



REGULAR BOARD MEETING AGENDA

TUESDAY, MAY 23, 2017

7:00 PM

THE FORUM

PARKSVILLE CIVIC & TECHNOLOGY CENTRE

1. ACKNOWLEDGEMENT OF TRADITIONAL TERRITORY

2. CALL TO ORDER AND INTRODUCTIONS

3. ADOPTION OF THE AGENDA

Recommendation:

THAT the Board of Education of School District No. 69 (Qualicum) adopt the agenda as presented (*or...as amended*).

4. APPROVAL OF THE CONSENT AGENDA

- a. Approval of Regular Board Meeting Minutes: April 25, 2017 p 1-8
- b. Ratification of In Camera Board Meeting Minutes: April 18, 2017 p 9
- c. Approval in Principal for a Kwalikum Secondary School student field trip to Japan in March 2018. p 10-15
- d. Reports from Board Representatives to Outside Organizations
 - Curriculum Implementation Advisory Committee – Trustee Young p 16
 - District French Advisory Committee – Trustee Gair p 17
- e. Status of Action Items - May 2017 p 18

Recommendation:

THAT the Board of Education of School District No. 69 (Qualicum) approve the consent agenda items of the Regular Board Meeting of May 23, 2017, as presented (*or, as amended*).

5. DELEGATIONS/PRESENTATIONS (10 MINUTES)

- a. Update on Island Health's Response to Overdose Crisis (Dr. Hasselback)

6. BUSINESS ARISING FROM THE MINUTES

7. TRUSTEE HIGHLIGHTS

8. MOUNT ARROWSMITH TEACHERS' ASSOCIATION

9. CANADIAN UNION OF PUBLIC EMPLOYEES (LOCAL 3570)

10. DISTRICT PARENTS ADVISORY COUNCIL**11. PUBLIC QUESTION (WRITTEN) AND COMMENT PERIOD (10 MINUTES)****12. ACTION ITEMS**

- a. **Lions Club SPOT Vision Screening Program Agreement** (Rollie Koop)
Recommendation:
THAT the Board of Education of School District 69 (Qualicum) enter into an agreement with the Parksville Lions Club to continue to partner on the SPOT Vision Screening Program for district students.
- b. **School Fees** (Gillian Wilson) p 19-20
Recommendation:
THAT the Board of Education of School District 69 (Qualicum) approve the 2017/18 School Fees as presented.
- c. **Board/Authority Authorized Course - Sociology 12** (Rollie Koop) p 21-30
Recommendation:
THAT the Board of Education of School District 69 (Qualicum) approve the Board/Authority Authorized Course: *Sociology 12*.
- d. **Board/Authority Authorized Course – ELL Writing 11** (Rollie Koop) p 31-34
Recommendation:
THAT the Board of Education of School District 69 (Qualicum) approve the Board/Authority Authorized Course: *ELL Writing 11*.
- e. **Annual Facility Grant Allocations** (Ron Amos) p 35
Recommendation:
THAT the Board of Education of School District 69 (Qualicum) receive the Annual Facility Grant spending plan for 2017-18 as presented.
- f. **2017/18 Annual Budget Bylaw** (Ron Amos) p 36-50
Recommendations:
THAT the Board of Education of School District No. 69 (Qualicum) give all three readings to approve the Annual Budget Bylaw for the 2017-18 fiscal year at its Regular Board Meeting of May 23, 2017.

THAT the Board of Education of School District No. 69 (Qualicum) give first reading to adopt the School District No. 69 (Qualicum) Annual Budget Bylaw in the amount of \$52,791,058 for the 2017-18 fiscal year.

THAT the Board of Education of School District No. 69 (Qualicum) give second reading to adopt the School District No. 69 (Qualicum) Annual Budget Bylaw in the amount of \$52,791,058 for the 2017-18 fiscal year.

THAT the Board of Education of School District No. 69 (Qualicum) give third and final reading to adopt the School District No. 69 (Qualicum) Annual Budget Bylaw in the amount of \$52,791,058 for the 2017-18 fiscal year.

13. INFORMATION ITEMS

- a. **Educational Programs Update** (Gillian Wilson)
- b. **Educational Planning Update** (Rollie Koop)
- c. **2016 Carbon Neutral Action Report** (Ron Amos) p 51-53

14. CORRESPONDENCE ATTACHED

15. POLICY

(Chair Flynn)

- a. **Revision to Form attached to Administrative Procedure for Reporting of Suspected Child Abuse and Neglect** p 54-55

Recommendation:

THAT the Board of Education of School District No. 69 (Qualicum) approve the revision to the form attached to the administrative procedure: *Reporting of Suspected Child Abuse and Neglect* to remove the references to the Executive Assistant of the Superintendent.

- a. **Administrative Procedure – Travel Expenses (Previously Board Policy 6005)** p 56

Recommendation:

THAT the Board of Education of School District No. 69 (Qualicum) approve third and final reading to adopt Administrative Procedure – *Travel Expenses* at its Regular Board Meeting of May 23, 2017.

- b. **Administrative Procedure – Credit Cards (Previously Board Policy 6006)** p 57

Recommendation:

THAT the Board of Education of School District No. 69 (Qualicum) approve third and final reading to adopt Administrative Procedure – *Credit Cards* at its Regular Board Meeting of May 23, 2017.

- c. **Administrative Procedure – Interview and Relocation Reimbursement for Exempt Staff (Previously Board Policy 6166)** p 58

Recommendation:

THAT the Board of Education of School District No. 69 (Qualicum) approve third and final reading to adopt Administrative Procedure – *Interview and Relocation Reimbursement for Exempt Staff* at its Regular Board Meeting of May 23, 2017.

- d. **Board Policy 6065: Recognition of Retirement and Long Service** p 59

Recommendation:

THAT the Board of Education of School District No. 69 (Qualicum) approve first reading to adopt the revisions to Board Policy 6065: *Recognition of Retirement and Long Service* at its Regular Board Meeting of May 23, 2017.

- e. **Board Policy 6033: Employee Attendance, Health and Wellness** p 60
(will also replace Board Policies 6031: Staff Attendance and 6032: Return to Work)

Recommendation:

THAT the Board of Education of School District No. 69 (Qualicum) approve first reading to adopt the revisions to Board Policy 6033: *Employee Attendance, Health and Wellness* at its Regular Board Meeting of May 23, 2017.

- f. **Rescinding of Policies** p 61-67

Recommendation:

THAT the Board of Education of School District No. 69 (Qualicum) rescind the following Board Policies at its Regular Board Meeting of May 23, 2017:

- 6010: *Recruitment*
- 6015: *Officer in Charge*
- 6030.5: *Leave of Absence for Educational Purposes other than Approved In-Service*
- 6060: *Teacher Exchange/DND Postings*
- 6080: *Placement of Student Teacher Assistants or Child and Youth Care Workers*
- 6225: *Non-Discrimination*
- 6155: *Staff Participation in Student Activities*

16. **TRUSTEE ITEMS**

17. **NEW OR UNFINISHED BUSINESS**

18. **PUBLIC QUESTION PERIOD**

19. **ADJOURNMENT**



REGULAR BOARD MEETING MINUTES

TUESDAY, APRIL 25, 2017

7:00 PM

THE FORUM

PARKSVILLE CIVIC & TECHNOLOGY CENTRE

ATTENDEES

Trustees

Jacob Gair	Acting Chairperson
Julie Austin	Trustee
Barry Kurland	Trustee
Elaine Young	Trustee

Administration

Rollie Koop	Superintendent of Schools
Ron Amos	Secretary Treasurer
Gillian Wilson	Assistant Superintendent of Schools
Ryan Hung	Assistant Secretary Treasurer
Chris Dempster	General Manager of Operations
John Williams	Principal, Qualicum Beach Elementary School
	Qualicum District Principals/Vice Principals' Association (QDPVPA)
Karin Hergt	Executive Assistant (Recording Secretary)

Education Partners

Mount Arrowsmith Teachers' Association (MATA)
Canadian Union of Public Employees (CUPE) Local 3570

1. CALL TO ORDER

Vice-Chairperson, Jacob Gair, assumed the Chair in the absence of Eve Flynn, Board Chair.
Acting Chairperson Gair called the meeting to order at 7:00 p.m.

2. ACKNOWLEDGEMENT OF TRADITIONAL TERRITORY

Acting Chairperson Gair acknowledged that the Board was meeting on the traditional territory of the Coast Salish people and thanked the Qualicum and Nanoose First Nations for sharing their shared territories with the District.

He also noted that April 28 is a National Day of Mourning to recognize workers who have been injured or lost their lives while on the job.

3. ADOPTION OF THE AGENDA

17-29R

Moved Trustee Kurland *Seconded* Trustee Young

THAT the Board of Education of School District No. 69 (Qualicum) adopt the agenda as amended.

CARRIED UNANIMOUSLY

2. APPROVAL OF THE CONSENT AGENDA

- a. Approval of Regular Board Meeting Minutes: March 28, 2017
- b. Ratification of In Camera Board Meeting Minutes: March 28, 2017
- c. Ministry News Releases
 - Next Generation Network boosts learning opportunities for students
 - Violence-free relationships goal of new school program
 - Province establishes scholarships for women in technology
 - BC students go for gold at Skills Canada-BC competitions
 - New website tool for students and parents will track achievements in education
 - Students benefit from enhanced Asia Pacific studies
 - Partnership expands before-and after-school programs in BC
- d. Reports from Board Representatives to Outside Organizations
 - Oceanside Building Learning Together Coalition – Trustee Young
 - Curriculum Implementation Advisory Committee – Trustee Young
 - Indigenous Education Advisory Committee – Trustee Young
 - VISTA Spring Conference – Trustee Gair
- e. Status of Action Items- April 2017

17-30R

Moved Trustee Kurland *Seconded* Trustee Austin

THAT the Board of Education of School District No. 69 (Qualicum) approve the consent agenda items of the Regular Board Meeting of April 25, 2017, as amended.

CARRIED UNANIMOUSLY

5. DELEGATIONS AND PRESENTATIONS

None

6. BUSINESS ARISING FROM THE MINUTES

None

7. TRUSTEE HIGHLIGHTS**Trustee Young**

- Highlighted the following upcoming events as provided in the Indigenous Education Advisory Committee Report:
 - The first Cultural Workshop is being offered at Winchelsea Place on May 8 from 3:30 to 5:00 p.m. Participants will learn beading this month.
 - A celebration will be held on June 10, 2017 at noon in the Nanaimo Longhouse to honour Xul-si-malt Harry Manson, a Snuneymuxw First Nation soccer player who was the first Indigenous athlete to be inducted into Canada's Soccer Hall of Fame, and who will be inducted into Canada's Sports Hall of Fame this year in the "Legends' category.
- Attended Stacy Holloway's workshop on developing high performing governance teams which was presented at the BCSTA AGM held April 20 to 22, 2017. She also attended the Board Performance Review Pre-Conference session and plans to adapt the information from both sessions for the Board's Self Review process.

Trustee Austin

- Attended the BCSTA AGM and enjoyed attending the business portion and watching the process of almost 300 people engaged under strict parliamentary procedures.

Trustee Gair

- Attended a workshop presented by Dan Reist, Centre for Additions Research of BC, titled *Rethinking Drug Education and Drug Policy*. The information focused on involving students in the creation of drug policies to help students manage themselves, their relationships and their environments. Two motions of interest to him were a) to amend BCSTA Bylaw 2 to remove the Minister of Education as the honorary president of BCSTA, which was defeated and b) that the revised BC Grade 10-12 Curriculum includes a required First Peoples course, which was passed. Trustee Gair believes that this was a good idea; however, he did not agree with the requirement for students to take the course on top of what is often already a heavy course load.

Trustee Kurland

- Attended the BCSTA AGM and, while he found the business meeting arduous, he also believed it was enlightening for all trustees who were in attendance. Motions that he voted against were not so much because he did not agree with them, but rather because he felt that they either didn't go far enough or something was missing in the wording.

8. MOUNT ARROWSMITH TEACHERS' ASSOCIATION (MATA)

Norberta Heinrichs, President, commented on the following:

- Regret that the Board meeting could not have been combined with the all-candidates meeting taking place in the next building. It is important to bring forward the topic of education, particularly to express how the funding model repeatedly does not suit the needs of the District and to discuss the hit and miss approach the Ministry is using to fund the restoration of the Collective Agreement language.
- Acknowledged the time and energy necessary to present to the Ministry the actual staffing needs of the District when it is in the midst of its post and fill process and the budget has been put on hold pending the District's appeal to the Ministry for appropriate funding.
- The Ministry announcement that Districts are to use their operating funds to cover the cost of the Next Generation Network (NGN). She asked the following questions:
 - a. How much has been spent in our district?
 - b. When does the Board determine when we have not spent enough or if we have spent too much?
 - c. How much has this district's capital funding gone towards supporting the NGN?
 - d. Does the investment translate to a better teaching and learning experience?
 - e. Has there been a cost/benefit analysis of the NGN and the district's own strategic priority?

She further noted she is coming to the end of her career as the MATA President and as those expenses increase there are still a lot of questions about technology. She plans to follow through with those questions by the end of June in terms of looking towards September.

- The Ministry announcement of a rollout of a Ministry website tool for parents and students "...to allow all educators to make timely data-driven decisions, ensuring that students are empowered for success." She stated that data does not drive good decisions; appropriate funding does and the current government has yet to understand that districts have made their decisions based on funding. Difficult

decisions were made in the past and are being made now. Everyone has an important decision to make on May 9th (date of the Federal election).

9. CANADIAN UNION OF PUBLIC EMPLOYEES (LOCAL 3570)

No Report

10. DISTRICT PARENT ADVISORY COUNCIL (DPAC)

No Report

11. PUBLIC QUESTION (WRITTEN) AND COMMENT PERIOD

None

12. ACTION ITEMS

a. Capital Plan Bylaw No. 2017/18-CPSD69-01

Secretary Treasurer Amos stated that the following year's capital plan is due to be submitted to the Ministry by the end of June, which consists of 1 boiler replacement, 1 transformer replacement, and 4 replacement buses. Once the Bylaw is submitted to the Ministry, the District will receive the funding and be expected to complete the projects by March 2018.

