

REGULAR BOARD MEETING AGENDA

TUESDAY, AUGUST 28, 2018

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: June 26, 2018 p 1-8
- b. Ratification of In Camera Board Meeting Minutes: June 19, 2018 p 9
- c. Ratification of Special In Camera Board Meeting Minutes: June 12, 2018 p 10
- d. Ratification of Special In Camera Board Meeting Minutes: June 5, 2018 p 11
- e. Ministry of Education News
 - BC expands program to keep youth away from gangs p 12-13
- f. Board Committee and Trustee Representative Reports
 - RDN Recreation Commission – Trustee Young p 14
 - City of Parksville Community Park Master Plan – Trustee Young p 15
- g. Status of Action Items - August 2018 p 16

Recommendation:

THAT the Board of Education of School District No. 69 (Qualicum) approve the consent agenda items of the Regular Board Meeting of August 29, 2018, as presented (*or, as amended*).

5. DELEGATIONS/PRESENTATIONS (10 MINUTES)

- a. **Summer Trades Program Update**

(Career Programs Staff)

6. BUSINESS ARISING FROM THE MINUTES

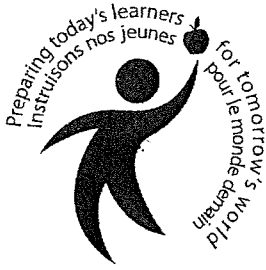
None

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. **District Staff Flu Vaccinations** (Ron Amos)
Recommendation:
THAT the Board of Education of School District 69 (Qualicum) approve flu vaccinations to be made available free of charge to employees in School District 69 (Qualicum) for the 2018-19 school year.
 13. **INFORMATION ITEMS**
 - a. **Educational Programs Update** (Gillian Wilson)
 - b. **Education Planning Update** (Rollie Koop)
 - c. **Operations & Maintenance Department Summer Work Report** (Chris Dempster) p 17-19
 14. **CORRESPONDENCE ATTACHED**
 - a. **Response to Letter sent to Minister Mark** (Chair Flynn) p 20
 15. **POLICY/ADMINISTRATIVE PROCEDURE** (Trustee Young)
 - a. **Board Policy 4006: Accumulated Operating Surplus** p 21-23
Recommendation:
THAT the Board of Education of School District 69 (Qualicum) approve third and final reading of Board Policy 4006: *Accumulated Operating Surplus* and its attendant Administrative Procedure at its Regular Board Meeting of August 28, 2018.
 - b. **Board Policy 7144: Student Records** p 24-32
Recommendation:
THAT the Board of Education of School District 69 (Qualicum) approve third and final reading of Board Policy 7144: *Student Records* and its attendant Administrative Procedure at its Regular Board Meeting of August 28, 2018.
 16. **TRUSTEE ITEMS**
 17. **NEW OR UNFINISHED BUSINESS**
 18. **PUBLIC QUESTION PERIOD**
 19. **ADJOURNMENT**

School District No. 69 (Qualicum)



REGULAR BOARD MEETING MINUTES

TUESDAY, JUNE 26, 2018

7:00 PM

THE FORUM

PARKSVILLE CIVIC & TECHNOLOGY CENTRE

ATTENDEES

Trustees

Eve Flynn	Chairperson
Julie Austin	Vice Chairperson
Jacob Gair	Trustee
Elaine Young	Trustee
Barry Kurland	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
Brian Worthen	Vice-Principal, Bowser Elementary School Qualicum District Principals/Vice Principals' Association
Karin Hergt	Executive Assistant (Recording Secretary)

Education Partners

Mount Arrowsmith Teachers' Association (MATA)

1. CALL TO ORDER

Chair Flynn called the meeting to order at 7:00 p.m.

2. ACKNOWLEDGEMENT OF TRADITIONAL TERRITORY

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

3. ADOPTION OF THE AGENDA

18-87R

Moved: Trustee Gair *Seconded:* Trustee Young

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

CARRIED UNANIMOUSLY

4. APPROVAL OF THE CONSENT AGENDA

- a. Approval of Regular Board Meeting Minutes as amended: May 22, 2018
- b. Ratification of In Camera Board Meeting Minutes: May 15, 2018
- c. Ratification of Special In Camera Board Meeting Minutes: May 22, 2018
- d. News Releases
 - Nominate a deserving BC education professional today
 - Students to benefit from investments in educational leadership
 - New tools help high school students jump-start Trades careers
 - Tentative provincial framework agreement reached with K-12 support staff
 - Parents encouraged to sign up for education grant money
- e. Reports from Board Representatives to Outside Organizations
 - RDN District 69 Recreation Commission – Trustee Young
 - Oceanside Building Learning Together Coalition – Trustee Austin
 - Curriculum Implementation Advisory Committee – Trustee Gair
- f. Status of Action Items – June 2018

18-88R

Moved: Trustee Kurland

Seconded: Trustee Gair

THAT the Board of Education of School District No. 69 (Qualicum) approve the consent agenda items of the Regular Board Meeting of June 26, 2018, as amended.

CARRIED UNANIMOUSLY

5. DELEGATIONS AND PRESENTATIONS

- a. **Cannabis in a New World Order**
Dr. Paul Hasselback spoke to the implications of the legalization of cannabis and the potential impact on schools.
- b. **International Student Program Update**
Ross Pepper and Ronda Bell, District Principals of the International Student Program, provided the Board with the goals established for the program this year and the initiatives being implemented in order to meet those goals. Two international students, one from Germany and one from Italy, then shared their experiences since coming to the district and a parent shared some of her experiences being a homestay parent over the past 14 years.
- c. **Student Led Code of Conduct – Errington Elementary School**
Roo Whetstone, Learning Services Teacher and a group of Grade 7 students from Errington Elementary School shared a video which highlighted their participation in a student led process to create the school's student centered code of conduct.

6. BUSINESS ARISING FROM THE MINUTES

None

7. TRUSTEE HIGHLIGHTS

Trustee Austin

- Appreciated the opportunity to attend schools and program sites to review the Enhancing Student Learning Plans which each school approached differently. The presentations were informative, engaging and fun and she thanked all the sites for sharing their plans with trustees.

Trustee Young

- Attended the PASS Graduation Ceremony on Thursday, June 21st where 31 students graduated. The students' accolades to staff were amazing and highlighted just how special and successful the alternate program is.

Trustee Gair

- Attended the retirement celebration on June 14th and enjoyed giving and hearing speeches about each retiree by someone who knew them well.
- Commended Senior Staff on their presentation to concerned parents regarding the additional classroom being built at Oceanside Elementary School.

