake Forestry Camp is acceptable however, no student should be denied participation due to inability to pay.
3. Deposits may be charged as a security for the safekeeping of educational resource materials provided to students. Deposits must be fully refunded on the return of the educational resource materials in good condition.
4. Each school is to establish policies and procedures to facilitate the participation of students who would not otherwise be able to participate in activities due to financial hardship.
5. Each school should submit a schedule of fees for the next school year to the School Board for approval by the end of May. Schools should then make available to students and parents a schedule of all student fees and deposits.

**POLICY No.** <INSERT HYPERLINK>  
**FORM** <INSERT HYPERLINK>

**ADOPTED: November 1997**  
**Amended: November 2020**

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**DATE:** January 8, 2021

**TO:** Board of Trustees

**FROM:** Karen Shipka, Superintendent of Schools

**SUBJECT:** Budget Utilization Summary – December 31, 2020

**ORIGINATOR:** Dale Culler, Secretary Treasurer

**REFERENCE:** Budget Utilization Summary – December 31, 2020

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**ISSUE**

That the Board of Education receive a report on year-to-date operating expenditures compared to budget and prior year data as information.

**BACKGROUND**

This report is to provide the Board with information concerning fluctuations in operating expenditures on a monthly basis.

**CURRENT SITUATION**

Instruction: reduction of approximately \$516,000 from prior year. Primarily attributable to decreases in transportation, travel and homestay fees due to COVID-19 and the reduced international student program.

Administration: increase of approximately \$74,000 from prior year. Primarily attributable to increases in salaries and benefits previously coded to instruction. As well as staffing increases.

Operations and Maintenance: reduction of approximately \$185,000 from prior year. Primarily attributable to decreases in supplies, utilities and equipment costs mainly due to COVID-19 funding.

Transportation and Housing: a slight reduction of approximately \$10,000 from prior year attributable to reduction of travel and bus trips.

**CONCLUSION**

Expenditures to date are below budget and less than the prior year for the same timeframe.

**RECOMMENDATION**

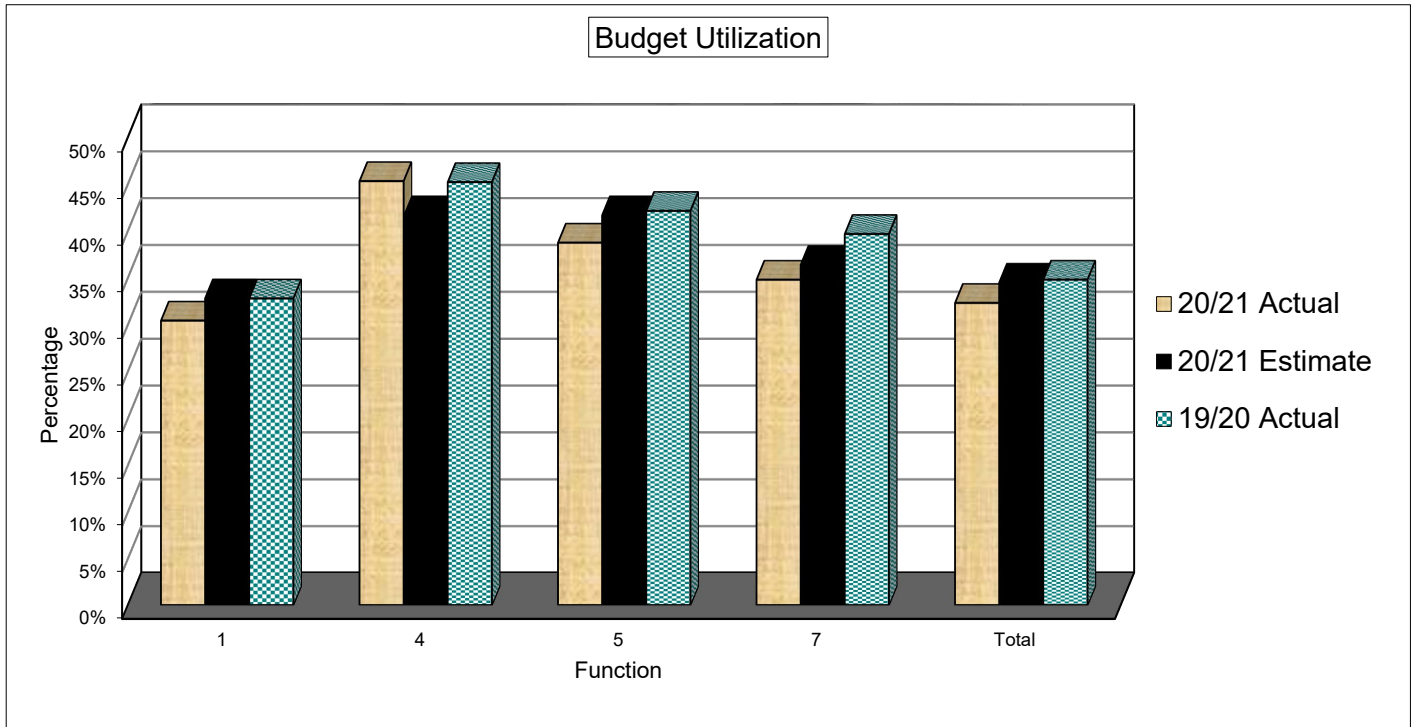
Continue to monitor on a monthly basis.