17-31R

Moved Trustee Young *Seconded* Trustee Austin

THAT the Board of Education of School District 69 (Qualicum) approve all three readings of the School District No. 69 (Qualicum) Capital Plan Bylaw No. 2017/18-CPSD69-01 at its Regular Board Meeting of April 25, 2017.

CARRIED UNANIMOUSLY

17-32R

Moved Trustee Gair *Seconded* Trustee Young

THAT the Board of Education of School District 69 (Qualicum) give first reading to adopt the School District No. 69 (Qualicum) Capital Plan Bylaw No. 2017/18-CPSD69-01 at its Regular Board Meeting of April 25, 2017.

CARRIED UNANIMOUSLY

17-33R

Moved Trustee Gair *Seconded* Trustee Kurland

THAT the Board of Education of School District 69 (Qualicum) give second reading to adopt the School District No. 69 (Qualicum) Capital Plan Bylaw No. 2017/18-CPSD69-01 at its Regular Board Meeting of April 25, 2017.

CARRIED UNANIMOUSLY

17-34R

Moved Trustee Gair *Seconded* Trustee Austin

THAT the Board of Education of School District 69 (Qualicum) give third and final reading to adopt the School District No. 69 (Qualicum) Capital Project Bylaw 15/16-CP-SD69-01 at its Regular Board Meeting of April 25, 2017.

CARRIED UNANIMOUSLY

b. Former Parksville Elementary School Re-Naming

Superintendent Koop reviewed the rationale provided in the agenda package which was used to propose a new name for the former Parksville Elementary School: *Craig Street Commons*.

17-35R

Moved Trustee Young *Seconded* Trustee Austin

THAT the Board of Education of School District 69 (Qualicum) direct staff to begin the process of re-naming and re-branding the former Parksville Elementary School as Craig Street Commons to be effective summer 2017.

CARRIED UNANIMOUSLY

13. INFORMATION ITEMS

a. Educational Programs Update

Assistant Superintendent Wilson reported on the following district initiatives and events:

- The *Pete the Cat* event was well attended and well received at the second First Steps to School Fair on Thursday, April 20 at the Oceanside Place Arena. Many local community organizations were involved as well as local daycare providers.
- Round 1 teacher postings close April 26th and she thanked the Board for allowing senior staff to move forward with a staffing plan at last month's Board meeting. Thanks to school administrators for all their work getting the postings ready.
- The District will be one of five communities across BC which is hosting a Balancing our Minds Youth Summit. The event is being organized by Shannon Confortin from Ballenas Secondary School who obtained a grant to facilitate the event. The event will be held on Wednesday, May 3rd at the Qualicum Beach Civic Centre from 8:30 a.m. to 3:00 p.m. This is a free, one-day event for high school age youth to learn about mental health, engage in fun activities and participate in thoughtful dialogue. It is also open to Grade 10 to 12 students from Port Alberni and Comox.
- A Y.E.S. 2 KNOW Youth Conference will be held at Ballenas Secondary School for all Grade 8's on May 4 & 5, 2017. YES2KNOW is a provincial, RCMP lead initiative that stands for Youth Empowerment Summit 2 Knowledge Now. The content of each Youth Engagement Summit is guided by the needs of the local community. The topic for SD69 will be "Resilience" and guest speakers include Jesse Miller of *MediatedReality*, Gary Anaka, *Brain Health & Wellness Educator*, and Michael Bortolotto, *Positive Rebel*.
- Four sub-committees are working on different aspects of assessment, evaluation and reporting. At the Last Curriculum Implementation Advisory Committee Meeting, members recommended that grade 8 and 9's not be issued a letter grade to reflect what is done at the elementary level and, instead, committee members will reflect on what parameters could be used to better to inform parents about their child's learning.
- 120 educators attended the Moving from Reporting to Informing Sessions hosted by Anne Davies and Sandra Herbst of Transforming Learning – Connect2Learning. The sessions were well received and attendees have asked that the presenters return to the district to show them practical examples of how to inform the learning of K-12 students.

- A half-day Assessment, Evaluation, Reporting Planning Session is planned for Friday, May 5th to consider structures or formats to inform parents about their child's progress and learning journey, and what tools could be used to communicate student learning.
- A parent information night is being considered to support parents and provide them with information on what educators are planning in the area of assessment, evaluation and reporting. The session will tentatively take place prior to the DPAC Meeting scheduled for Wednesday, May 24th.
- BSS hosted an Elementary School Trades Day, where students showcased their learning through MakerSpace Projects to show their problem solving skills in order to build a bridge with spaghetti.
- The Technology Committee is in the process of finalizing its Strategic Plan which will align with the district's strategic priority in the area of technology. IT staff are also dealing with issues of vandalism at one site which is being investigated and ideas considered as to how to stress to elementary students how valuable the equipment is and teach them how to better care for electronic devices.
- Wiring projects are planned this summer at Oceanside, Arrowview and Errington Elementary Schools to provide the infrastructure to support the Next Generation.
- A Coding Workshop is being considered for two teachers who could then host a session for their colleagues.
- A Learning Quest Arcade will be held on May 24 in the foyer of the School Board Office building. Students from two of the elementary schools will present games they created through coding to support their learning. The event is being supported by Mike Silverton, Program Manager of The Learning Partnership's Coding Quest.

Superintendent Koop also acknowledged the contribution of the district's electricians to provide power for all the projects being worked on during Trades Day at Qualicum Beach Elementary School. He will be compiling video clips of the activities to present to Trustees at a later date.

b. Education Planning Update

Superintendent Koop reported that schools have just completed the process of reviewing their Codes of Conduct and are now making any necessary revisions prior to submission before year end. They will be reviewed by senior staff prior to being presented to the Board in October.

Superintendent Koop and Assistant Superintendent Wilson have also finished meeting with individual school administrators to discuss their career directions and interests. They will now begin the process of meeting with schools to discuss their Enhancing Student Learning Plans which will include a focus on communicating student learning and continued implementation of the redesigned curriculum.

Superintendent Koop added that interviews have been held to add to the Principal/Vice Principal pool and staff will be feeding that information into development of the 2017-18 administrative staffing plan for the District.

The Senior Leadership Team is also giving consideration to development of a Strategic Planning process (timeframe as well as some of the process considerations) that will allow us to achieve the best possible outcomes for strategic priority development to shape our work over the next 5 years (2018-2023).

- c. **Quarterly Financial Update**
Secretary Treasurer Amos reviewed the summary of revenues and expenditures to date, noting that the District's budget is in line in terms of where it should be at this time of year.
- d. **Testing of Lead Content in Water of School Facilities Report**
Chris Dempster, General Manager of Operations, spoke to the memo provided in the agenda package. He then provided trustees with clarification regarding the source of any lead, which would have come from soldering of the pipes that was done pre-1990, and how often the water is tested for well sites, which is done monthly.

14. CORRESPONDENCE ATTACHED

- a. **Lions Club of Parksville - Summary of SPOT Screening**
Superintendent Koop inquired whether the Board wished to have representatives from the Lions Club make a presentation on the SPOT screening. Trustees were content with the written summary provided and did not see a need for a delegation.
- b. **Letter to Ministers Bernier and De Jong re \$10aDay Child Care Plan**
Chair Gair advised that a response has been received from acknowledging receipt and advising that a response would be after the election.

15. POLICY

- a. **Administrative Procedure – Travel Expenses** (*Previously Board Policy 6005*)

17-36R

Moved Trustee Young *Seconded* Trustee Austin

THAT the Board of Education of School District No. 69 (Qualicum) approve second reading of the Administrative Procedure – *Travel Expenses* at its Regular Board Meeting of April 25, 2017.

CARRIED UNANIMOUSLY

- b. **Administrative Procedure – Credit Cards** (*Previously Board Policy 6006*)

17-37R

Moved Trustee Austin *Seconded* Trustee Kurland

THAT the Board of Education of School District No. 69 (Qualicum) approve second reading of the Administrative Procedure – *Credit Cards* at its Regular Board Meeting of April 25, 2017.

CARRIED UNANIMOUSLY

- c. **Administrative Procedure – Interview and Relocation Reimbursement for Exempt Staff** (*Previously Board Policy 6166*)

17-38R

Moved Trustee Austin *Seconded* Trustee Kurland

THAT the Board of Education of School District No. 69 (Qualicum) approve second reading of the Administrative Procedure – *Interview and Relocation Reimbursement for Exempt Staff* at its Regular Board Meeting of April 25, 2017.

CARRIED UNANIMOUSLY

16. TRUSTEE ITEMS

- Trustee Young noted that the April 25th edition of the PQB News included an article on the Pete the Cat event held on Thursday, April 20th.

17. NEW OR UNFINISHED BUSINESS

None

18. PUBLIC QUESTION PERIOD

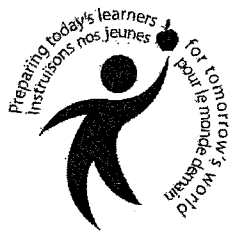
None

19. ADJOURNMENT

Trustee Austin moved to adjourn the meeting at 8:12 p.m.

CHAIRPERSON

SECRETARY TREASURER



IN-CAMERA MEETING

SECTION 72 REPORT
April 18, 2017

ATTENDEES:

Trustees

Eve Flynn	Chair
Jacob Gair	Vice-Chair
Julie Austin	Trustee
Barry Kurland	Trustee
Elaine Young	Trustee

Administration

Rollie Koop	Superintendent of Schools
Gillian Wilson	Assistant Superintendent of Schools
Ron Amos	Secretary Treasurer
JoAnne Shepherd	Director of Human Resources
Karin Hergt	Executive Assistant (Recording Secretary)

The Board of Education discussed the following matter(s):

- Personnel

The Board of Education passed a motion regarding the following matter:

- Personnel

Chairperson

Secretary Treasurer



KWALIKUM SECONDARY SCHOOL

Working together to realize our full potential

Principal: Lori Marshall lmarshall@sd69.bc.ca

Vice-Principal: Lesley Rowan lrowan@sd69.bc.ca

April 12, 2017

School District 69 (Qualicum)
PO Box 430, 100 Jensen Avenue East
Parksville, BC
V9P 2G5



Board of Education – School District 69 (Qualicum)

Please accept this letter as my support for the proposed Kwalikum Secondary School Student Field Trip to Japan in March 2018. The students and staff involved will be away approximately 13 days – likely from March 14, 2018 to March 26, 2018, over our district's spring break. This trip has been planned by teacher, Brad Wilson.

Please see the attached itinerary for details.

I would ask that the Board grant approval in principle for this excellent learning opportunity for our students.

Sincerely,

Ms. Lori Marshall, Principal
Kwalikum Secondary School

Cc: Brad Wilson, Sponsoring Teacher

To School Board 69

Request for Approval for a student group to travel to Japan in 2018 for a combination school exchange and tour

April 12, 2017

After our visit to our sister school in Japan, Aichi Keisei High School, Kwalikum Secondary School has been invited back by our sister school for spring break 2018. We are asking for approval to take between 8 and 14 students on a combination school exchange and tour to Japan in March 2018. We will be away 13 days, – tentatively March 14 to March 26. We will spend four days with our sister school, Aichi Keisei High School, in the city of Inazawa in Aichi prefecture. The rest of that time will be spent on our own, visiting important cultural sites in Kyoto, Nara, Himeji, and Hiroshima.

Aichi Keisei High School has been visiting KSS every spring for the past five years with about 60 students and their teachers for a four day stay. Aichi Keisei has asked us to send a group of students and teachers to visit them. The visits of Aichi Keisei to KSS and the proposed visit to Japan are organized by Brad Wilson, the Japanese teacher at KSS. Brad Wilson and KSS principal Lori Marshall will be the chaperones for this trip.

The proposed trip is for students who will be in their grade 10, 11 and 12 years at KSS in 2018.

Thank you for your consideration.

Brad Wilson



Japanese Teacher,

Kwalikum Secondary School

Japan Exchange 2018- March 14 to 26

Tour package suppliers:

Airlines - Japan Airlines
Land Operator in Japan - JTB-Global Marketing & Travel
Travel Insurance - Manulife Insurance Co.
Rail Pass - Japan Rail Co.

PROJECTED COST: - \$3600 all inclusive

Day 01, 03 and Day 13 times are accurate. All other times are *approximate* –
we will not have accurate times for trains until the rail passes and
tickets are purchased in Nagoya on March 16.

Day 01 Mar. 14 Wed. Vancouver to Nagoya via Tokyo

05:00 Meet at KSS -
06:30 Walk on to ferry for Horseshoe Bay
09:00 Take bus 257 from Horseshoe Bay to downtown Vancouver.
Transfer to Skytrain and travel to Vancouver International Airport
10:40 Assemble in front of Japan Airlines at Vancouver Airport
14:00 Depart Vancouver by **Japan Airlines 017**
Cross International dateline – lose a day

Students buy own lunch at Vancouver airport prior to departure.

Day 02 Mar. 15 Thur. Narita, Tokyo – Nagoya

16:30 Arrive at Narita Tokyo airport and proceed through customs and
immigration
18:25 Depart Narita by connecting flight for Nagoya
19:40 Arrive Nagoya Chubu Centrair airport.
Accommodation at Toyoko Inn Centrair Orange Side

Day 03 Mar.16 Fri. Nagoya/Aichi Homestay for 4 nights

08:00 Take Meitetsu Line, MU Sky 5 from Nagoya Airport arriving at Kounomiya
Station in Inazawa City at 08:56. Met at the station by Aichi Keisei High School staff
and taken by school bus to the school. School Activities for the day. **Breakfast will be
provided at the hotel. Our students will work with Aichi Keisei students to prepare
a traditional Japanese meal for lunch.**

HOME STAY from Mar 16 to 20 for 4 nights

- Day 04 Mar.17 Sat Nagoya/Aichi**
With host families.
- Day 05 Mar.18 Sun Nagoya/Aichi**
With host families.
- Day 06 Mar. 19 Mon Nagoya/Aichi**
School Activities for the day.
- Day 07 Mar. 20 Tue Nagoya to Kyoto**

Accommodation at Sakura Peace House Hostel

08:40 Travel by Bullet Train (Shinkansen)

09:30 Arrive in Kyoto and put bags in coin lockers. Explore the downtown area to orient group for shopping and inexpensive places to buy food. Buy and eat lunch. Walk to and visit Sanjuusangendo Temple. Then go by foot to Kiyomizu Temple. Return by foot to the train station by 5pm. Get supper at the shops at the station. Collect luggage and take local bus to hostel. Breakfast will be provided by the host families. **Students buy own lunch and supper.**

Day 08 Mar. 21 Wed Kyoto / Nara

Travel to the ancient capital of Nara – about 45 minutes by local train and walk to Todaiji Temple. Eat lunch in Nara. On the way back to Kyoto stop and visit Fushimi Inari Shrine and its famous tori gates. Return to Kyoto. **Students buy own breakfast, lunch and supper.**

Day 09 Mar. 22 Thu Kyoto to Himeji and Hiroshima

Accommodation at Hiroshima Grand Intelligent Hotel

08:00 Leave Kyoto by Shinkansen for Hiroshima.