Trustee Kurland

- Attended a variety of year-end events throughout the District including the Indigenous Education Year End Celebration, the retirement celebration, the Kwalikum Honours Society dinner and the Bowser Elementary Volunteer Tea, which was a highlight.

Trustee Flynn

- Attended the Collaborative Education Alternate Program (CEAP) Grade 8/9 TIDES Celebration of Learning event where students' research projects showcased how they had applied their experiential learning in a variety of ways.

8. MOUNT ARROWSMITH TEACHERS' ASSOCIATION (MATA)

Debbie Comer, President, thanked all the MATA members who have volunteered their time as coaches, committee members, on field trips, etc., throughout the year. She also thanked the Vice- and Past-President of MATA who provided guidance to her during her first year as President of MATA.

Ms. Comer noted that MATA continues to work with senior staff to ensure that the restored collective agreement language is implemented and is confident that the processes put in place this year will ensure a smoother transition next year. One area of concern is the confusion as to whether or not remedy for classes over the class size limit can be carried forward and it is hoped that the government will clarify that process in the near future.

She then wished everyone a wonderful summer full of rest, rejuvenation and laughter.

9. CANADIAN UNION OF PUBLIC EMPLOYEES (LOCAL 3570)

None

10. DISTRICT PARENT ADVISORY COUNCIL (DPAC)

None

11. PUBLIC QUESTION (WRITTEN) AND COMMENT PERIOD

- What was the process by which you came to the conclusion that SOGI 123 would be used as a resource in the school district?*

As of December 31, 2016, all B.C. school districts and independent schools are required to include specific references to sexual orientation and gender identity (SOGI) in their anti-bullying policies. This requirement followed the July 2016 addition of gender identity and expression as a prohibited ground of discrimination under the B.C. Human Rights Code.

ii. *What would it take for you to reconsider this decision?*

The Board of Education of School District 69 (Qualicum) supports its teachers in their efforts to:

- Use gender-free phrasing
- Use language that is inclusive of all families
- Use respectful language for talking about sexual orientation and gender identity
- Create safe and welcoming environments for all students, staff, parents, and community members where questions can be asked openly and people are accepted
- Make it easier for students to learn and talk about SOGI issues in age-appropriate ways
- Speak-up when less-than-inclusive comments are being made

Provincially-set Physical and Health Education K – 10 curriculum includes a focus on valuing diversity and respecting differences, along with the topics of human rights and responses to discrimination. Teachers and schools have been given the opportunity to explore the B.C. Human Rights Code within those themes including, but not necessarily limited to, sexual orientation and gender identity. Topics related to gender and self-identity are included in the curriculum to broaden student knowledge and to help students understand and respect diversity.

SOGI 1 2 3 is a resource that has been made available to schools and teachers with grade-level appropriate lesson plans, online learning modules, and customizable templates and tools that align with redesigned provincial curriculum. The SOGI initiative is designed to support understanding and inclusion.

12. ACTION ITEMS

a. Enhancing Student Learning Plans

18-89R

Moved: Trustee Young *Seconded:* Trustee Gair

THAT the Board of Education of School District 69 (Qualicum) approve the 2018-19 *Enhancing Student Learning - School Plans* as reviewed by members of the Board at each school between May 29 and June 7, 2018.

CARRIED UNANIMOUSLY

b. Annual 5-Year Capital Plan

18-90R

Moved: Trustee Gair *Seconded:* Trustee Kurland

THAT the Board of Education of School District 69 (Qualicum) approve the Annual Five Year Capital Plan as presented.

CARRIED UNANIMOUSLY

13. INFORMATION ITEMS

a. Education Programs Update

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

- Acknowledgement of Trustees visits to review the Enhancing Student Learning Plans at each site. It meant a lot to the schools.

- Acknowledgement to the teachers and the work they have done throughout the year to support each other and student learning.
- Acknowledgement to support staff and school administrators/site managers for their roles in making schools a great place to be.
- Ballenas Secondary held its Celebration of Learning to celebrate students' achievements.
- Acknowledgement to the MATA President for meeting the challenges of looking after the interests of teachers with grace and integrity.
- The Assessment Evaluation and Reporting Committee has decided to move all elementary schools to using portfolios as a form of communicating student learning.
- The Assessment Evaluation and Reporting Committee was also successful in a bid for the District to give voice for a pilot by the Ministry of Education on a new Draft Reporting Policy
- The District has also been selected to be part of a Changing Results for Young Children initiative in collaboration with the Comox and Powell River School Districts and facilitated by Maureen Dockendorf. This is the second year of a three-part provincial initiative.
- Further to Dr. Hasselback's presentation and the potential implications of the legalization of cannabis, the District has a solid foundation in its administrative process under Policy 7002: Substance Use through the work of the District Drug and Alcohol Review Committee. She recently received positive feedback from parents regarding the process and appreciation to the District for listening to and supporting their child. It was further noted that students also provide feedback on the process as part of their reflection package and the student has the last word in the Hearing. The District is very inclusive in terms of student voice.
- A concerning factor is the number of students who are now vaping and the harm it may be doing to their lungs. Staff will also need to be aware that with some of the vapes, people are not able to identify the scent of an illegal substance.
- Ballenas and Kwalikum Commencement Ceremonies will take place on Thursday, June 28th and staff are looking forward to sharing in celebrating those students' successes.
- The first day of the 2018-19 school year is Tuesday, September 4th and information will be advertised in the paper directing people to the District website.

b. Education Planning Update

Superintendent Koop acknowledged the work of the amazing staff at the school and district levels and he has never felt prouder than he has tonight as people shared their various observations of their experiences in the District. He noted that the other side to that is evident in that there are some very complex situations involving students and families in the community and the front line people are the classroom teachers, social worker, child and youth care workers and school secretaries, and when many families are at the cusp of losing the stability of the school routine for two months, anxiety comes out. He gave credit to those front line people who are working with those student and parents.

Superintendent Koop then commented on the following

- In reference to the presentation by Dr. Hasselback, the District has already done work on the legal front to understand the obligations as one of the largest employers in the area to ensure that students and employees understand the District's expectations in regard to use of cannabis. The

District also already has a good, guiding and supportive policy in that regard.