**STRATEGIC ALIGNMNET**

Resource allocation for student success, budget monitoring and financial stewardship.

**ROCKY MOUNTAIN SCHOOL DISTRICT No. 6**  
**BUDGET UTILIZATION SUMMARY**  
**November 30, 2020**

<u>FUNCTION</u>	<u>#</u>	<u>MONTHS</u>	<u>BUDGET</u>	<u>EXPENDED</u>	<u>ACTUAL</u>	<u>ESTIMATE</u>	<u>2019/20 ACTUAL</u>
Instruction	1	10	\$ 33,649,375	\$ 10,239,017	30.43%	32.80%	32.79%
Administration	4	12	\$ 1,762,801	\$ 798,776	45.31%	41.67%	45.21%
Maintenance	5	12	\$ 5,609,070	\$ 2,173,216	38.74%	41.67%	42.13%
Transportation	7	11	\$ 1,780,849	\$ 619,568	34.79%	36.36%	39.67%
<b>Total</b>			<b>\$ 42,802,095</b>	<b>\$ 13,830,577</b>	<b>32.31%</b>	<b>34.47%</b>	<b>34.80%</b>

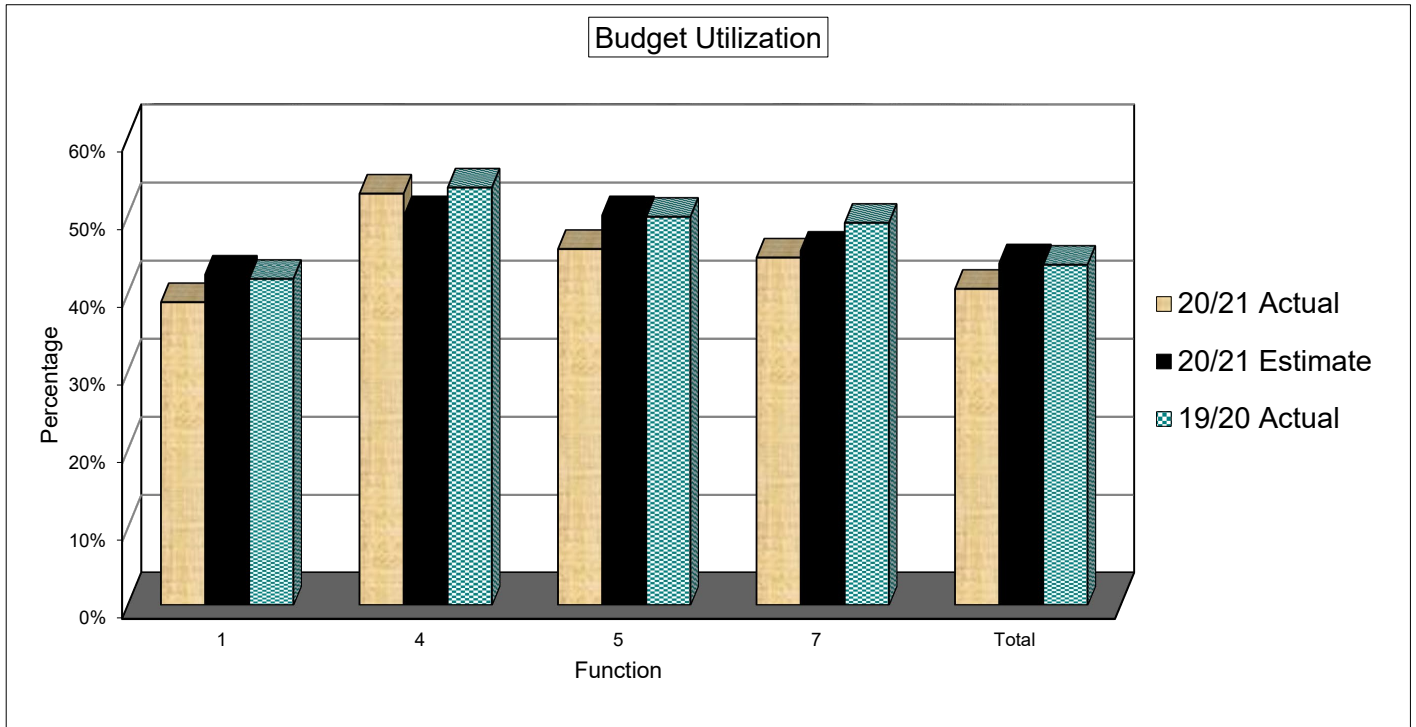


**BUDGET ADJUSTMENTS:**

	<u>APPROVED</u>	<u>AMENDED</u>	<u>EXISTING</u>	<u>DIFFERENCE</u>
Function 1	\$ 33,649,375	\$ -	\$ 33,649,375	\$ -
Function 4	\$ 1,762,801	\$ -	\$ 1,762,801	\$ -
Function 5	\$ 5,609,070	\$ -	\$ 5,609,070	\$ -
Function 7	\$ 1,780,849	\$ -	\$ 1,780,849	\$ -
Local Cap.	\$ 2,340,044	\$ -	\$ 2,340,044	\$ -
<b>TOTAL</b>	<b>\$ 45,142,139</b>	<b>\$ -</b>	<b>\$ 45,142,139</b>	<b>\$ -</b>