09:00 Stop at the city of Himeji to tour Himeji Castle.

11:00 Get lunch at the shops around the train station.

11:30 Leave Himeji for Hiroshima by Shinkansen.

12:30 Arrive in Hiroshima. Check in to the hotel, then explore the downtown area to orient group for shopping and inexpensive places to buy food. Group gets lunch and then Take street car to Hiroshima Peace Park and Museum. Visit the children's shrine and make our offering of 1,000 paper cranes for peace. Return to downtown area at around 4pm. Students have free time until 7pm. Walk to Hiroshima castle for night the view of the castle. In own room by 11 pm.

Students buy own breakfast, lunch and supper.

Day 10 Mar. 23 Fri. Hiroshima

08:50 Take local train from Hiroshima Station.

09:18 Arrive at Miyajimaguchi Station. Travel by ferry to Miya island and view Itukushima Shrine. Then climb Mt. Misen to see the "2nd most beautiful view" in Japan. **Students buy own breakfast, lunch and supper.**

Day 11 Mar. 24 Sat. Hiroshima to Takayama via Shin Kobe and Nagoya

Accommodation at Muraiya Inn

09:50 Leave Hiroshima on JR Super Express Sakura #542

11:10 Arrive at Shin Kobe and change trains for Nagoya

11:20 Leave Shin Kobe for Nagoya on JR Super Express # 466.

12:30 Arrive at Nagoya and change trains for Takayama.

12:50 Leave Nagoya on JR Limited Express Hida #011.

15:10 Arrive at Takayama. Walk to Japanese Inn in about 20 minutes.

Students buy own breakfast and lunch. Supper will be provided at the inn.

Day 12 Mar. 25 Sun. Takayama

Tour the morning market and explore the streets of the "Old Town" which dates to the Edo Period. Have lunch and then take public transit to the Hida Folk Village. Return to the Inn by 16:00. **Students buy own lunch. Breakfast and supper will be provided at the inn.**

Day 13 MAR. 26 Mon. Takayama to Vancouver via Nagoya

06:45 Take train from Takayama to Nagoya.

09:15 Arrive at Nagoya and change trains to Nagoya Chubu Centrair Airport.

Check in to Japan Airlines flight for Narita, Tokyo by 11:50

14:50 Depart Nagoya by Japan Airlines 3084

16:00 Arrive at Narita Tokyo airport

18:00 Depart for Vancouver by Japan Airlines 018

11:00 Arrive Vancouver

Take Skytrain and Blue Bus to Horseshoe Bay Terminal

15:00 Sail from Horseshoe Bay to Departure Bay. Parents pick up their children at Departure Bay Terminal at approximately 16:30

(Students buy own lunch and supper. Breakfast provided at the inn.)



SD69 QUALICUM

SCHOOL DISTRICT 69 (QUALICUM) District Field Trip - Request Form

RECEIVED
APR 26 2017

POLICY 5020
Co-Curricular & Extra Curricular Activities

SCHOOL Kwalikum Secondary DATE (of application) April 20, 2017
 DESCRIPTION OF PROPOSED ACTIVITY Study Tour and school exchange to Japan
 DATE(S) OF PROPOSED ACTIVITY March 14 - March 26, 2018
 PURPOSE OF PROPOSED ACTIVITY Study Tour and school exchange to Japan
 TEACHER(S) Brad Wilson, Lori Marshall
 TOTAL NUMBER OF SUBSTITUTE DAYS REQUIRED 3
 OTHER ADULTS none
 GRADE(S) 10-12
 SUPERVISION: No. of Students 8-14 No. of Teachers 2 No. of EAs — No. of Parents —
 TRANSPORTATION Ferry, bus, car, train, airplane, by foot

TRAVEL ITINERARY:
 (Include departure and return times; for extended trips, please attach details of each stop.)

PROJECTED COST \$3,600 DIRECT COST PER STUDENT \$3600
(attach statement of details)
 SOURCE(S) OF FUNDING Family, fund raising
 ACCOMMODATION/MEALS (type of) homestay, hotels

- INDICATE BELOW HOW SCHOOL BOARD POLICY 5020 WILL BE FOLLOWED WITH REGARD TO:
- (a) Parent Information/ Permission (example of distributed form attached) _____
 - (b) Volunteer Driver(s) form(s) (attached) – for use of non-School District owned vehicle(s) _____
 - (c) Students will not be excluded through inability to pay expenses yes
 - (d) Third Party Waiver, if applicable (form attached) _____

- NOTE:
- 1) Applications should be submitted well in advance, particularly for out-of-district or out-of-province trips, per Policy 5020 Regulation 4, 6, and 8.
 - 2) Approvals in principle are to be requested for major and extended trips BEFORE expectations are raised among students.
 - 3) Approvals are required as follows:
 - a) Minor field trips – one day -Principal
 - b) Major field trips – overnight or longer OR if substitute required -Superintendent or designate
 - c) Extended field trips – out-of-province/international -Board of Education
 - 4) This form is NOT REQUIRED for regular inter-school competitions.

APPROVED BY PRINCIPAL: L Marshall DATE: April 24/17

THIS SECTION TO BE COMPLETED ONLY IF APPLICATION FALLS INTO CATEGORY 3 (b) or (c)

APPROVED BY: _____ DATE: _____
(Superintendent of Schools or designate)
 OR:
 APPROVED BY THE BOARD OF EDUCATION AT THE MEETING OF: _____
(date)
 PER: _____ Number of Substitute Days Hereby Authorized: _____
(Superintendent of Schools or designate)

DISTRIBUTION: WHITE ORIGINAL -Superintendent's Copy
 CANARY -Approval Copy, return to school
 PINK Substitute Board Copy, return to school



SD69 QUALICUM

Board and Trustee Representative Committee Report

Trustee Representative: R. Elaine Young
Committee Name: Curriculum Implementation Advisory Committee
Meeting Location: DRC
Meeting Time: April 27, 2017 (3:30 PM)

Committee description and mandate:

This committee consists of MATA members, P/VP, Trustee and Administration and is tasked with making recommendations regarding Curriculum Implementation. This school year, committee established a program and funding for school teams to implement revised curriculum.

At the last meeting:

The committee decided to hold a Learning Gala on June 5 and today's meeting was to prepare.

Preparation for June 5th

- a. Emailed the Curriculum Implementation & Mentorship groups
No-one from mentorship can make it; one group from CI can't make it.
Discussion re: scheduling and consensus was that we could request groups' feedback by June 5 and post this information for all educators before the summer to allow for thinking and planning. Then a display type event could be attached to the District Day for Curriculum Implementation on September 22, 2017
- b. Re-email groups and let them know that the Learning Gala scheduled for June 5th is cancelled.
Share place for where reflection can be placed, to be shared throughout the district. Ask them to share on Sept. 22/17. Sample: Learning Intention: *Here's What, So What? Now What?*
Cancel the Qualicum Commons, food, poster, etc.

Next Meeting Date: June 5 at 3:30 PM



SD69 QUALICUM

Board Committee and Trustee Representative Report

Trustee Representative: Jacob Gair
Committee Name: French Advisory Committee
Meeting Location: Oceanside Elementary School
Meeting Time: May 11, 2017

Committee Report:

School Updates:

Ballenas - One French immersion teacher is on leave and we have been able to find a replacement. The teacher is a new teacher and is working in a mentorship role with a French immersion teacher to assist with the transition.

Final exams for French Immersion students are fast approaching, students must engage in a ten minute conversation on a topic they choose for the oral portion of the exam.

Questions were asked about the use of cell phones in classes and whether they might be providing a distraction. Cell phones are only allowed for educational purposes, though it can be difficult to police this policy.

Oceanside - Has added a third Kindergarten class. Each Kindergarten class has a class size of twenty students as per restored language; additional learning spaces will be required to support the additional class.

Canadian Parents for French (BC And Yukon) held it's annual Provincial Concours d'art oratoire, a provincial French public speaking contest, was held on May 6th. Three of our students participated, one each from grades 6, 7, and 8. All students performed very well and wish to participate again next year. One student placed first in the Province.

15 iPads have been sent to the IT department to be set up for use by the school.

There is currently a wait list for French Immersion.

Late Immersion – There was not enough interest for late immersion to be offered this year. Only seven students confirmed interest by the deadline. More interest may materialize in later years due to the current wait list for regular immersion classes.

SCHOOL DISTRICT 69 (QUALICUM)

STATUS OF ACTION ITEMS

Action Item	Responsibility	Status	Proposed Deadline
Strategic Planning Process (January 24, 2017)	Superintendent	To begin in the 2017-18 school year	July 1, 2018
Establishment of Performance Assessment Committee (June 24, 2014)	Senior Staff	In abeyance pending Ministry of Education's review of assessment, evaluation and reporting	In abeyance



School Fees - 2017-18

School	Activity or Resource	Fee
AES	Computer headphone (annual rental)	3.00
	Cooking Program (Primary)	20.00
	Music Recorder (Grades 2 - 5)	Up to 7.00
	Student planner	8.00
	Swim Program (Grade 3)**	45.00
	**The fee for this activity may be reduced depending upon the financial support provided by PAC each year.	
BES	Cooking Program (Grades K/1)	20.00
	Music Recorder (Grades 4 and 5)	7.00
	Student Planner (Grades 4-7)	7.00
	Swim program (Grade 3)	45.00
EES	Cooking Program (K)	20.00
	Music Recorder – <i>if requested by music teacher</i>	3.50
	Student Planner – <i>if requested by teacher</i>	7.00
	Swim program ***	35.00
	**The fee for this activity may be reduced depending upon the financial support provided by PAC each year	
NBES	Cooking Program (Primary)	20.00
	Music Recorder (Grades 2 - 4)	4.50
	Student Planner	10.00
OES	Specialized Activities Program (Primary)	20.00
	Milner Gardens (Grade 1)**	10.00
	Music Recorder (Grades 3-5) - <i>if requested by teacher</i>	7.00
	Student Planner	8.00
	Swim Program (Grade 3)**	45.00
	**The fee for this activity may be reduced depending upon the financial support provided by PAC each year	
QBES	Combination Locks – Grades 5 to 7 - <i>Optional</i>	7.00
	Cooking Program (Primary)	20.00
	Music Recorder (Grades 3 - 5)	5.00
	Swim Program (Grade 3)**	40.00
	** The fee for this activity may be reduced depending upon the financial support provided by PAC each year.	
SES	Combination Lock – Grades 6/7 - <i>Optional</i>	7.00
	Cooking Program (Primary)	20.00
	Music Recorder (Grades 3-5)	5.00
	Student Planner	8.00
	Swim Program (Grade 3)**	35.00
	Ukulele Program (Grades 4 - 5) – <i>Optional</i>	25.00
**The fee for this activity may be reduced depending upon the financial support provided by PAC each year		
PASS/WW	Student Activity Fee – Woodwinds	10.00
	Nutrition Program (Fee per semester)	40.00
	Textbook Deposit Fee PASS/Continuing Ed. – Refundable	50.00

BSS	Student Activity fee	10.00
	Student Lock fee	5.00
	Textbook Deposit Fee - Refundable	50.00
KSS	Student Activity Fee	10.00
	Student Lock Fee	5.00
	Textbook Deposit Fee – Refundable	50.00
CEAP	Computer Rental Deposit (Laptop Model) – Refundable	75.00
	Graphing Calculators Deposit – Refundable	25.00
	Textbook and Resources Deposit Fee, if required - Refundable	75.00
CEAP – ADDITIONAL FEES FOR GRADUATED ADULT STUDENT		
	Four Credit Course	400.00
	Student Fee	50.00
Programs	<i>Community and Outdoor Leadership Programs:</i>	
	- Grades 8 – 12: KSS Centre for Soccer Excellence is a 5 month-long program that includes professional coaching, indoor and outdoor training. The program also includes baseline testing, individualized weight-room training as well as certification in coaching and refereeing. Day and weekend trips and exhibition games as well as a "full kit" are included in the \$600 fee	
	- Grades 11 – 12: Rivers, Oceans and Mountain School (ROAMS) – Outdoor Leadership Program: Approximate student costs: \$550.00 per student for CPR, OFA 3, Transport, Marine Radio, Boating, Food Safe, Bronze Medallion certifications plus additional \$36.00 per student ski lift pass. Costs for optional equipment rentals to be paid by student.	
	- Grades 11 – 12: Vancouver Island Ski Patrol (VISSP): \$250.00 registration which includes OFA 3 and a Mount Washington season ski pass. Students can expect to pay an additional 800.00 (approximately) for series of optional field trips to off-island ski resorts.	
	- Grades 8 – 12 Ballenas Soccer School: \$225.00 including kit, equipment, transportation, indoor facility rental, guest coaches and certifications	
	- Grades 8 – 12 SD69 Hockey Program: \$750.00 including jersey/socks, on-ice training aids, equipment, transportation, ice rental, certified hockey instructor, and guest experts.	
	- Grade 9 Ballenas Secondary School Outdoor Activity Focused Cohort: \$400.00 for program (includes transportation, equipment, facility and instructors)	
	- Grades 8 – 12 BSS and KSS School of Golf is a 10 month-long program that includes daily instruction from PGA Professionals at Pheasant Glen Golf Course. The annual fee of \$1200.00 includes transportation to and from Pheasant Glen as well as club storage, clothing and a junior membership.	
	- Summer Biology 11 Field Studies Course (pre-requisite Science 10): \$150.00 – materials and certifications fees	
	<i>Academies:</i>	
	- Grades 8 - 12: Qualicum Music Academy: \$350.00 per student (\$150.00 application fee and \$200.00 program fee)	

Board/Authority Authorized Course Form

PART A: BAA COURSE VERIFICATION STATEMENT

To be completed by district Superintendent or Independent School Principal

Prior to submitting the attached BAA Course Framework to the Board/Authority for approval, I *Rollie Koop* verify that I have reviewed the BAA Course: to ensure that it is fully compliant with the *School Act* (if offered by a Board), the *Independent School Act* (if offered by an Independent School Authority), the *Board Authorized Course Order*, policy document *Board/Authority Authorized Courses: Requirements and Procedures*, and for ESL courses the *ESL Guidelines: Template for BAA Language Acquisition/Culture Courses*.