- Acknowledged the work of the MATA representatives for their persistence and for keeping discussions on track to get to solutions regarding the restored language regarding class sizes.
- Thanked the parents and staff who participated in the recent ThoughtExchange survey. The Superintendent and the Assistant Superintendent will be working with the resulting data over the summer to inform the work of the 2018-2023 District Strategic Plan. A draft will be presented to the current Board and the final document approved by the incoming Board.
- Observed that the District Strategic Plan has been guiding the work school staff have been doing on the Enhancing Student Learning Plans.
- Acknowledgement of the work of the Assistant Superintendent who carries a complex portfolio including leading the Teaching & Learning agenda in terms of curriculum implementation and aligning assessment to report student learning to parents.

14. CORRESPONDENCE ATTACHED

- a. **Letters to/from MLA Andrew Weaver re: Reducing Voting Age**

15. BYLAW/POLICY/ADMINISTRATIVE PROCEDURE

- a. **Board Policy 4006: Accumulated Operating Surplus**

18-91R

Moved: Trustee Young *Seconded:* Trustee Austin

THAT the Board of Education of School District 69 (Qualicum) approve second reading of Board Policy 4006: *Accumulated Operating Surplus* and its attendant Administrative Procedure at its Regular Board Meeting of June 26, 2018.

CARRIED UNANIMOUSLY

- b. **Board Policy 7144: Student Records**

18-92R

Moved: Trustee Young *Seconded:* Trustee Gair

THAT the Board of Education of School District 69 (Qualicum) approve second reading of Board Policy 7144: *Student Records* and its attendant Administrative Procedure at its Regular Board Meeting of June 26, 2018.

CARRIED UNANIMOUSLY

16. TRUSTEE ITEMS

- a. **DRAFT 2018/19 Board Meetings Schedule**

Chair Flynn referred to the DRAFT meeting schedule for the 2018/19 school year noting that dates for the next four Capital Planning Committee Meetings will be added to the schedule.

- b. **Letter from Board to Minister of Advanced Education**

Trustee Young requested the Board's support in writing a letter to the Minister of Advanced Education as districts throughout the province are experiencing challenges in hiring enough support staff. An increase of short-term spaces and

courses being made available within communities could facilitate the training of more people and get them into the workforce more quickly.

Trustee Austin suggested that the letter also request that the government promote support staff positions as a viable career path for students, just as they have for the Trades programs.

18-93R

Moved: Trustee Young *Seconded:* Trustee Gair

THAT the Board of Education of School District 69 (Qualicum) formally advocate through a letter written to the Ministry of Advanced Education (copied to the Ministries of Finance and Education, our area MLA's, Unions, and local newspapers) calling on the Ministry of Advanced Education to increase the number of training seats available for short-term training; and,

THAT training institutions be encouraged to establish training in collaboration with local school districts so that students may have the option of staying and transitioning to work in their local communities.

CARRIED UNANIMOUSLY

c. Board Support for Student Engagement in Peaceful Protests

Trustee Gair stated that the upcoming motion was being presented following repercussions to students that arose from student protests in the U.S. after the Parkland shooting. His motion was to ensure that, in this District, whatever issue it may be that students feel so strongly about that they want to support or protest against, that the Board seeks to allow that engagement to happen and seek to find mechanisms to allow that engagement without administering repercussions.

Trustee Kurland noted that students already have that right which is enshrined under the *Canadian Charter of Rights and Freedoms* and that the Board does not need to weigh in on the issue. He also cautioned the Board to consider whether it could support students protesting an issue the Board does not agree with i.e. SOGI?

Trustee Young noted that in 1970 there was a prime minister who instituted the War Measures Act and Canada was under martial law for a time, which affected her personally. She would like the Board to take a stand to support democracy and peaceful protest.

Trustee Austin stated that she would be supporting the motion as the essence of the motion is to let students know they don't have to be fearful when they are practicing what they have a right to practice, particularly in this time when people's rights and freedoms are being eroded around the world.

Trustee Gair added that he believes this motion is even more important if students were to protest something the Board disagrees with, regardless of the political views of the Board. It is not the job of the school board or staff to determine what students can or cannot protest. If the motion is supported, students would see that a Board has stood up and said, "Yes, students should be able to protest issues that are important regardless of how the board of the day feels."

18-94R

Moved: Trustee Gair *Seconded:* Trustee Young

THAT the Board of Education of School District 69 (Qualicum) support the efforts of students to engage in peaceful protest on issues of importance to them as part of their learning experience.

CARRIED

Trustee Kurland voted against the motion

17. NEW OR UNFINISHED BUSINESS

None

18. PUBLIC QUESTION PERIOD

None

19. ADJOURNMENT

Trustee Gair moved to adjourn the meeting at 8:58 p.m.

CHAIRPERSON

SECRETARY TREASURER



SPECIAL IN-CAMERA MEETING

SECTION 72 REPORT
June 19, 2018

ATTENDEES:

Trustees

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

Administration

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

The Board of Education discussed the following matter:

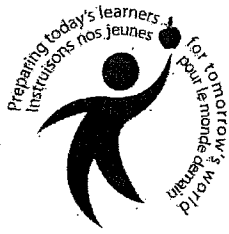
- Labour Relations
- Board of Education Scholarship

The Board of Education approved motions regarding the following matters:

- Labour Relations
- Board of Education Scholarship

Chairperson

Secretary Treasurer



SPECIAL IN-CAMERA MEETING

SECTION 72 REPORT

June 12, 2018

ATTENDEES:

Trustees

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

Administration

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

The Board of Education discussed the following matter:

- Labour Relations

No motions were presented for approval at this meeting

Chairperson

Secretary Treasurer



SPECIAL IN-CAMERA MEETING

SECTION 72 REPORT

June 5, 2018

ATTENDEES:

Trustees

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

Administration

Rollie Koop	Superintendent of Schools
Ron Amos	Secretary Treasurer
Gillian Wilson	Assistant Superintendent of Schools
Karin Hergt	Executive Assistant (Recording Secretary)

The Board of Education discussed the following matter:

- Labour Relations

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

- Labour Relations

Chairperson

Secretary Treasurer



NEWS RELEASE

For Immediate Release
2018PSSG0045-001316
July 3, 2018

Ministry of Public Safety and Solicitor General

B.C. expands program to keep youth away from gang life

SURREY – To help educate youth and to fight the lure of gangs and gang violence in British Columbia's communities, the Province is providing \$1.12 million in additional funding to expand the Expect Respect and a Safe Education (ERASE) anti-bullying program.

With gang and gun violence occurring in communities throughout British Columbia, the Province is committed to helping put an end to gang life. While enforcement measures have been successful, enforcement on its own is not enough. This is why government is taking action to better equip youth to resist getting involved in gang-related activity.