**ROCKY MOUNTAIN SCHOOL DISTRICT No. 6**  
**BUDGET UTILIZATION SUMMARY**  
**December 31, 2020**

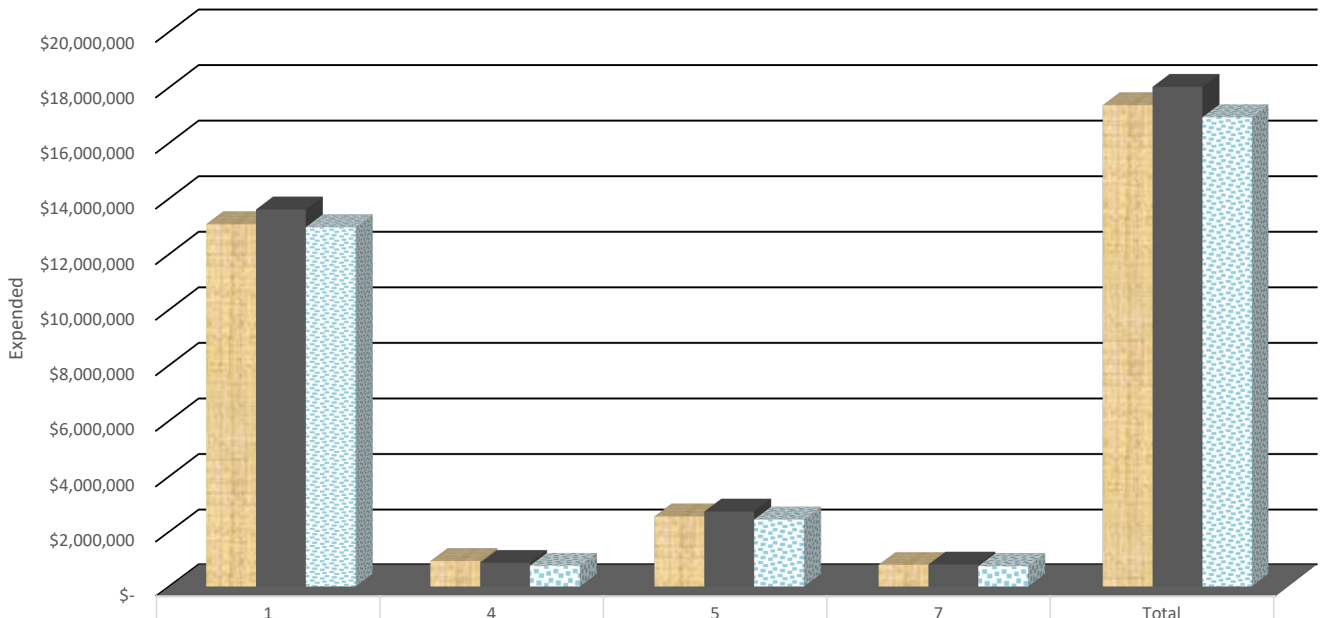
<u>FUNCTION</u>	<u>#</u>	<u>MONTHS</u>	<u>BUDGET</u>	<u>EXPENDED</u>	<u>ACTUAL</u>	<u>ESTIMATE</u>	<u>2019/20</u> <u>ACTUAL</u>
Instruction	1	10	\$ 33,649,375	\$ 13,081,101	38.87%	42.40%	41.85%
Administration	4	12	\$ 1,762,801	\$ 930,207	52.77%	50.00%	53.55%
Maintenance	5	12	\$ 5,609,070	\$ 2,562,304	45.68%	50.00%	49.80%
Transportation	7	11	\$ 1,780,849	\$ 793,987	44.58%	45.45%	49.03%
<b>Total</b>			<b>\$ 42,802,095</b>	<b>\$ 17,367,599</b>	<b>40.58%</b>	<b>43.83%</b>	<b>43.66%</b>



**BUDGET ADJUSTMENTS:**

	<u>APPROVED</u>	<u>AMENDED</u>	<u>EXISTING</u>	<u>DIFFERENCE</u>
Function 1	\$ 33,649,375	\$ -	\$ 33,649,375	\$ -
Function 4	\$ 1,762,801	\$ -	\$ 1,762,801	\$ -
Function 5	\$ 5,609,070	\$ -	\$ 5,609,070	\$ -
Function 7	\$ 1,780,849	\$ -	\$ 1,780,849	\$ -
Local Cap.	\$ 2,340,044	\$ -	\$ 2,340,044	\$ -
<b>TOTAL</b>	<b>\$ 45,142,139</b>	<b>\$ -</b>	<b>\$ 45,142,139</b>	<b>\$ -</b>

### 3 Year Actual Expenditure Comparison



2020/21 Actual	\$13,081,101	\$930,207	\$2,562,304	\$793,987	\$17,367,599
2019/20 Actual	\$13,612,067	\$868,937	\$2,739,479	\$808,046	\$18,028,529
2018/19 Actual	\$12,974,526	\$762,115	\$2,451,443	\$745,076	\$16,933,160

## January 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12 Board of Education Meeting, video-conference from 3 Zone Offices 6:00 pm In-Camera 7:00 pm Regular	13 BCPSEA Budget Meeting for Trustee Representatives, Conference Call, 1:00 pm	14	15	16
17	18 Equity in Action Meeting, Virtual, 1:00 to 3:00 pm	19	20	21	22 BCSTA Partner Liaison Meeting, Virtual, 10:30 am MT	23
24	25	26 Policy Committee Meeting, teleconference, 5:00 pm	27	28 BCPSEA AGM, Virtual, 10:00 to 1:00 p.m.	29	30 Board Working Session Columbia Valley Center 9:00 to 4:00
31						

## February 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2 Labour Relations Committee Meeting, teleconference 8:30 am	3	4 District Technology Advisory Committee Mtg, Copper Point Resort, 9:00 to 3:00 pm	5	6
7	8	9 Board of Education Meeting, video-conference from 3 Zone Offices 6:00 pm In-Camera 7:00 pm Regular	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						