Specifically, I verify that the BAA Course noted above meets the following requirements:

- The course is not a remedial, modified or GED preparation course
- The course does not significantly overlap with current provincial curriculum
- The course name reflects the subject area and includes the grade level
- The assigned grade level reflects the appropriate level of instruction
- The credit value appropriately reflects the length and scope of the course
- The course synopsis clearly outlines what a student has gained when the course is completed
- The rationale outlines the reasons for wanting to offer opportunities to study the course
- The organizational structure outlines the specific topics, units or modules which include the learning outcomes, instruction and assessment components, and time allotments
- The learning outcomes are assessable and observable and can be understood by students and parents
- The instructional component of the course clarifies the intent of the learning outcomes and provides a range of pedagogical opportunities
- The assessment component provides opportunities to assess formatively and summatively the students' achievement of the learning outcomes
- The learning resources selected for the course are age appropriate, support the learning outcomes and reflect the diversity of student learning rates and styles.

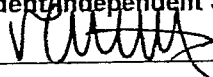
Course Name

Sociology 12

District Superintendent/Independent School Principal

Rollie Koop

Signature



Date 2017-05-08

District No./Independent School 69 (Qualicum)

(Board Authorized Course Order, M285/04, s. 3; Educational Standards Order, M41/91, s. 5(2)(c))

PART B: BAA COURSE AUTHORIZATION STATEMENT

To be completed by Board/Authority Chair or Designate

A signed copy of this document must be submitted for Ministry records by e-mail to EDUC.GradStandards@gov.bc.ca. The original document and accompanying BAA Course Framework must be retained by the district/school for submission to the Ministry upon request.

I declare that this BAA course is approved by the Board/Authority.

Board/Authority Chair or Designate

Print Name: *Eve Flynn*

Signature

Date 2017-05-23

(Board Authorized Course Order, M285/04, s. 3; Educational Standards Order, M41/91, s. 5 (2)(c))

PART C: FOR INDEPENDENT SCHOOLS ONLY: BAA INSPECTOR CONFIRMATION

To be completed by Inspector of Independent Schools or Designate during regular inspection/monitoring visit.

A signed copy of this document (Parts A and C) must be retained for submission to the Ministry upon request.

The BAA course noted above is fully compliant with the *Independent School Act* and the BC Ministry of Education requirements outlined in the policy document *Board/Authority Authorized Courses: Requirements and Procedures*.

Inspector of Independent Schools or Designate

Print Name

Signature

Date [Click here to enter a date.](#) (Educational Standards Order, M41/91, s. 5(2)(c))



Board/Authority Authorised Course Framework Template

School District/Independent School Authority Name	69
School District/Independent School Authority Number	
Developed by	Ed Seidel
Date Developed	April 21, 2017
School Name	C.E.A.P.
Principal's Name	Don Bold
Superintendent Approval Date (for School Districts only)	
Superintendent Signature (for School Districts only)	
Board/Authority Approval Date	
Board/Authority Chair Signature	
Course Name	Sociology 12
Grade Level of Course	12
Number of Course Credits	4
Number of Hours of Instruction	120
Prerequisite(s)	none
Special Training, Facilities or Equipment Required	Online Moodle Course
Course Synopsis	



Rationale

The purpose of this course is to develop an understanding of human nature by looking at the unique aspects and interactions of the various relationships in society. This four credit course overviews the study of Sociology, Culture and Inequalities of Race and Ethnicity, Socialization, Social Structure and Group Behaviour, Deviance and Crime, and finally Gender.

Organizational Structure: (units, topics, modules):

Unit/Topic	Title	Time
Unit 1	What Is Sociology?	15
Unit 2	Culture: A Shared Human Experience	20
Unit 3	Socialization : The Shaping of Human Behaviour	20
Unit 4	Social Control: Deviant and Conformist Behaviour	25
Unit 5	Final Project	30
	Total Hours	110

Unit/Topic/Module Descriptions

(A short description and the curriculum organizers and learning outcomes of each unit/topic/module.)

Unit 1: This unit will define what sociology is. The focus will be to discuss sociology’s relationship to other social sciences through the examination of sociology’s founding fathers. Finally, there will be a discussion of the perspectives used by sociologists to explain social behavior and society.

Learning Outcomes:

It is expected that students will:



1.1. describe the discipline of sociology as a social science through the examination of selected social issues

- Define social science.
- Define sociology.
- Differentiate sociology from other social sciences, including anthropology and psychology.
- Describe the ways in which sociologists examine the world.

1.2 demonstrate an understanding of major sociological perspectives

- Identify key figures in the development of the discipline of sociology.
 - Explore multiple theoretical perspectives and viewpoints used in sociological analyzes (e.g. functionalism, conflict, symbolic interactionism, feminism, post-modern).
- Recognize examples of major perspectives.
- Differentiate sociological perspectives from the perspectives of other social sciences.

1.3 analyze a variety of appropriate sociological research methods

- Describe common sociological research methods.
- Assess the strengths and weaknesses of each method studied.
- Select the research methods most appropriate to given scenarios.

1.4 design and conduct a sociological research project, independently or collaboratively, using methods appropriate to sociology

- Identify stages in the research process.
- Formulate an appropriate research question.
- Construct an appropriate research plan.
- Implement their research plan.
- Communicate the results of their research.
- Evaluate their research process.

Unit 2: This unit will learn what culture is and how it affects our daily lives. An examination of several different aspects of culture including language, norms, values, and sanctions as well there will be a discussion of how culture develops in a society through innovation and diffusion. This unit will also examine race and ethnicity in society. Just what is a minority group is and the prejudice, stereotypes, racism, and discrimination that a minority group might face. Finally, we will also investigate different types of group relationships in a society, including genocide, segregation, amalgamation, assimilation, and pluralism and how a minority group may respond to the repression and discrimination that it faces in society.



Learning Outcomes:

It is expected that students will:

2.1 demonstrate an understanding of the concept of culture

- Describe various elements of culture (e.g., symbols, language, norms, and values).
- Investigate various theoretical perspectives and viewpoints that attempt to explain culture (e.g., structural functionalism, conflict, symbolic interactionism, feminism and post-modern) as well as cultural materialism and sociobiology.
- Apply these theoretical perspectives to given cultural scenarios.
- Evaluate influences that shape their cultural identity.

2.2 analyze factors related to cultural variation

- Examine factors that contribute to cultural variation.
- Investigate the role of ethnocentrism, cultural relativism, and dominant culture in cultural variation.
- Compare pluralism to multiculturalism in a Canadian context.
- Investigate the existence of subcultures and countercultures in Canadian society.

2.3 analyze factors related to cultural uniformity

- Examine factors that contribute to cultural uniformity.
- Investigate the role of popular culture in fostering cultural uniformity.
- Formulate a hypothesis regarding the beneficial and/or detrimental effects of cultural assimilation.
- Compare the attributes of cultural uniformity with those of cultural variation.
- Examine the concepts of “dominant culture” and “multiculturalism” within the context of Canadian Society.

2.4 investigate the process of cultural change

- Analyze factors that contribute to the process of cultural change.
- Describe the role of cultural lag and cultural diffusion in the process of cultural change.
- Assess society’s response to the process of cultural change.
- Evaluate the beneficial and detrimental effects of cultural change.



Unit 3: How is culture transmitted to a society's new members? The process of socialization and how this process continues through the life course will be studied while looking at the nature vs. nurture debate. There will be a discussion of how socialization and culture help to shape the self and individual personalities. We will examine the building blocks of society, including groups, statuses, roles, networks, and social institutions. The different types of groups in society and how the statuses that we have influence our lives in various ways and how the internet is changing the way that we network in society and our involvement in social groups will be . Finally, a look at the development of social structure and institutions from preindustrial societies to the present period of time.

Learning Outcomes:

It is expected that students will:

3.1 explain the process of socialization

- Define socialization.
- Identify various agents of socialization (e.g., media, family, peers, education, religion, work) and describe their role in the socialization process.
- Relate the impact of agents of socialization to their behaviour and own socialization.

3.2 investigate the relationship between socialization and the development of individual personality

- Examine the roles of nature and nurture in the socialization process.
- Analyze major theories of personality development (e.g., Freud's Psychosexual Theory, Erikson's Psychosocial Development, Cooley and Mead's Symbolic Interactionist theories).
- Identify connections between society and the development of self-image and personality.
- Assess how personality development and socialization influence each other.

3.3 investigate the relationship between socialization and the process of human learning

- Examine various theories of human learning (e.g., Piaget's Cognitive Development Theory, Erikson's Psychological Development, Kohlberg's Moral Development Theory, and Gilligan's Theory on Gender and Moral Development).
- Formulate a hypothesis as to which theory, or theories, of human learning best characterize their learning.
- Assess how human learning and socialization influence each other.



3.4 investigate a social issue that serves as a good example of socialization and related concepts

- Examine the relationship between the process of socialization and the issue.
- Assess the relationship between personality development and the issue.
- Analyze the relationship between human learning and the issue.
- Formulate and support a hypothesis related to the issue.

Unit 4: This unit will examine deviant behavior, social control, and crime and the relationships between these elements in society. The theories sociologists have put forth on why deviance happens and the consequences for both individuals and society will be a focus. The unit will also discuss the techniques and strategies that society and individuals use to encourage conformity and discourage deviance. Finally, we'll look at the different types of crime in society and how crime relates to social statuses like age, race, and gender.

Learning Outcomes:

It is expected that students will:

4.1 analyze ways in which societies exercise social control to achieve conformity

- Apply appropriate theories to the concept of conformity.
- Distinguish between formal and informal methods of social control.
- Assess the effectiveness of various methods of social control.
- Investigate the evolution and effectiveness of the modern corrections system.

4.2 investigate deviance as a form of social behaviour

- Define the concept of deviance.
- Compare how diverse cultures define, and respond to, deviance.
- Apply appropriate theories to the concept of deviance.
- Evaluate the positive and negative implications of deviant behaviour in a society.

4.3 investigate the issue of crime as an example of deviant behaviour

- Distinguish between legal and sociological approaches to the study of crime.
- Outline the sociological framework for the classification of crime.
- Describe the social factors that contribute to the occurrence of crime.



- Apply the sociological analysis of crime to current examples of criminal behaviour in Canadian society.

4.4 investigate the issue of youth crime and violence as an example of both deviance and conformity

- Assess the impact of social controls on youth crime and violence.
- Describe ways in which youth crime and violence provide examples of conformity and/or deviance.
- Evaluate the implications of youth crime and violence for society.
- Formulate and support a hypothesis related to youth crime and violence.

Unit 5: This unit will be the culmination of the entire course. It will be an opportunity for the student to convey their learning in a way that they choose.

Learning Outcomes:

It is expected that students will:

5.1 create an inquiry based project on a topic in Sociology of their choosing

- identify an area of interest in the field of Sociology
- formulate a hypothesis and conduct research in to the area of their choosing
- create a project selecting an appropriate presentation format (essay, video, etc)
- present their final project

Instructional Component This course will be a self-paced online course designed specifically for use using the Moodle platform.

Assessment Component

This course will involve multiple modes of instruction and assessment. To ensure every student has the opportunity to learn and attain the above outcomes students will be provided with various learning and assessment alternatives throughout the course.



ASSEMENT AND EVALUATION	PERCENTAGE VALUE
<p>Tests/Quizzes</p> <p>Students will have 4 major tests as well as some minor quizzes during the semester to ensure they have attained the course material covered.</p>	20%
<p>Projects</p> <p>Projects will allow students to explore aspects of Sociology. Students should avoid leaving projects until the last minute to complete.</p>	15%
<p>Assignments</p> <p>Students will partake in many learning opportunities throughout the semester. They will be assigned many individual tasks and assignments. These may include activities such as written reports, graphic organizers, oral presentations, interviews, computer presentations, video productions, self/peer evaluations, etc... Students will have some opportunity to complete these during class but may require extra time outside of the class to finish the tasks.</p>	25%
<p>Reflections/Journals</p> <p>Students will reflect on Sociological issues throughout the semester. These may be from simulations, readings, journals, or activities.</p>	10%
<p>Final Project</p> <p>Students will complete an inquiry based project on a topic of their choosing. A final presentation will be included with the project.</p>	30%
TOTAL	100%



Learning Resource Internet access, teacher created handouts and textbook

Additional Information This course will replace both Sociology 11 and 12, which were two credit courses, with one four credit course at the grade 12 level.

Board/Authority Authorized Course Form

PART A: BAA COURSE VERIFICATION STATEMENT

To be completed by district Superintendent or Independent School Principal

Prior to submitting the attached BAA Course Framework to the Board/Authority for approval, I *Rollie Koop* verify that I have reviewed the BAA Course: to ensure that it is fully compliant with the *School Act* (if offered by a Board), the *Independent School Act* (if offered by an Independent School Authority), the *Board Authorized Course Order*, policy document *Board/Authority Authorized Courses: Requirements and Procedures*, and for ESL courses the ESL Guidelines: *Template for BAA Language Acquisition/Culture Courses*.