“Programs that address the circumstances that lead to gang involvement help to create positive community connections, and a better way of life,” said Mike Farnworth, Minister of Public Safety and Solicitor General. “We’re ensuring we provide the resources necessary for our youth, by partnering with the Ministry of Education to expand on their very successful provincewide ERASE program, to include new training modules focused on gang and gun violence prevention.”

B.C.’s ERASE Strategy is designed to help prevent, identify and stop harmful behaviours, whether they occur in school or online. The new training modules will be provided to school and district staff, law enforcement and community partners. The expanded program will also provide specific training for communities where gang-affiliated behaviours have been identified and for youth who would benefit from additional support. The program will be available to a culturally diverse audience.

“Education is crucial to keeping our children connected to their community and on the road to success,” said Rob Fleming, Minister of Education. “This funding will give teachers and community partners more tools to help students avoid gang life, transition to higher learning, and lead successful lives.”

Preventative measures, such as the ERASE program, ensure youth around B.C. are knowledgeable and resilient, and have the resources they need to make the right choices and avoid criminal and gang activity.

To ensure supports are there for those seeking to leave the gang lifestyle, the Province is providing an additional grant of \$239,000 to the End Gang Life Exiting and Outreach Pilot Program. The program, currently being evaluated to identify best practices and lessons learned, supports young gang-entrenched adults who are serious about making a change. The additional funding provided will support the pilot through to the end of its evaluation phase.

These actions are another step in the Province’s effort to bring attention to gun and gang violence, and to stimulate discussion, which eliminate misperceptions about gangs and gang

lifestyle.

Combined with the work of the provincial anti-gang unit, the Combined Special Forces Enforcement Unit (CFSEU-BC), the Province continues to target and disrupt gun and gang violence head-on with a multi-pronged approach, and keep citizens throughout British Columbia safer.

Quick Facts:

- According to the Preventing Youth Involvement in Gangs report, the average age when youth begin to associate with gangs is 13 years old.
- More than 18,000 educators, law-enforcement members, probation officers, child and youth mental-health workers, and other community partners, have received training through B.C.'s ERASE program.
- The expanded ERASE program aims to train over 14,000 school/district staff, law enforcement members and community partners to prevent and respond to safety issues involving gang-related behaviour, guns and illicit drug use.
- The expanded ERASE program also aims to provide all 60 safe-school teams in the province with tools to identify, and respond to, youth on the pathway to gang and gun violence.
- To date, the End Gang Life Exiting and Outreach Pilot Program has helped 40 individuals successfully leave the gang lifestyle, and has reached over 425,000 community members through community engagement initiatives.

Learn More:

For more information on the ERASE program, visit: <https://www.erasebullying.ca>

The Combined Forces Special Enforcement Unit BC also has anti-gang resources for parents: <http://www.endganglife.ca>

Contact:

Ministry of Public Safety and Solicitor General
250 213-3602

Connect with the Province of B.C. at: news.gov.bc.ca/connect



SD69 QUALICUM

Board and Trustee Representative Committee Report

Trustee Representative: R. Elaine Young
Committee Name: RDN District 69 Recreation Commission
Meeting Location: Oceanside Place
Meeting Time: July 19, 2018

The Commission is composed of representatives from Electoral Areas E, F, G and H; Town of Qualicum Beach; Parksville City and School District 69 as well as staff from Recreation. The Commission advises the RDN Board (through the chair-person of the commission).

Delegations often present to the Commission on recreation related issues in their area of interest/expertise. At this meeting we heard delegations from:

- Oceanside Track and Field Club

Business Arising from the Oceanside Recreation Master Plan

Motion Passed re: Track Upgrade:

That staff move forward with discussions with School District 69 (Qualicum), City of Parksville and Town of Qualicum Beach for a rubberized track, up to 8 lanes, to bring back for further review and consideration by the District 69 Recreation Commission and the RDN Board.

Motion Passed re: Ravensong Aquatic Centre:

That staff prepare a concept plan to advance the addition of a second 25m tank and expanded change rooms at the Ravensong Aquatic Centre.

Motion Passed re: Confirmation of Multiplex Vision:

That a centralized land purchase strategy be developed and implemented for a future indoor/outdoor sport recreation facility complex for the Oceanside area.

Confirmation of previous decisions re: master plan:

That a long-term strategy discussion for the Curling Rink is continuing.

That discussions continue regarding improvements to sports fields in the area. (Recommendation 22 of the Master Plan).

It was decided by motion that the formation of a SD69 Recreation Commission Infrastructure Subcommittee will occur after the fall elections.

Note that these motions are not official until accepted as formal minutes at the next meeting.

Next Meeting:

September 20 at 2:00



SD69 QUALICUM

Board and Trustee Representative Committee Report

Trustee Representative: R. Elaine Young
Committee Name: City of Parksville Parks, Trails and Open Spaces (VIU Students)
Meeting Location: Room 205 Board
Meeting Time: August 20, 2018 2:00 PM

Superintendent Koop and Trustee Young met with VIU students responsible for research and development of a Master Plan for Parks, Trails and Open Spaces in Parksville.

This was an informal discussion and no notes were kept. The following questions were explored by the group:

1. What does the partnership between SD 69 and Parksville look like? (Co-use, maintenance of facilities; shared use agreements etc.)
2. Are there any ongoing or forthcoming plans or ideas for parks, playgrounds, commuter routes to schools etc.? Are any of these covered in the RDN's new Recreation Master Plan?
3. Does the School District have any areas of concern with regard to parks and trails? (Adequate space, good track facilities, maintenance and current partnerships?)
4. Does the School District have any suggestions for improvements to the parks and trails network or for partnerships or funding.

These questions were discussed in general terms. Examples of shared use included the Commons buildings and the Civic Centre. An update was provided regarding progress on the RDN Recreation Master Plan. We discussed Parksville possibly building playgrounds near our schools and facilities. It was suggested that the VIU students access the most recent two facilities plans.

There may be continuing and more formal discussion in the future.