Specifically, I verify that the BAA Course noted above meets the following requirements:

- The course is not a remedial, modified or GED preparation course
- The course does not significantly overlap with current provincial curriculum
- The course name reflects the subject area and includes the grade level
- The assigned grade level reflects the appropriate level of instruction
- The credit value appropriately reflects the length and scope of the course
- The course synopsis clearly outlines what a student has gained when the course is completed
- The rationale outlines the reasons for wanting to offer opportunities to study the course
- The organizational structure outlines the specific topics, units or modules which include the learning outcomes, instruction and assessment components, and time allotments
- The learning outcomes are assessable and observable and can be understood by students and parents
- The instructional component of the course clarifies the intent of the learning outcomes and provides a range of pedagogical opportunities
- The assessment component provides opportunities to assess formatively and summatively the students' achievement of the learning outcomes
- The learning resources selected for the course are age appropriate, support the learning outcomes and reflect the diversity of student learning rates and styles.

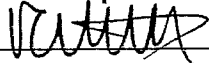
Course Name

ELL Writing 11

District Superintendent/Independent School Principal

Rollie Koop

Signature



Date 2017-05-16

District No./Independent School 69 (Qualicum)

(Board Authorized Course Order, M285/04, s. 3; Educational Standards Order, M41/91, s. 5(2)(c))

PART B: BAA COURSE AUTHORIZATION STATEMENT

To be completed by Board/Authority Chair or Designate

A signed copy of this document must be submitted for Ministry records by e-mail to EDUC.GradStandards@gov.bc.ca. The original document and accompanying BAA Course Framework must be retained by the district/school for submission to the Ministry upon request.

I declare that this BAA course is approved by the Board/Authority.

Board/Authority Chair or Designate

Print Name: *Eve Flynn*

Signature

Date 2017-05-23

(Board Authorized Course Order, M285/04, s. 3; Educational Standards Order, M41/91, s. 5 (2)(c))

PART C: FOR INDEPENDENT SCHOOLS ONLY: BAA INSPECTOR CONFIRMATION

To be completed by Inspector of Independent Schools or Designate during regular inspection/monitoring visit.

A signed copy of this document (Parts A and C) must be retained for submission to the Ministry upon request.

The BAA course noted above is fully compliant with the *Independent School Act* and the BC Ministry of Education requirements outlined in the policy document *Board/Authority Authorized Courses: Requirements and Procedures*.

Inspector of Independent Schools or Designate

Print Name

Signature

Date [Click here to enter a date.](#) (Educational Standards Order, M41/91, s. 5(2)(c))

ELL Writing 11

BAA – ELL WRITING 11

Date: May 8th, 2017

District Name: Qualicum

District Number: #69

Developed by: Carrie Philip

School Name: Ballenas Secondary Shool

Principal's Name: Rudy Terpstra/Ross Pepper

Board Approval Date: _____

Board/Authority Signature: _____

Course Name: ESL Writing 11

Grade Level of Course: 11

Course Code: _____

Number of Credits: 4

Number of Hours of Instruction: 120

Prerequisite(s):

Students need to be at the intermediate level of English acquisition.

Special Training, Facilities or Equipment Required:

A teacher with training in ESL methodology.

Rational

ELL Writing 11 provides additional support to grade 11 and 12 students who still need to strengthen their writing skills in order to improve their marks in English. This course would help those students destined for University, but still continue to struggle in academic writing.

Course Synopsis

Students will experience the process of writing through interesting content combined with focused work on vocabulary, grammar and syntax, and rhetorical patterns. Students will practice expressing information, ideas, and opinions in logical and coherent order and in a variety of written formats. Students will gain the skills, experience, and confidence necessary to meet the writing expectations of the senior level English curriculum.

Unit 1: The Process of Writing	20 hrs
Unit 2: Cause and Effect Essay	20 hrs
Unit 3: Summarizing and Responding	30 hrs
Unit 4: Using Quotations	20 hrs
Unit 5: Responding with Paraphrasing	20 hrs
Unit 6: Reflection/Portfolio	10 hrs

TOTAL 120hrs

Course Structure

This course will have 2 components. First, there will be a **direct teaching component** of the course where the teacher and students work together through the course material listed above (**60%**). The second component of the course **will involve support/conferencing** where students bring their work and sit with the instructor to improve their writing. This process will involve students selecting specific weakness in their own writing to improve them with the support of the instructor. (**40%**)

Learning Resources:

Writing to Communicate 3 (Boardman)
Oxford Practice Grammar (Eastman)
Wordly Wise 300 Book 2 (Hodkinson)
Understanding and Using English Grammar (Azar)

Assessment Component

Type of Assessment	Details	Weighting %
Formative (65%)	- Homework/check-ins/exit slips	10
	- Student writing samples	30
	- Grammar/vocab/structure quizzes	25
Summative (35%)	- Portfolio assessment	25
	- Final, timed writing sample	10

*High importance will be placed on development and growth in this course. The portfolio model of assessment allows learners to show how they have **TRANSFERRED** and **APPLIED** their learning throughout the course.

*For the final writing sample the students will be presented with 3 possible topics and will be asked to complete a pre-writing activity and an essay outline for each topic prior to the writing day. No translators can be used but students are allowed to have a vocabulary sheet that can be prepared in advance and used on the day of the write.

Annual Facilities Grant (AFG) - Expenditure Plan April 1, 2017 - March 31, 2018

Qualicum

69

Name: Chris Dempster | Email: cdempster@sd69.bc.ca | Phone: 250-954-3030 | Submission Date (YY/MM/DD):

Facility Name	Description of Work	Estimated Cost	AFG Category	Comments	Requirement ID#	New or Replacement	% of System Replaced
Nanoose Bay Elementary	Exterior painting	\$ 30,000	Facility Upgrade	Sealing cladding for extended life		New	100
Nanoose Bay Elementary	Interior painting	\$ 35,000	Facility Upgrade	Updating interior finish	REQ-259764	Replacement	100
Nanoose Bay Elementary	Exterior gutter repair	\$ 13,000	Facility Upgrade	Repair to soffits		Replacement	50
Nanoose Bay Elementary	4-exterior door replacement	\$ 6,000	Facility Upgrade	Door security problems	REQ-259785	Replacement	10
Springwood Elementary School	Soffit repair	\$ 5,500	Facility Upgrade	Damage to soffits		Replacement	20
Springwood Elementary School	Wall installation	\$ 4,000	Facility Upgrade	Security of building		New	100
Springwood Elementary School	Pressure wash exterior	\$ 4,000	Facility Upgrade	Graffiti		Replacement	15
Springwood Elementary School	Washroom upgrade	\$ 1,100	Mechanical System Upgrade	Water conservation		Replacement	15
Springwood Elementary School	Security panel upgrade	\$ 8,000	Electrical System Upgrade	Life cycle replacement	REQ-253805	Replacement	25
Springwood Elementary School	Replace ceiling tiles room 110	\$ 800	Facility Upgrade	Repair damaged tiles		Replacement	5
Oceanside Elementary School	Wall installation	\$ 4,000	Facility Upgrade	Security of building		New	100
Oceanside Elementary School	Fencing and gates	\$ 3,000	Site Upgrade	Security of site	REQ-250040	New	5
Oceanside Elementary School	Field back flow valve repair	\$ 3,000	Site Servicing	Life cycle repair		Replacement	100
Errington Elementary School	Soffit repair	\$ 5,500	Facility Upgrade	Damage to soffits		Replacement	20
Errington Elementary School	Sports field repair	\$ 25,000	Facility Upgrade	Repair to field		Replacement	100
Arrowview Elementary School	Soffit repair	\$ 5,500	Facility Upgrade	Damage to soffits		Replacement	20
Arrowview Elementary School	Pressure treated field stairs	\$ 5,000	Site Upgrade	Safety of stairs		New	100
Arrowview Elementary School	Gym floor replacement	\$ 60,000	Site Upgrade	Life cycle replacement	REQ-257556	Replacement	10
Arrowview Elementary School	Replace ceiling tiles Room 136	\$ 800	Facility Upgrade	Damage to tiles	REQ-257571	Replacement	5
Bowser Elementary School	Sewage line repair	\$ 4,000	Site Servicing	Repair to broken sewer pipe		Replacement	101
Bowser Elementary School	Asphalt repair for above	\$ 2,500	Site Upgrade	Resurfacing from repair	REQ-259665	Replacement	5
Bowser Elementary School	Curb repair/replacement	\$ 4,000	Site Upgrade	Replacement of damaged curb	REQ-259667	Replacement	5
Bowser Elementary School	Perimeter drainage repair	\$ 12,000	Site Servicing	Ground water removal		Replacement	25
Bowser Elementary School	Fire alarm panel upgrade	\$ 20,000	Electrical System Upgrade	Life cycle replacement	REQ-257227	Replacement	75
Bowser Elementary School	Resurfacing/repair parking lot	\$ 29,085	Site Upgrade	Repair to damaged parking lot	REQ-250032	Replacement	25
Windchelsea Place	Sports field irrigation repair	\$ 4,250	Site Servicing	Repair to field irrigation		Replacement	10
Qualicum Beach Elementary School	Transformer upgrade	\$ 48,446	Electrical System Upgrade	SD share of quote	REQ-251285	Replacement	50
Ballenas Secondary School	Field repair and water usage meters	\$ 21,000	Site Upgrade	Repair to field		New	50
Ballenas Secondary School	Communication system upgrade	\$ 40,000	Technology Infrastructure Upgrade	Phone system upgrade	REQ-251967	Replacement	100
Ballenas Secondary School	Asbestos abatement	\$ 60,000	Asbestos Abatement	Flooring upgrade	REQ-249451	Replacement	5
Ballenas Secondary School	Replace ceiling tiles rooms 1025 & 1021	\$ 1,400	Facility Upgrade	Damage to tiles	REQ-249438	Replacement	2
Ballenas Secondary School	Roofing investigation	\$ 6,265	Roof Replacement	Moisture testing	REQ-249425	Replacement	1
Kwailikum Secondary School	Communication system upgrade	\$ 145,687	Technology Infrastructure Upgrade	New phone system	REQ-254708	Replacement	100
Kwailikum Secondary School	Solar panel installation	\$ 1,500	Electrical System Upgrade	Hydro grid technology		New	100
Kwailikum Secondary School	Sealing improvement and repair	\$ 9,500	Site Upgrade	Repair to damaged seating	REQ-250437	Replacement	5
Kwailikum Secondary School	Irrigation meter and backflow repair	\$ 15,000	Site Servicing	Water conservation		New	100
Kwailikum Secondary School	New dry station for fire suppression	\$ 7,872	Mechanical System Upgrade	Fire suppression upgrade	REQ-255162	New	15
Kwailikum Secondary School	Exterior door upgrade	\$ 15,000	Facility Upgrade	Security of building	REQ-254631	Replacement	40
Ballenas Secondary School	Shop repair	\$ 4,250	Facility Upgrade	Upgrade to shop		New	100
Ballenas Secondary School	In ground trash system	\$ 4,250	Site Upgrade	Upgrade to trash system		New	100
Ballenas Secondary School	In ground trash system	\$ 4,250	Site Upgrade	Upgrade to trash system		New	100
Ballenas Secondary School	In ground trash system	\$ 4,250	Site Upgrade	Upgrade to trash system		New	100
Ballenas Secondary School	In ground trash system	\$ 2,125	Site Upgrade	Upgrade to trash system		New	100
Ballenas Secondary School	In ground trash system	\$ 2,125	Site Upgrade	Upgrade to trash system		New	100
Ballenas Secondary School	Plumbing fixture upgrade	\$ 30,000	Mechanical System Upgrade	Life cycle upgrade	REQ-254474	Replacement	20
Ballenas Secondary School	Wiring system upgrade	\$ 27,314	Technology Infrastructure Upgrade	New wiring upgrade	REQ-251389	Replacement	15
False Bay Elementary School	Sump pump installation	\$ 5,000	Mechanical System Upgrade	Removal of water under building	REQ-258508	New	10
Winchelsea Place	Plumbing fixture upgrade	\$ 15,000	Mechanical System Upgrade	Life cycle upgrade	REQ-255467	Replacement	25
Kwailikum Secondary School	Plumbing fixture upgrade	\$ 20,000	Mechanical System Upgrade	Life cycle upgrade	REQ-255106	Replacement	20
Multiple Schools	Replacement/repair faucets	\$ 10,000	Mechanical System Upgrade	Life cycle upgrade		Replacement	20
Multiple Schools	DDC upgrades	\$ 67,000	Mechanical System Upgrade	Life cycle upgrade		Replacement	100
Arrowview Elementary School	Distribution System Cleaning	\$ 14,000	Mechanical System Upgrade	Scheduled vent maintenance	REQ-257927	Replacement	100
Total Estimated Cost							\$ 920,519
Total AFG Allocation							\$ 920,519

Annual Budget

School District No. 69 (Qualicum)

June 30, 2018

School District No. 69 (Qualicum)

June 30, 2018

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*NOTE - Statement 1, Statement 3, Statement 5, Schedule 1 and Schedules 4A - 4D are used for Financial Statement reporting only.

ANNUAL BUDGET BYLAW

A Bylaw of THE BOARD OF EDUCATION OF SCHOOL DISTRICT NO. 69 (QUALICUM) (called the "Board") to adopt the Annual Budget of the Board for the fiscal year 2017/2018 pursuant to section 113 of the *School Act*, R.S.B.C., 1996, c. 412 as amended from time to time (called the "Act").

1. Board has complied with the provisions of the Act respecting the Annual Budget adopted by this bylaw.
2. This bylaw may be cited as School District No. 69 (Qualicum) Annual Budget Bylaw for fiscal year 2017/2018.
3. The attached Statement 2 showing the estimated revenue and expense for the 2017/2018 fiscal year and the total budget bylaw amount of \$52,791,058 for the 2017/2018 fiscal year was prepared in accordance with the *Act*.
4. Statement 2, 4 and Schedules 2 to 4 are adopted as the Annual Budget of the Board for the fiscal year 2017/2018.

READ A FIRST TIME THE 23rd DAY OF MAY, 2017;

READ A SECOND TIME THE 23rd DAY OF MAY, 2017;

READ A THIRD TIME, PASSED AND ADOPTED THE 23rd DAY OF MAY, 2017;

(Corporate Seal)

Chairperson of the Board

Secretary Treasurer

I HEREBY CERTIFY this to be a true original of School District No. 69 (Qualicum) Annual Budget Bylaw 2017/2018, adopted by the Board the 23rd DAY OF MAY, 2017.

Secretary Treasurer

School District No. 69 (Qualicum)

Statement 2

Annual Budget - Revenue and Expense

Year Ended June 30, 2018

	2018 Annual Budget	2017 Amended Annual Budget
Ministry Operating Grant Funded FTE's		
School-Age	4,185,875	4,152,813
Adult	9,000	13,125
Total Ministry Operating Grant Funded FTE's	<u>4,194,875</u>	<u>4,165,938</u>
Revenues	\$	\$
Provincial Grants		
Ministry of Education	44,419,236	42,556,564
Other	101,450	101,450
Tuition	3,500,000	3,500,000
Other Revenue	1,435,000	1,485,000
Rentals and Leases	450,000	450,000
Investment Income	125,000	125,000
Amortization of Deferred Capital Revenue	2,202,152	2,168,494
Total Revenue	<u>52,232,838</u>	<u>50,386,508</u>
Expenses		
Instruction	40,930,190	39,168,494
District Administration	1,881,964	1,837,756
Operations and Maintenance	7,735,343	7,486,296
Transportation and Housing	1,905,641	1,851,401
Debt Services	1,624	1,624
Total Expense	<u>52,454,762</u>	<u>50,345,571</u>
Net Revenue (Expense)	<u>(221,924)</u>	40,937
Budgeted Allocation (Retirement) of Surplus (Deficit)	280,958	
Budgeted Surplus (Deficit), for the year	<u>59,034</u>	<u>40,937</u>
Budgeted Surplus (Deficit), for the year comprised of:		
Operating Fund Surplus (Deficit)		
Special Purpose Fund Surplus (Deficit)		
Capital Fund Surplus (Deficit)	59,034	40,937
Budgeted Surplus (Deficit), for the year	<u>59,034</u>	<u>40,937</u>

School District No. 69 (Qualicum)

Annual Budget - Revenue and Expense
Year Ended June 30, 2018

	2018 Annual Budget	2017 Amended Annual Budget
Budget Bylaw Amount		
Operating - Total Expense	45,480,282	44,557,858
Operating - Tangible Capital Assets Purchased	336,296	336,296
Special Purpose Funds - Total Expense	4,062,812	2,966,606
Capital Fund - Total Expense	2,911,668	2,821,107
Total Budget Bylaw Amount	52,791,058	50,681,867

Approved by the Board

Signature _____ Chairperson of the Board of Education _____ Date Signed _____
Signature _____ Superintendent _____ Date Signed _____
Signature of the Secretary Treasurer _____ Date Signed _____

DRAFT

School District No. 69 (Qualicum)
 Annual Budget - Changes in Net Financial Assets (Debt)
 Year Ended June 30, 2018

	2018 Annual Budget	2017 Amended Annual Budget
	\$	\$
Surplus (Deficit) for the year	<u>(221,924)</u>	<u>40,937</u>
Effect of change in Tangible Capital Assets		
Acquisition of Tangible Capital Assets		
From Operating and Special Purpose Funds	(336,296)	(336,296)
From Deferred Capital Revenue	<u>(1,486,165)</u>	<u>(755,111)</u>
Total Acquisition of Tangible Capital Assets	<u>(1,822,461)</u>	<u>(1,091,407)</u>
Amortization of Tangible Capital Assets	<u>2,510,044</u>	<u>2,494,483</u>
Total Effect of change in Tangible Capital Assets	<u>687,583</u>	<u>1,403,076</u>
	<u>-</u>	<u>-</u>
	<u>-</u>	<u>-</u>
(Increase) Decrease in Net Financial Assets (Debt)	<u><u>465,659</u></u>	<u><u>1,444,013</u></u>

School District No. 69 (Qualicum)

Annual Budget - Operating Revenue and Expense

Year Ended June 30, 2018

	2018 Annual Budget	2017 Amended Annual Budget
	\$	\$
Revenues		
Provincial Grants		
Ministry of Education	41,256,424	40,614,958
Other	101,450	101,450
Tuition	3,500,000	3,500,000
Other Revenue	135,000	135,000
Rentals and Leases	450,000	450,000
Investment Income	125,000	125,000
Total Revenue	<u>45,567,874</u>	<u>44,926,408</u>
Expenses		
Instruction	37,066,724	36,418,203
District Administration	1,881,964	1,837,756
Operations and Maintenance	4,857,523	4,645,498
Transportation and Housing	1,674,071	1,656,401
Total Expense	<u>45,480,282</u>	<u>44,557,858</u>
Net Revenue (Expense)	<u>87,592</u>	<u>368,550</u>
Budgeted Prior Year Surplus Appropriation	<u>280,958</u>	
Net Transfers (to) from other funds		
Tangible Capital Assets Purchased	(336,296)	(336,296)
Other	(32,254)	(32,254)
Total Net Transfers	<u>(368,550)</u>	<u>(368,550)</u>
Budgeted Surplus (Deficit), for the year	<u>-</u>	<u>-</u>

School District No. 69 (Qualicum)Annual Budget - Schedule of Operating Revenue by Source
Year Ended June 30, 2018

	2018 Annual Budget	2017 Amended Annual Budget
	\$	\$
Provincial Grants - Ministry of Education		
Operating Grant, Ministry of Education	39,636,644	38,995,178
Other Ministry of Education Grants		
Pay Equity	936,176	936,176
Transportation Supplement	426,341	426,341
Carbon Tax Grant	60,000	60,000
Return of Administrative Savings	197,263	197,263
Total Provincial Grants - Ministry of Education	<u>41,256,424</u>	<u>40,614,958</u>
	<u>101,450</u>	<u>101,450</u>
Provincial Grants - Other		
Tuition		
International and Out of Province Students	3,500,000	3,500,000
Total Tuition	<u>3,500,000</u>	<u>3,500,000</u>
Other Revenues		
Miscellaneous		
Transportation Revenue	121,000	121,000
Miscellaneous	10,000	10,000
P-Card Rebate	4,000	4,000
Total Other Revenue	<u>135,000</u>	<u>135,000</u>
	<u>450,000</u>	<u>450,000</u>
Rentals and Leases		
	<u>125,000</u>	<u>125,000</u>
Investment Income		
	<u>45,567,874</u>	<u>44,926,408</u>
Total Operating Revenue		

School District No. 69 (Qualicum)Annual Budget - Schedule of Operating Expense by Object
Year Ended June 30, 2018

	2018 Annual Budget	2017 Amended Annual Budget
	\$	\$
Salaries		
Teachers	17,844,555	17,667,238
Principals and Vice Principals	2,698,685	2,599,983
Educational Assistants	3,377,631	3,228,237
Support Staff	4,612,380	4,448,981
Other Professionals	1,370,496	1,283,347
Substitutes	1,294,282	1,242,713
Total Salaries	<u>31,198,029</u>	<u>30,470,499</u>
Employee Benefits	<u>8,292,705</u>	<u>8,152,811</u>
Total Salaries and Benefits	<u>39,490,734</u>	<u>38,623,310</u>
Services and Supplies		
Services	2,594,558	2,594,558
Student Transportation	1,000	1,000
Professional Development and Travel	472,338	427,338
Rentals and Leases	5,000	5,000
Dues and Fees	50,450	50,450
Insurance	174,000	174,000
Interest	-	-
Supplies	1,700,702	1,690,702
Utilities	991,500	991,500
Total Services and Supplies	<u>5,989,548</u>	<u>5,934,548</u>
Total Operating Expense	<u>45,480,282</u>	<u>44,557,858</u>

School District No. 69 (Qualicum)

Annual Budget - Operating Expense by Function, Program and Object

Year Ended June 30, 2018

	Teachers Salaries	Principals and Vice Principals Salaries	Educational Assistants Salaries	Support Staff Salaries	Other Professionals Salaries	Substitutes Salaries	Total Salaries
	\$	\$	\$	\$	\$	\$	\$
1 Instruction							
1.02 Regular Instruction	14,702,637	503,081				921,582	16,127,300
1.03 Career Programs	180,825			39,534			220,359
1.07 Library Services	393,379			229,439			622,818
1.08 Counselling	405,422	55,700					461,122
1.10 Special Education	1,716,212	138,758	3,159,036	41,759		193,562	5,249,327
1.30 English Language Learning	142,417						142,417
1.31 Aboriginal Education	34,502	107,005	218,595	6,962			367,064
1.41 School Administration		1,663,239		963,674			2,626,913
1.60 Summer School							
1.61 Continuing Education	21,958						21,958
1.62 International and Out of Province Students	247,203	230,902		25,567	156,857		660,529
1.64 Other					32,824		32,824
Total Function 1	17,844,555	2,698,685	3,377,631	1,306,935	189,681	1,115,144	26,532,631
4 District Administration							
4.11 Educational Administration					364,507		364,507
4.40 School District Governance					85,284		85,284
4.41 Business Administration				288,913	480,503	3,000	772,416
Total Function 4	-	-	-	288,913	930,294	3,000	1,222,207
5 Operations and Maintenance							
5.41 Operations and Maintenance Administration				51,307	203,453	500	255,260
5.50 Maintenance Operations				1,941,506		100,138	2,041,644
5.52 Maintenance of Grounds				161,537			161,537
5.56 Utilities							
Total Function 5	-	-	-	2,154,350	203,453	100,638	2,458,441
7 Transportation and Housing							
7.41 Transportation and Housing Administration				50,450	47,068	500	98,018
7.70 Student Transportation				811,732		75,000	886,732
7.73 Housing							
Total Function 7	-	-	-	862,182	47,068	75,500	984,750
9 Debt Services							
Total Function 9	-	-	-	-	-	-	-
Total Functions 1 - 9	17,844,555	2,698,685	3,377,631	4,612,380	1,370,496	1,294,282	31,198,029

School District No. 69 (Qualicum)

Annual Budget - Operating Expense by Function, Program and Object
Year Ended June 30, 2018

	Total Salaries	Employee Benefits	Total Salaries and Benefits	Services and Supplies	2018 Annual Budget	2017 Amended Annual Budget
	\$	\$	\$	\$	\$	\$
1 Instruction						
1.02 Regular Instruction	16,127,300	4,142,321	20,269,621	835,478	21,105,099	20,747,721
1.03 Career Programs	220,359	58,849	279,208	423,130	702,338	699,771
1.07 Library Services	622,818	176,432	799,250	23,700	822,950	822,040
1.08 Counselling	461,122	120,526	581,648		581,648	571,649
1.10 Special Education	5,249,327	1,595,004	6,844,331	69,900	6,914,231	6,802,967
1.30 English Language Learning	142,417	33,804	176,221		176,221	174,838
1.31 Aboriginal Education	367,064	90,716	457,780	85,168	542,948	538,466
1.41 School Administration	2,626,913	680,544	3,307,457	107,800	3,415,257	3,340,238
1.60 Summer School	-	-	-	-	-	-
1.61 Continuing Education	21,958	5,331	27,289		27,289	27,076
1.62 International and Out of Province Students	660,529	161,976	822,505	1,914,500	2,737,005	2,651,699
1.64 Other	32,824	8,914	41,738		41,738	41,738
Total Function 1	26,532,631	7,074,417	33,607,048	3,459,676	37,066,724	36,418,203
4 District Administration						
4.11 Educational Administration	364,507	79,774	444,281	73,000	517,281	499,484
4.40 School District Governance	85,284	8,244	93,528	85,340	178,868	178,868
4.41 Business Administration	772,416	176,699	949,115	236,700	1,185,815	1,159,404
Total Function 4	1,222,207	264,717	1,486,924	395,040	1,881,964	1,837,756
5 Operations and Maintenance						
5.41 Operations and Maintenance Administration	255,260	52,120	307,380	195,200	502,580	481,592
5.50 Maintenance Operations	2,041,644	546,054	2,587,698	338,282	2,925,980	2,804,855
5.52 Maintenance of Grounds	161,537	46,876	208,413	79,050	287,463	217,551
5.56 Utilities	-	-	-	1,141,500	1,141,500	1,141,500
Total Function 5	2,458,441	645,050	3,103,491	1,754,032	4,857,523	4,645,498
7 Transportation and Housing						
7.41 Transportation and Housing Administration	98,018	23,674	121,692	28,100	149,792	148,804
7.70 Student Transportation	886,732	284,847	1,171,579	328,700	1,500,279	1,483,597
7.73 Housing	-	-	-	24,000	24,000	24,000
Total Function 7	984,750	308,521	1,293,271	380,800	1,674,071	1,656,401
9 Debt Services						
Total Function 9	-	-	-	-	-	-
Total Functions 1 - 9	31,198,029	8,292,705	39,490,734	5,989,548	45,480,282	44,557,858

School District No. 69 (Qualicum)

Annual Budget - Special Purpose Revenue and Expense
Year Ended June 30, 2018

	2018	2017 Amended
	Annual Budget	Annual Budget
	\$	\$
Revenues		
Provincial Grants		
Ministry of Education	2,762,812	1,616,606
Other Revenue	1,300,000	1,350,000
Total Revenue	4,062,812	2,966,606
Expenses		
Instruction	3,863,466	2,750,291
Operations and Maintenance	199,346	216,315
Total Expense	4,062,812	2,966,606
Budgeted Surplus (Deficit), for the year	-	-

School District No. 69 (Qualicum)
 Annual Budget - Changes in Special Purpose Funds
 Year Ended June 30, 2018