Next Meeting:

No scheduled meeting at this time

SCHOOL DISTRICT 69 (QUALICUM)

STATUS OF ACTION ITEMS

Action Item	Responsibility	Status	Proposed Deadline
<p>Letter to Minister of Advanced Education (June 26, 2018) THAT the Board of Education of School District 69 (Qualicum) formally advocate through a letter written to the Ministry of Advanced Education (copied to the Ministries of Finance and Education, our area MLA's, Unions, and local newspapers) calling on the Ministry of Advanced Education to increase the number of training seats available for short-term training; and, THAT training institutions be encouraged to establish training in collaboration with local school districts so that students may have the option of staying and transitioning to work in their local communities</p>	Board of Education	<ul style="list-style-type: none"> • Letter sent • Response Received August 22, 2018 and included in August 28, 2018 agenda package. 	Completed
<p>Strategic Planning Process (January 24, 2017)</p>	Superintendent	<ul style="list-style-type: none"> • DPAC Consensogram activity completed by DPAC, Trustees, PVP and school staff. • ThoughtExchange engagement to follow in spring 2018. • ThoughtExchange engagement went 'live' April 25th and the first phase closed May 8, 2018 • Participants were invited to prioritize the thoughts of others during the upcoming 'Star Phase' • Results are available to trustees and staff for their consideration • Trustees have done an initial review of the District 69 Vision, Mission, Values and Guiding Principles for Decision-making • Trustees will receive a draft of the 2018-2023 Strategic Priorities in the Fall of 2018 with a recommended version going to the incoming Board prior to year end for adoption 	December 2018
<p>Establishment of Performance Assessment Committee (June 24, 2014)</p>	Senior Staff	<ul style="list-style-type: none"> • Questions raised by previous Board in this regard are part of the considerations of the District Assessment, Evaluation and Reporting Committee. • Additional consideration of appropriate performance measures are the subject of discussions being undertaken by the Ministry of Education in relation to the re-designed K-12 curriculum and BC graduation requirements. • Board and Senior Staff are being accorded opportunities to inform these conversations. 	Ongoing



School District 69 (Qualicum) Operations & Maintenance Department 2018 Report on Summer Work

Errington Parking Lot

- Cut and stack selected trees-July 2018 completed
- Temporary roadway for removal; of trees-completed
- Tender process and removal of trees-August 9 completed
- Removal of stumps and brush-90%completed
- Soil removal to sub grade-90%completed
- Light bases ordered and delivered
- Light standards and wire ordered

Next Steps

- Waiting for Geotechnical Report-August 24
- Import of road base for build-up of road structure including compacting
- Import of ¾ crush and compacting
- Installation of light bases, wiring and attachment of light standards

Arrowview Elementary

- Sound Proof the accordion wall area in two classrooms to stop noise from penetrating through to the opposite room.
- Repair soffits that were damaged and replaced fascia in the same area

Bowser Elementary

- Replace cabinets and sinks in 3 classrooms from age and deterioration
- Clean up the front area of the school. This includes the removal of overgrown trees and shrubs, old bark mulch and weeds.
- Replace the light standard bases due to a compliancy issue and move them to the front of the lot for better vehicle access.
- Repave the front of the school to address parking issues.
- Repair to gutter system around school
- Installation of 6 white boards

Errington Elementary

- Repair to soffits in damaged area and replace worn fascia in the same area
- Sound proof the accordion wall in 1 classroom to stop noise from penetrating through to the opposite room.
- Drill new well/pump to fill reservoir for field use only-this will be completed by October 30 2018
- Installation of 8 white boards

Nanoose Bay Elementary

- Replace fire alarm panel, pull stations, smoke and heat detectors.
- Continued painting inside and outside of school including the railing down to Bagley field
- Partial exterior door replacement-completion expected September 2018

Oceanside Elementary

- Installation of a solar grid project on the metal roof. This Solar project is a 50kW rooftop array which consists of (137) 365W Trina Solar modules. This is the largest array that we have installed to date
- Removal of scrub/weeds and cleanup front of school area. This was completed with the help from the OES PAC
- Installation of 5 concrete pads through conversations with OES PAC for the new tables and benches purchased with PAC funds.
- Construction of new 75 meter classroom in the downstairs foyer including, permits, fire safety plan, added lighting, ventilation, cabinets, shelving, coat area and sprinkler upgrade.

Qualicum Beach Elementary

- Continued painting of inside of school
- Rework of back area of school and asphalt area to extend playground, including new stencil painting

Springwood

- High efficiency boiler upgrade.
- Painting of front logo on building

Winchelsea

- Removal of 70% of the worn asbestos hallway flooring including some 4 washroom floors and 1 custodian room. This work followed all Work Safe protocols.
- Installation of new marmolium flooring with borders to enhance the look of the school. Continued removal and replacement will happen in the 2019/20 year
- Trenching for cable to the Roams program storage installation
- Building of the walls and roof for the Roams storage room-start date September 2018
- Rebuild of washroom to Gender Neutral Washroom with shower
- Installation of 2 new office spaces for Special Needs office

Ballenas Secondary School

- Roof section 6 and 7 removal and reinstall of a 3 part roof membrane, new insulation and seismic upgrade-completed August 2018
- Upgrade to room 803/804/805 for 2019/20 new Special Needs programing. Renovations included removal of asbestos flooring and installation of new marmolium, redesign of area, removal and installation of new shop built cabinets, building of a new office wall with lockable door, cut a new door between 804 and 805
- Level, top dress and re-seed main field.
- Finish the painting of the outside of the school
- Painting of the climbing wall
- Lock-out installation on all equipment in shop areas for Safety Authority Compliancy

Kwalikum Secondary School

- Phase 1 of the 3 year painting of the school. This is a special painting/equipment process that will fill the old stucco look and enhance/renew the look of the school.
- Installation of the South building electrical distribution for the school
- Partial removal and partial reinstallation of flooring in the library area. This is a 2 year AFG funded project. Completion 2019/20 summer
- Lock-out installation on all equipment in the shop areas for Safety Authority Compliancy
- Re-work of shop access for dust collector system
- Full dust collector system vacuuming including all collector bags-compliancy

False Bay Elementary School

- Sump pump installation under school
- Power line removal of non-compliant overhead lines and reattach under road
- Finish painting on exterior and interior of school
- Water system renewal, new media for tanks, new filter replacement

All Schools

- Summer grounds work including clean-up of areas around schools for beautification.
- Multiple furniture and equipment moves through-out the district
- Re-painting of parking lot lines and curbs as needed
- All of the schools were cleaned by the custodial department including, desks, walls, floors/re-waxing as per SD69 cleaning standards
- High temperature cleaning on 80% of asphalt around buildings including Craig Street Commons, Family Place, French Creek and Qualicum Commons
- Standard maintenance of fields-fertilizing, punching, seeding and mowing

Respectfully submitted by:

Chris Dempster, General Manager of Operations

August 22, 2018
Our Ref. 113714

Ms. Eve Flynn, Chair
Board of School Trustees
School District No. 69 (Qualicum)
(via e-mail Address)

Dear Ms. Flynn:

Thank you for your correspondence sent on behalf of the Board of Education of School District No. 69 (SD69), (Qualicum) to the Honourable Melanie Mark, Minister of Advanced Education, Skills and Training, regarding increasing short-term training seats at public post-secondary institutions. Your correspondence has been forwarded to me for response on behalf of Minister Mark. I apologize for the delayed response.