	Annual Facility Grant	Learning Improvement Fund	Service Delivery Transformation	School Generated Funds	Strong Start	Ready, Set, Learn	OLEP	CommunityLINK	Coding and Curriculum Implementation
	\$	\$	\$	\$	\$	\$	\$	\$	\$
Deferred Revenue, beginning of year			25,000	534,645					25,441
Add: Restricted Grants									
Provincial Grants - Ministry of Education	199,346	158,866		1,300,000	96,000	19,600	101,323	368,340	
Other	199,346	158,866	-	1,300,000	96,000	19,600	101,323	368,340	-
Less: Allocated to Revenue	199,346	158,866	25,000	1,300,000	96,000	19,600	101,323	368,340	25,441
Deferred Revenue, end of year	-	-	-	534,645	-	-	-	-	-
Revenues	199,346	158,866	25,000	1,300,000	96,000	19,600	101,323	368,340	25,441
Provincial Grants - Ministry of Education			25,000						
Other Revenue	199,346	158,866	25,000	1,300,000	96,000	19,600	101,323	368,340	25,441
Expenses									
Salaries									
Teachers									
Principals and Vice Principals							30,000		15,000
Educational Assistants		130,000							
Support Staff									
Other Professionals	75,000		20,000						255,000
Substitutes									
Employee Benefits	75,000	130,000	20,000				30,000		270,000
Services and Supplies	15,000	28,866	5,000				7,500	68,466	
	109,346	158,866	25,000	1,300,000	96,000	19,600	63,823	29,874	25,441
	199,346	158,866	25,000	1,300,000	96,000	19,600	101,323	368,340	25,441
Net Revenue (Expense)	-	-	-	-	-	-	-	-	-

School District No. 69 (Qualicum)
 Annual Budget - Changes in Special Purpose Funds
 Year Ended June 30, 2018

	Classroom Enhancement Fund	TOTAL
	\$	\$
Deferred Revenue, beginning of year		585,086
Add: Restricted Grants		
Provincial Grants - Ministry of Education	1,768,896	2,712,371
Other	1,300,000	1,300,000
	1,768,896	4,012,371
Less: Allocated to Revenue	1,768,896	4,062,812
Deferred Revenue, end of year	-	534,645
Revenues		
Provincial Grants - Ministry of Education	1,768,896	2,762,812
Other Revenue	1,300,000	1,300,000
	1,768,896	4,062,812
Expenses		
Salaries		
Teachers	1,171,093	1,186,093
Principals and Vice Principals	20,254	50,254
Educational Assistants	130,000	130,000
Support Staff	172,549	502,549
Other Professionals	20,000	20,000
Substitutes	52,966	52,966
	1,416,862	1,941,862
Employee Benefits	352,034	476,866
Services and Supplies	1,644,084	1,644,084
	1,768,896	4,062,812
Net Revenue (Expense)	-	-

School District No. 69 (Qualicum)Annual Budget - Capital Revenue and Expense
Year Ended June 30, 2018

	2018 Annual Budget			2017 Amended Annual Budget
	Invested in Tangible Capital Assets	Local Capital	Fund Balance	
	\$	\$	\$	\$
Revenues				
Provincial Grants				
Ministry of Education	400,000		400,000	325,000
Amortization of Deferred Capital Revenue	2,202,152		2,202,152	2,168,494
Total Revenue	2,602,152	-	2,602,152	2,493,494
Expenses				
Operations and Maintenance	400,000		400,000	325,000
Amortization of Tangible Capital Assets				
Operations and Maintenance	2,278,474		2,278,474	2,299,483
Transportation and Housing	231,570		231,570	195,000
Debt Services				
Capital Lease Interest		1,624	1,624	1,624
Total Expense	2,910,044	1,624	2,911,668	2,821,107
Net Revenue (Expense)	(307,892)	(1,624)	(309,516)	(327,613)
Net Transfers (to) from other funds				
Tangible Capital Assets Purchased	336,296		336,296	336,296
Capital Lease Payment		32,254	32,254	32,254
Total Net Transfers	336,296	32,254	368,550	368,550
Other Adjustments to Fund Balances				
Principal Payment				
Capital Lease	30,630	(30,630)	-	-
Total Other Adjustments to Fund Balances	30,630	(30,630)	-	-
Budgeted Surplus (Deficit), for the year	59,034	-	59,034	40,937

SCHOOL DISTRICT NO. 69 (Qualicum)
2016 Carbon Neutral Action Report

This is the 2016 Carbon Neutral Action Report for School District No. 69 (Qualicum). This report contains our 2016 emissions profile, offsets purchased, the actions we have taken in 2016 to reduce our GHG emissions and our plan to continue reducing emissions in 2017 and beyond.

By June 30 School District No. 69 (Qualicum)'s final CNAR will be posted to our website at www.sd69.bc.ca

Executive Summary:

The district concluded the creation of a Board wide Strategic Plan in 2013. This plan included the following items which are applicable to emission reduction:

- Under values: "Social responsibility and environmental sustainability" and "Innovation as a means of ensuring that we respond and adapt to a changing world and new understandings".
- As a Guiding Principle: "Stewardship of the public investment in education in our community is crucial – this requires an unwavering commitment to fiscal responsibility and allocation of resources based on identified needs and strategic priorities." We see this guiding principle as including environmental stewardship as part of fiscal responsibility.

In 2014 the district concluded with a Framework for Action which included specific items the district embarked upon to meet the goals of the strategic plan.

Energy conservation is part of our ongoing work. Efforts to conserve energy are included throughout our 5 year capital plan and our Annual Facility Grant projects. In 2016, the district completed the following projects which will directly reduce carbon emissions:

- Through the replacement of end of life buses, the district chose to replace one with a propane bus. The district plans to continue evaluating every bus replacement and consider whether to purchase propane over diesel buses. We also continue to review the size of buses required in order to conserve energy.
- Engineering studies for a boiler replacement was performed on one site, with the plan of replacing the unit in the summer of 2017.
- During summer 2016 the District did a replacement of the old boilers at Qualicum Secondary, and Nanoose Bay Elementary and a boiler and air source heat pump at Bower Elementary and installed high efficiency ones. Bowser had previously run on propane so we should now see a considerable reduction of our consumption.
- The district is continuing to make significant improvements to one of our isolated sites by finding ways to use less energy and alternate energy. This site was reliant on energy produced by a diesel generator but by replacing the systems batteries and converter with new ones we increased the efficiency of the system overall, i.e. reducing the amount of energy lost. The district had also recently installed solar panels which decrease our dependence on the usage of diesel generator power. During the summer of 2016, the exterior was stripped down and new windows, insulation and cladding were added to reduce heat loss and reduce energy. We also continue to work with local groups to investigate alternative energy solutions which may further reduce or eliminate the use of a diesel generator in the future.

Energy conservation continues to be a goal for the district. Our Operations and Maintenance department has completed several projects that have implemented controls for heat and lights, retrofits for lighting and replacing plumbing fixtures

SCHOOL DISTRICT NO. 69 (Qualicum)
2016 Carbon Neutral Action Report

with low flow units. These are all part of the day to day operations as well as project based when Ministry funding permits.

Emissions and Offsets Summary:

School District No. 69 (Qualicum) Emissions and Offsets (tCO ₂ e)			
GHG Emissions created in calendar year:	2016	2015	2014
Total Emissions	1,850	1,876	1,953
Total Offsets for the Reporting Year	1,376	1,403	1,487
Prior Year Adjustments (tCO ₂ e)	0		
Net 2016 Offset Requirements (tCO ₂ e)	1,376		

In 2016, School District No.69 (Qualicum) paid \$35,713 to purchase offset credits. The District maintains a bus fleet for which offsets were not purchased. As required by section 5 of the Carbon Neutral Government Regulation, 551.12 tCO₂e of emissions resulting from the operation of school buses were reported as part of our greenhouse gas emissions for 2016. However, they were not offset as they are out of scope under section 4(2)(c) of the Carbon Neutral Government Regulation.

MAY 23, 2017

Signature

Date

ROLLIE KOOP

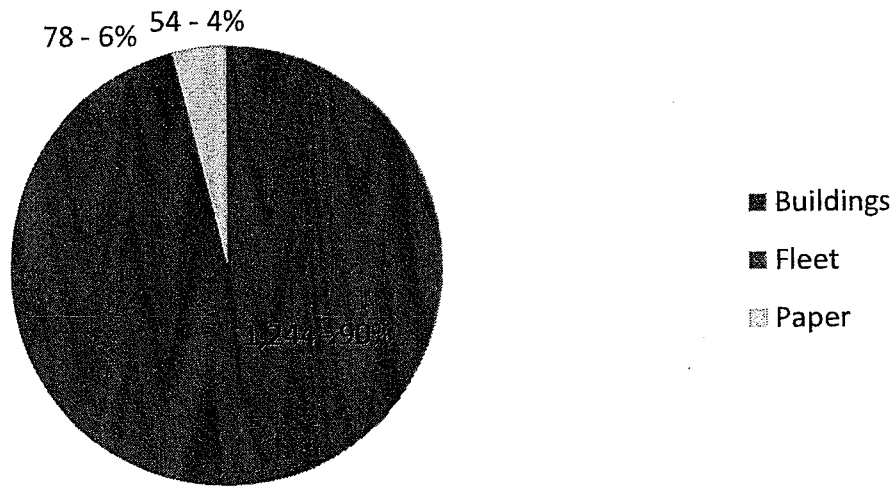
SUPERINTENDENT OF SCHOOLS

Name (please print)

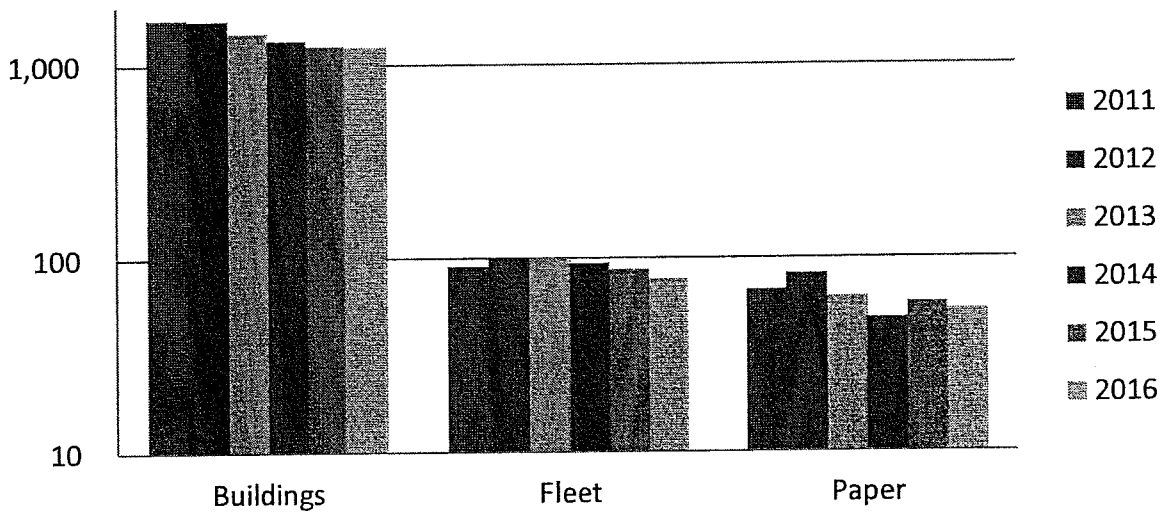
Title

Attached: Charts of GHG Emissions by Source

2016 - GHG Emissions by Source (tCO2e)



Annual GHG Emissions by Source



from 2016 BC Climate Action Secretariate SMARTTool Datasets

SCHOOL DISTRICT No. 69 (QUALICUM)

REPORT OF SUSPECTED CHILD ABUSE AND NEGLECT FORM

Page 4 of 5

CONFIDENTIAL

School Name: _____

PLEASE PRINT AND PROVIDE DETAILS

1. PERSON MAKING THE VERBAL REPORT TO THE MINISTRY OF CHILD AND FAMILY DEVELOPMENT (MCFD)

Name: _____

School: _____

Principal: _____

2. RECORD OF THE VERBAL REPORT TO MCFD

Date and time of verbal report: _____

Name of person to whom you reported: _____

Position: _____ Phone number: _____

Office Address: _____

3. STUDENT INFORMATION – COLLECT DATA FROM VERIFICATION SHEET

Name: _____ Date of birth (d/m/y): _____

Home address where student currently lives: _____

Classroom or homeroom teacher: _____

Name and address of person(s) who has legal custody of the child at the time of report: _____

Phone Number: _____ Work Number: _____ Cell Number: _____

Special Needs, if any, including any barriers to communication: _____

Sibling names, ages and schools, if known: _____

SCHOOL DISTRICT No. 69 (QUALICUM)

REPORT OF SUSPECTED CHILD ABUSE AND NEGLECT FORM

4. INFORMATION FROM THE STUDENT'S DISCLOSURE OR YOUR REASONS TO BELIEVE THE STUDENT HAS BEEN OR IS LIKELY TO BE IN NEED OF PROTECTION (CONVERSATION, EVENTS, OBSERVATIONS OR CIRCUMSTANCES): ATTACH ANOTHER SHEET IF NECESSARY. (FOCUS ON FACTUAL INFORMATION)

Attach the child's writing, drawing, or artwork that supports this report.
Sign and date these.

5. DOCUMENT ANY INFORMATION THE CHILD PROTECTION WORKER SHARED WITH YOU.

6. WERE THE POLICE INVOLVED IN THE INVESTIGATIONS? Yes: ____ No: ____

7. YOUR SIGNATURE: _____

DATE: _____ TIME: _____

8. RETURN A COPY OF THIS FORM TO THE PRINCIPAL FOR SAFEKEEPING. SEAL THE ORIGINAL COPY OF ALL INFORMATION IN AN ENVELOPE. DATE, SIGN, MARK IT 'CONFIDENTIAL TO THE ATTENTION OF THE EXECUTIVE ASSISTANT OF THE SUPERINTENDENT'. TAKE TO THE EXECUTIVE ASSISTANT OF THE OFFICE OF THE SUPERINTENDENT AT THE SCHOOL BOARD OFFICE. IT WILL BE FILED CONFIDENTIALLY.

DO NOT PLACE IN STUDENT FILE.

SCHOOL DISTRICT No. 69 (QUALICUM)

ADMINISTRATIVE PROCEDURE

TRAVEL EXPENSES

Page 1 of 1

(Previously Board Policy 6005)

Purpose

~~The Board of Education believes that~~ Personnel traveling on behalf of the District to participate in meetings, workshops, negotiations and conferences, either by assignment or by directed attendance at workshops, are entitled to receive an appropriate travel allowance. reimbursement of expenses incurred.