I appreciate you forwarding the SD69 resolution relating to increasing seats for short-term training programs at public post-secondary institutions in British Columbia.

While the Ministry of Advanced Education, Skills and Training provides funding for British Columbia's public post-secondary institutions, under the *University Act* and the *College and Institute Act*, institutions are responsible for the management and administration of their institutions, including setting program priorities.

Public post-secondary institutions receive operating funding primarily on a block funding basis. Post-secondary institutions work within available resources to establish and adjust program offerings in response to student demand and employer needs.

School districts are encouraged to continue to work with their local post-secondary institutions to identify ongoing needs and determine potential adjustments or expansion of education-related programming.

Thank you for writing to highlight the important role that support staff have in British Columbia's K-12 system.

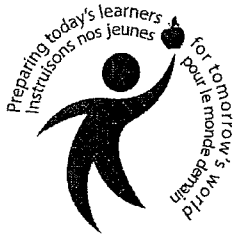
Respectfully,

Jeff Vasey
Assistant Deputy Minister
Post-Secondary Policy and Programs
and Division Responsible for Learner Supports
Ministry of Advanced Education, Skills and Training

pc: Honourable Rob Fleming
Minister of Education

Honourable Carole James
Minister of Finance

Honourable Melanie Mark
Minister of Advanced Education, Skills and Training



Purpose

Accumulated operating surplus represents the extent to which operating revenues from all previous years exceeds operating expenditures from all previous years. Conversely, when operating expenditures from all previous years exceeds operating revenues from all previous years an accumulated operating deficit results. When an accumulated deficit occurs, it means future revenues are needed to pay for past expenditures. School Districts in BC are not permitted to budget for or incur expenditures that result in an accumulated operating deficit.

An accumulated operating surplus allows a School District to budget for expenditures in excess of revenues in a given year, and also serves to reduce financial risk that can result from financial forecasting uncertainty and unforeseen circumstances.

Policy

The Board of Education of School District 69 (Qualicum) is responsible for ensuring the District is protected financially from financial forecasting risk and unforeseen circumstances which could negatively impact the education of students. To discharge this responsibility, the Board will establish a restricted portion of its accumulated operating surplus and/or its annual operating budget as a Contingency Reserve to be used to mitigate any negative impact such circumstances might cause. If possible, the targeted amount of Contingency Reserve will be up to 2.5% of total operating budget for that year.

References:

- *Administrative Procedure: Accumulated Operating Surplus*

SCHOOL DISTRICT No. 69 (QUALICUM)

ADMINISTRATIVE PROCEDURE

ACCUMULATED OPERATING SURPLUS

Page 1 of 2

Purpose

The Accumulated Operating Surplus will be comprised of the following three components:

- Contingency Reserve
- Appropriated Operating Surplus
- Unrestricted Operating Surplus

In conjunction with the Board of Education's review and approval of the annual financial statements, the Board of Education will restrict a portion of accumulated operating surplus for the purpose of forming a Contingency Reserve.

The Contingency Reserve will be sufficient to reduce, to an appropriate level, financial risk that results from financial forecasting risk and/or unforeseen circumstances.

Effective multi-year funding of projects and programs requires the allocation of prior year revenues to fund future expenditures and is achieved through budgetary appropriation of accumulated operating surplus.

The balance of the accumulated operating surplus will be held as unrestricted operating surplus.

The Contingency Reserve is to be used only to fund additional cost pressures that result from circumstances beyond the School District's control or, with the Board of Education's approval, in response to unforeseen circumstances.

Examples for use of the Contingency Reserve may include

- a. Elimination of any deficit arising at the end of the fiscal year
- b. Incurring of new cost pressures in a fiscal year that were not known at the time of budget development
- c. Settlement of legal action that is not covered by the School Protection Program
- d. Initial one-time cost outlays for new educational programs
- e. Coverage for disaster recovery expenditures
- f. Extraordinary unknown utilities cost pressures
- g. To appropriate to balance the next year's budget

When use of the Contingency Reserve reduces the balance below what is determined to be sufficient, the Board of Education will adopt strategies for replenishing the Contingency Reserve within an appropriate timeframe.

SCHOOL DISTRICT No. 69 (QUALICUM)

ADMINISTRATIVE PROCEDURE

ACCUMULATED OPERATING SURPLUS

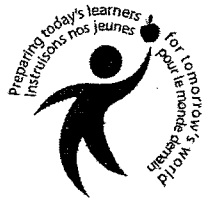
Page 2 of 2

Process

1. In conjunction with the Board of Education's review and approval of the financial statements, the Secretary Treasurer will present for the Board of Education's review and approval the internal restriction of accumulated operating surplus for:
 - a. Contingency Reserve; and,
 - b. Multi-year funding of projects and programs.
2. Prior to adoption of each annual budget and amended budget, the Secretary Treasurer will present for the Board of Education's review and approval, allocation of budget for the purpose of Contingency Reserve, and when applicable, strategies for replenishing the Contingency Reserve, or opportunities for allocation of accumulated surplus to support annual program expenditures.

References:

- *Board Policy 4006: Accumulated Operating Surplus*



POLICY

Students' records shall be maintained in a manner that ensures the confidentiality of information and compliance with the *School Act* and the *Freedom of Information and Protection of Privacy Act*. Students and parents shall have access to all information in the student record, except for records of reports made under the *Child, Family & Community Service Act* or information that forms the basis of a child abuse report under this act.

~~Student records, either in written or electronic form, shall be subject to the following regulations regarding content, access, transfer and storage.~~

References:

- Administrative Procedure: Student Records
- The School Act, Section 79, and Ministerial Order M14/91: Student Records Disclosure
- The Freedom of Information and Protection of Privacy Act
- SD69 File Management Manual

SCHOOL DISTRICT No. 69 (QUALICUM)

ADMINISTRATIVE PROCEDURE

STUDENT RECORDS

Page 1 of 8

Purpose:

Student records, either in written or electronic form, shall be subject to the following regulations administrative procedure regarding content, access, transfer and storage.

Procedures:

1. Content of Student Records

~~Student records shall include the Permanent Student Record and student file as defined by the Ministry of Education, which together shall be referred to hereafter as the Cumulative Student File.~~

~~The Permanent Student Record is comprised of the following:~~

- ~~• The Permanent Student Record (Form 1704)~~
- ~~• Report cards for the two most recent years or a transcript of grades~~

~~The student file contains the following:~~

- ~~• All documents listed as inclusions on Form 1704~~
- ~~• A copy of the student's current Student Learning Plan, if any~~
- ~~• A copy of the student's current IEP, if any~~

~~The student file may also contain, but not be limited to the following:~~

- ~~• Professional assessment reports from staff and/or from outside agencies~~
- ~~• School-based team meeting minutes relating to the student~~
- ~~• Medical information provided at the option of the parent or public health~~
- ~~• Confidential records relating to the provision of diagnostic assessment and counseling services to students from external agencies~~
- ~~• Court orders or other legal documents~~
- ~~• Other reports deemed by the Principal to be appropriate for inclusion~~

~~The Permanent Student Record and the student file may be electronic or in hard copy format.~~

~~Notes prepared by and for the exclusive use of a teacher or administrator are not considered part of the student record but are subject to the requirements of the *Freedom of Information and Protection of Privacy Act*.~~

~~Records of reports made under the *Child, Family & Community Service Act* or information that forms the basis of a child abuse report under this act are not part of the Cumulative Student File and should be maintained separately.~~

SCHOOL DISTRICT No. 69 (QUALICUM)

ADMINISTRATIVE PROCEDURE

STUDENT RECORDS

Page 2 of 8

1 2. Responsibility

School Principals are responsible for the establishment, security and maintenance of the cumulative files for each student registered in their school.

The criterion for determining the appropriateness of information to be included in a student's file should be: What do the educators working for the benefit of this student, now and/or in the future, need to know to best help the student?

2 3. Review of Records

Each Cumulative Student File is to be subject to a periodic review by the Principal or designate to ensure that information is complete, current and relevant.

3 4. Access to Student Records

Access to student records shall be in accordance with the *School Act*, the *Freedom of Information and Protection of Privacy Act* and other applicable legislation.

A student or parent/guardian shall have the right to review the Cumulative Student File by arrangement with the school Principal.

Non-custodial parents may attain access to the Cumulative Student File only if:

- a) the custodial parent has consented in writing; or,
- b) the non-custodial parent is granted access to the Cumulative Student File by a court order; or,
- c) there is a written agreement between the custodial and non-custodial parents that permits access to student information.

Any examination of the student record by a student or parent shall occur in the presence of the Principal or a person designated by the Principal to interpret the records. Prior arrangement shall be required in order to give the Principal adequate opportunity to arrange for the examination of the student's record.

Copies of report cards, academic transcripts and statements of standing may be provided to other parties where a written request has been made by a legal parent (guardian), legal representative of the student, or by the student if they are an adult. However, copies of documents requiring interpretation shall not be provided to other parties except where the Superintendent has granted permission or where the release of such records is required by a subpoena or court order.

Copies of academic transcripts may be provided to post-secondary institutions directly by the school at the request of a student.

School and District staff have a right to access student records on a 'need to know' basis in order to fulfill the duties of their position.

As required by the *School Act*, student records shall also be made available, with proper authorization, to a person planning for the delivery or delivering health, social or support services to the student, or to the board's insurer to the extent necessary to meet any claims

SCHOOL DISTRICT No. 69 (QUALICUM)

ADMINISTRATIVE PROCEDURE

STUDENT RECORDS

Page 3 of 8

against the Board. Records will also be made available in response to valid court orders and subpoenas and/or in keeping with legislation.

4 5. Disputes with Respect to Content of Records

If the student of age or parent (guardian) is in disagreement with the information on a student's record, they may challenge its validity or inclusion by writing to the Principal of the school. Within ten (10) working days the student or parent (guardian) will receive a written reply from the school Principal and/or a personal conference. If the request is denied, the student or parent (guardian) shall be informed of their right to appeal the decision under Board Bylaw 15: Parent/Student Appeals to the Board of Education.

6. Transfer of Records

~~Prior to transfer the Principal should review the Cumulative Student File to ensure that extraneous material is removed and that material necessary to enable the receiving school to provide an appropriate educational program, including all content requirements of the Ministry of Education, is included. The *Freedom of Information and Protection of Privacy Act* requires that any document used to make a decision that directly affects a student must be retained for one year. The Principal will determine whether inclusion of behavioural references, particularly those relating to violence or other potential harmful behaviour or any other material of a sensitive nature, is necessary.~~

~~In the event that the student transfers to another school within the district, the entire Cumulative Student File shall be sent directly to the Principal of the receiving school upon receipt of the appropriate request for records.~~

~~In the case of transfer to other public schools in British Columbia, the Cumulative Student File will be transferred upon receipt of a written request from the Principal of the receiving school.~~

~~In the case of a student transferring to an Independent School or an educational institution outside of British Columbia, a **copy** only of the Cumulative Student File will be transferred upon receipt of a written request from the Principal of the receiving school. The original Cumulative Student File is to be maintained at the school.~~

~~No records are to be provided to 'schools' that are not public schools or independent schools, as defined in the *Independent Schools Act* and in British Columbia, listed in the Ministry document Public and Independent Schools Book.~~

~~A log book tracking system shall be maintained at each school for the purpose of recording all student record transfers. The log book will contain the date of transfer, student name, date of birth, Personal Education Number (PEN) and destination.~~

SCHOOL DISTRICT No. 69 (QUALICUM)