1. Application for ~~remuneration~~ reimbursement of travel expenses shall be made to the appropriate executive officer supervisor with the submission of original receipts.
2. ~~Car allowance~~ Travel expense reimbursement shall be consistent with the BC School Trustees Association's (BCSTA) rate per kilometer Policy on Travel Expenses.
3. ~~Upon the submission of necessary receipts all other expenses will be paid at the discretion of the appropriate executive officer.~~
4. This policy administrative procedure will be reviewed annually in the month of February by the Secretary Treasurer or designate.
5. Expenses covered by a contractual travel allowance do not apply.

SCHOOL DISTRICT No. 69 (QUALICUM)

ADMINISTRATIVE PROCEDURE

CREDIT CARDS

Page 1 of 1

(Previously Board Policy 6006)

Purpose

The Board of Education believes that for Sound business practices support the use of Board issued credit cards by designated staff and School Trustees as their use contributes to the efficiency of school district operations.

1. Board Credit cards may be issued to the following staff:
 - a. Superintendent of Schools
 - b. Secretary Treasurer
 - c. Assistant Secretary Treasurer
 - d. Assistant Superintendent
 - e. Director of Instruction
 - f. ~~Transportation Manager~~ General Manager of Operations
 - g. ~~Operations and Maintenance Manager~~ Assistant Manager of Operations
 - h. ~~Human Resources Manager~~ Director of Human Resources
 - i. School Trustees (five)
 - j. District Principals and ~~District~~ Vice-Principals
 - k. School secretaries - may hold ~~minor store~~ site cards to facilitate school purchases
 - l. Other employees with areas of responsibility that require either regular purchasing or situational purchasing that cannot be managed through petty cash or requests for funds. Such employees must be recommended by their supervisor (who must also be an individual designated in 'a' through 'j'), and approved by the Secretary-Treasurer.
 - m. ~~No other employees shall be authorized to have a Board credit card.~~
2. The Board credit card issued to the aforementioned designated staff and School Trustees shall be utilized to cover expenses incurred on Board business or Board sponsored professional development: in accordance with the "Acceptable Use" document Card User Agreement.
3. ~~Use of the Board credit card for non-travel related expenses should only occur when necessary due to timing, inability to issue a purchase order (for example, internet purchases) or for minor purchases.~~
34. The Board District endeavors to use credit or purchasing cards that provide savings back to the Board.
45. Card holders shall sign and adhere to an ~~Acceptable Use~~ document the Card User Agreement.

SCHOOL DISTRICT No. 69 (QUALICUM)

ADMINISTRATIVE PROCEDURE

**INTERVIEW AND RELOCATION REIMBURSEMENT FOR
DISTRICT PRINCIPALS/VICE PRINCIPALS AND EXEMPT STAFF**

Page 1 of 1

(Previously Board Policy 6166)

Purpose

~~The Board of Education of School District 69 (Qualicum) believes that~~ In order to attract the best candidates for its administrative **exempt** positions, candidates should be reimbursed for expenses.

Reimbursement shall be as outlined in the regulations below **follows:**

1. Candidates selected for interview will be reimbursed **for legitimate** travel, accommodation and meal expenses, up to a maximum of \$500, subject to **Submission of receipts and is required** in accordance with Board travel and reimbursement rates.
2. The successful candidate may be reimbursed for expenses to relocate within School District 69 boundaries up to a maximum of \$1,000. Receipts must be submitted to the Secretary-Treasurer within sixty (60) days of the move.

DRAFT

RECOGNITION OF RETIREMENT AND LONG SERVICE



POLICY

The Board of Education acknowledges its responsibility for the good morale of school district staff, and therefore requires that employees who will be retiring and employees with consistent long service (20 years) with the school district be recognized for their commitment and loyalty.

The Board of Education values the dedication and commitment of its employees. The Board is, therefore, committed to recognizing employees with consistent and lengthy service (20 years), as well as those who are retiring from employment with the Board.

REGULATIONS

1. A recognition ceremony will be held to honour employees who have attained 20 years of active service to the District. Long service recognition will be determined by the official seniority lists and finalized at the discretion of the committee.
2. Employees who have reached pensionable age and retire throughout the year will be honoured at a retirement ceremony to be held at the end of the school year.
3. A standing committee representative of all employee groups and the Board of Education will formalize and organize the respective ceremonies.



BOARD POLICY NO. 6033
(will also replace Board Policies 6031: Staff
Attendance and 6032: Return to Work)

EMPLOYEE ASSISTANCE: ATTENDANCE, HEALTH AND
WELLNESS-BEING

POLICY

The Board of Education values its employees and is committed to making offers of assistance to employees whose performance is affected by health and well-being issues which have an effect on an employee's job performance. Health will include physical and mental health. Well-being issues may include, but are not limited to, family and marital concerns, alcohol and chemical dependencies, financial and legal problems.

REGULATIONS

1. All offers of assistance will be strictly confidential.
2. Any information related to requests for assistance or treatment will be kept strictly confidential.
3. Records related to assistance or treatment will be segregated from an employee's personnel records.
4. Absences needed for counseling or treatment will be covered by the sick leave provisions in the respective collective agreements and employment contracts.
5. The Board and employee may arrange for extended absences under the provisions of sick leave, holiday or leave without pay as appropriate to the specific health or well-being issue and in concert with provisions of the respective collective agreement contracts.
6. An employee's continued employment is dependent on their job performance and any performance evaluation is not affected by offers of, or requests for, assistance.

The Board of Education recognizes the contribution each employee makes to the achievement of the District's goals and provision of services.

The Board of Education believes that employee attendance at work is important and is committed to promoting employee attendance, health and wellness in positive and proactive ways wherever possible by:

1. Promoting early intervention strategies to support improved employee attendance, health and wellness;
2. Utilizing programs and practices that allow employees to remain active and healthy in their work or to return to work successfully following a period of absence;
3. Applying the Employee Attendance Support Program in a consistent and supportive manner; and,
4. Encouraging employees to pursue personal pathways to health and wellness.



POLICY

The Board of Education believes that an outstanding programme in this School District is dependent upon the employment and retention of the best qualified personnel.

REGULATIONS

1. Recruitment and selection is the role of the Human Resources Officer and the responsibility of the Superintendent of Schools for teaching staff and the Secretary Treasurer for support staff. Principals and Supervisors will assist as required.
2. Factors which influence selection of personnel are as follows:
 - a. Training and certification;
 - b. Experience;
 - b. Competence;
 - c. Personality, attitude and compatibility;
 - d. Suitability for the position;
 - e. Verified references.
3. The Board follows the practice of employing personnel without regard to race, colour, ancestry, place of origin, political belief, religion, marital status, family status, physical or mental disability, sex, sexual orientation or age of that person, unless the limitation, specification or preference is based on a bona fide occupational requirement.
4. All administrative personnel selected for employment shall be recommended to the Board for ratification of appointment.
5. Advertisement for recruitment of support staff shall include a notice that applicants will be asked to consent to a criminal record check.
6. Offers of employment shall be subject to the requirement of Board Policy 6011: Criminal Records Search.



SCHOOL DISTRICT No. 69 (QUALICUM)

BOARD POLICY 6015

OFFICER IN CHARGE

POLICY

The Board of Education, in accordance with Section 85(2)(a) of the *School Act* authorizes principals, vice-principals, all teachers and all custodians to follow such courses of action deemed appropriate for the protection of pupils and maintenance of order on School District property.

REGULATIONS

1. In order to protect students or maintain order the Board authorizes employees to request people to leave a Board property under authorization established by Board Policy in the following order of authority:
 - a. Principal - in the event of the Principal's absence of:
 - b. Vice-Principal - in the event of the Vice-Principal's absence of:
 - c. Teacher - in the event of the teacher's absence of:
 - d. Custodian.
2. Except in the extraordinary situations in which paragraph 3 applies, no employee shall come in physical contact, with those disrupting or destroying maintenance of order, but may only request the person to vacate the property immediately in accordance with Section 177 of the *School Act*. If such person or persons refuse this order or it seems appropriate the employee shall then immediately contact the R.C.M.P. and explain the difficulty, and then take no further action until the R.C.M.P. are on the scene.
3. It is a recognized concept of common law that everyone has the right to use reasonable force to defend oneself. Employees faced with danger to self or others may need to use their own judgment and, in extraordinary situations, employ reasonable physical contact to restrain persons who are, in their judgment, an imminent threat to them or another person and there is no reasonable alternative available. A reasonable alternative includes the ability of the employee and others to leave the area in which the threatening person is present. Whenever possible other adult witnesses should be present.

Reference: *School Act*, Section 85, Section 177



**LEAVE OF ABSENCE FOR EDUCATIONAL PURPOSES
OTHER THAN APPROVED IN-SERVICE**

POLICY

The Board of Education endorses educational leaves for staff members who wish to upgrade or expand their training or to improve their level of service through a broadening experience.

DEFINITION

Educational leave is defined as; further training at an approved post-secondary institution; secondment to a university or the Ministry of Education ; or an opportunity to work in a different, but related public school environment than that provided in a public school in Canada (e.g. leave to teach in a third world country).

REGULATIONS

1. At the discretion of the Superintendent of Schools or Secretary-Treasurer, leave may be granted for up to one school year, except in those situations that require two years as a condition of employment.
2. In the case of secondments, a one-year extension may be applied for.
3. Any employee who wishes to take a Leave of Absence without pay for educational purposes, other than approved In-Service, should forward his/her request to the Superintendent of Schools/Secretary Treasurer with a copy of this request to his/her Principal or Supervisor.
4. Any employee receiving college/university certification will be granted a one-day leave of absence, with pay, to attend his/her convocation day.



SCHOOL DISTRICT No. 69 (QUALICUM)

BOARD POLICY 6060

TEACHER EXCHANGE/DND POSTINGS

The Board of Education endorses the concept of teacher exchange of suitable teachers in School District No. 69 under provincially recognized programmes. Department of National Defence postings are also endorsed.

REGULATIONS

1. There may be a maximum of five (5) local teachers under such programmes at any one time.
2. A teacher must have five years of teaching experience, the last three of which must have been in District 69, before application will be considered.
3. If more than five applications are received, preference will be given to those teachers with the greatest length of service in School District 69.
4. Teachers who apply for exchange or Department of National Defence postings must indicate in writing that they will return to teach in School District 69 (Qualicum) for a least two years immediately following the period of exchange.



**PLACEMENT OF STUDENT TEACHER ASSISTANTS or
CHILD AND YOUTH CARE WORKERS**

POLICY

The Board of Education recognizes the importance of paraprofessionals' assistance to students and teachers and supports Student Teacher Assistants and Student Child and Youth Care Workers in accordance with the following regulations.

REGULATIONS

1. Prior to receiving practicum experience in District 69 schools, Student Teacher Assistants and/or Child and Youth Care Workers must have received formalized instruction in ethics. Such instruction shall be given, and proof provided, by the training institution. This instruction would include an emphasis on the importance of confidentiality.
2. Principals will assign a Student Teacher Assistant or Child and Youth Care Worker only to a Teacher Assistant or Child and Youth Care Worker who expresses a willingness and is willing to mentor these students.
3. Prior to the school accepting a Student Teacher Assistant or Child and Youth Care Worker, the school principal or designate will consult with the classroom teacher and, where appropriate, the following persons:
 - program manager
 - Teacher Assistants or Child and Youth Care Workers already working in the designated class.
4. Schools will receive information regarding the student Teacher Assistant or Child and Youth Care Worker prior to agreeing to host the student practicum. Pertinent information includes:
 - the student name and some background information
 - objectives of the course of which the practicum is a component
 - objectives of the practicum
 - outline of the student's evaluation procedures
5. The student's formal evaluation will be the responsibility of the training institute.
6. Classrooms that already employ three adults (e.g. classroom teacher and two teacher assistants) will not usually be considered suitable for Student Teacher Assistant or Child and Youth Care Worker practices. Usually no more than two Student Teacher Assistants or Child and Youth Care Workers will be assigned to any one school.
7. Student Teacher Assistants and Child and Youth Care Workers shall not be employed as substitutes during their practicum period.
8. Practicum Teacher Assistants or Child and Youth Care Workers must have a completed Criminal Record Check prior to the beginning of the practicum.



POLICY

The Board of Education believes that its educational programs, students, staff and all its operations should promote positive human interactions, including interactions which are free from divisive attitudes based upon race, colour, ancestry, place of origin, political belief, religion, marital status, family status, physical or mental disability, sex, sexual orientation or age. This is in support of the letter and spirit of the B.C. Human Rights Code.

REGULATIONS

1. A discriminatory act depicts an individual or group of people in an unfavourable light, lowers the self-esteem of someone, or fosters negative feelings towards these individuals or people because of any of the above named reasons. A discriminatory act would involve:
 - a. any act, such as name calling, graffiti and physical violence directed at such groups or individuals.
 - b. portraying such groups or individuals in stereotypical roles or omitting their contributions.
 - c. use of textbooks, teaching materials, or library resources which through undue bias, stereotyping and inaccuracy foster negative feelings toward such groups or individuals.
 - d. student placement which is a result of bias towards such groups or individuals.
2. The Board and its employee groups do not condone and shall not tolerate any written or verbal expression or implication of discrimination as defined in this policy.
3. Any written allegation from an identified source of a discriminatory act as defined in this policy shall be investigated and dealt with. Allegations of discrimination by students will be reported to the principal, and in the case of employees will be reported to the immediate supervisor.
4. Where it is alleged that a student has committed a discriminatory act, the principal or designate shall be informed, will investigate and take action as appropriate.
5. Where it is alleged that a MATA or CUPE member has committed a discriminatory act, the definitions and procedures contained in the relevant sections of their respective collective agreements will apply.
6. Where it is alleged that a member of administrative or exempt staff has committed a discriminatory act, the immediate supervisor or designate will investigate and take action as appropriate.



STAFF PARTICIPATION IN STUDENT ACTIVITIES

POLICY

The Board of Education encourages staff participation in student activities on the premise that this serves as a motivational factor and a potential role model for all students.

REGULATIONS

1. In such activities the principal of the school must approve involvement of individual staff members.
2. The activities of the participating staff members will not unduly infringe on their regular teaching assignments.

RESERVED