ADMINISTRATIVE PROCEDURE

STUDENT RECORDS

5. Student Records and Permanent Student Record (PSR) File Management

Student File	Confidential Student File	Permanent Student Record and/or when student leaves district
<p>IEP (copy), if any</p> <p>Inclusions (copy) as follows:</p> <ul style="list-style-type: none"> - Health Services Information, if school has been copied on report (includes medical records that refer to a designation) - Court Orders (Legal Alert) - Other legal document, such as Name Change or Immigration documents - Notification that student is registered as Home Schooler <p>Medical information (copy) provided at the option of the parent or public health</p> <p>Student's current Learning plan, if any</p> <p>Copies of Student Learning Services information as follows:</p> <ul style="list-style-type: none"> - Screening notes - Referral forms - Consent forms <p>Other reports deemed by the Principal to be appropriate for inclusion, example as follows:</p> <ul style="list-style-type: none"> - Summary of recommendations for academic/cognitive assessments 	<p>IEP (original)</p> <p>Inclusions (original) as follows:</p> <ul style="list-style-type: none"> - Health Services Information (includes medical records that refer to a designation) - Learning Services Information (includes, academic and cognitive assessments) - Student Ministry Designation (includes Ministry Checklist) <p>Medical information (original) provided at the option of the parent or public health, if student has designation</p> <p>Confidential records relating to the provision of diagnostic assessment and counseling services to students from external agencies</p> <p>Professional assessment reports from staff and/or outside agencies, as well as the following:</p> <ul style="list-style-type: none"> - Screening notes - Referral forms - Consent forms 	<p>Form 1704 (PSR)</p> <p>Inclusions List as follows:</p> <ul style="list-style-type: none"> - Historical hard copy Inclusions List or; - Inclusion List as entered in MyEdBC <p>Minimum of the two most recent years of Student Progress Reports (including documentation to support orally communicated letter grades); or an official copy of the Transcript of Grades</p>

SCHOOL DISTRICT No. 69 (QUALICUM)

ADMINISTRATIVE PROCEDURE

STUDENT RECORDS

Page 5 of 8

Permanent Student Record (PSR):

The hard copy of a PSR consists of the following:

1. Form 1704
2. A minimum of the two most recent years of Student Progress Reports (including documentation to support orally communicated letter grades) or: an official copy of the Transcript of Grades

Inclusion(s):

Inclusions are documents (or copies of documents) that are used to help plan or support the individual student's education program. Not all students will have inclusions. Documents listed as inclusions are kept in the student file and will be transferred if the student moves to another school. For all inclusions, list the document date, title, and expiry date or date rescinded (if applicable).

The following inclusions must be listed on the PSR:

- Health services information as indicated by medical alert, for example:
 - Diabetes
 - Epilepsy with a history of seizures in the past two years
 - Allergy (only those which produce an anaphylactic type of response, needing hospitalization and/or adrenaline at once by school staff)
 - Blood clotting disorders
 - Serious heart conditions
 - Situations that may interfere with student performance, health or behaviour, such as:
 - Hearing aids
 - Medication prescribed by the doctor (example: asthma)
 - Cerebral palsy
 - Cystic fibrosis
 - Any other condition which may require emergency care may be added after consultation with supervisor, senior public Health Nurse, or Medical Health Officer
- Learning Services information, for example:
 - Adjudication requirements for completing assessment activities
 - Learning Assistance Report
 - Occupational Therapy Report
 - Physiotherapy Report
 - Psycho Ed Assessment
 - Speech and Language Report
 - Standardized Achievement Tests
- Student Ministry Designation

SCHOOL DISTRICT No. 69 (QUALICUM)

ADMINISTRATIVE PROCEDURE

STUDENT RECORDS

Page 6 of 8

- Court orders as indicated by the legal alert, for example:
 - Custody Orders
 - Restraining Orders
 - Instructions re: access to student and/or student records
- Other legal documents, for example:
 - Name change
 - Immigration document
- Notification that a student is on an IEP (Individual Education Plan) or on an AIP (Annual Instruction Plan)
- Notification that a student is registered as a Home Schooler

The following inclusions may be listed on the PSR inclusion:

- Records of information which an educator deems relevant to the educational program of the student

Student Progress Reports and Student Learning Plans are also kept in the student file but are not to be listed on the PSR in the inclusion section.

Inclusions - School Process(es):

Elementary Schools:

1. Schools to determine most efficient process for them to obtain information for school-entered inclusions.
Example: Mid June - Office clerical to email teachers (classroom, Learning Services or counselor, etc.) a blank Inclusion Sheet requesting that inclusion information be entered for each student that has received additional services and/or Achievement testing (separate Inclusion Sheet per student).
2. Information is to be returned to office clerical via email within 10 days.
3. The inclusions are then entered into MyEdBC by office clerical.
4. Inclusion Sheet to be affixed to left-hand side of student file (most recent Inclusion Sheet at the front).
5. When a student leaves the district, the Inclusion Sheet(s) is stapled to PSR and filed.

Secondary Schools:

The School's Student Learning Services department will supply a separate Inclusion Sheet for each student (with inclusions) to the office clerical at the end of the school year. The inclusions are then entered into MyEdBC by the office clerical. The Inclusion Sheet is affixed to the left hand side of the student file (most recent Inclusion Sheet at the front).

SCHOOL DISTRICT No. 69 (QUALICUM)

ADMINISTRATIVE PROCEDURE

STUDENT RECORDS

Page 7 of 8

When a student graduates or leaves the district, the Inclusion Sheet(s) is stapled to PSR and filed.

Transfer of Student Record

Prior to transfer the Principal should review the Student File to ensure that extraneous material is removed and that material necessary to enable the receiving school to provide an appropriate educational program, including all content requirements of the Ministry of Education is included. The Principal will determine whether inclusion of behavioral references, particularly those relating to violence or other potential harmful behavior or any other material of a sensitive nature is necessary.

Schools are to maintain a log book tracking system for the purpose of recording all student record transfers. The log book will contain the date of the transfer, student name, date of birth, Personal Education Number (PEN) and destination.

All schools are required to complete a Permanent Student Record for each student enrolled in School District 69. The District requirements are that PSR cards are printed and inclusions or inclusion lists are attached to the PSR when a student leaves the district or graduates.

Procedures

1. In-District Transfer: In the event that a student transfers to another school within the district, the entire Student File is sent directly to the Principal of the receiving school upon receipt of the appropriate request for records.
2. In-Province Transfer (Public Schools): When a student moves to another School District within BC, SD69 School is to print an official copy of the PSR card and send with the student's file to the principal of the new school. Do not give the original PSR card or student file directly to the parent or student.
3. BC Independent Schools: Print an official copy of the PSR card and photocopy it. Send the PHOTOCOPY to the new school with a copy of the student's file. Retain the official copy as normally done in the student's file. Do not send the original documents or student file to the Independent school. The original file is to be retained by the school before archiving.
4. Out-of-Province or Country: Print an official copy of the PSR card and photocopy it. Send the PHOTOCOPY to the new school with a copy of the student's file. Do not send the original documents or student file out of Province or out of the Country. The original file is to be retained by the school for two years before archiving.

SCHOOL DISTRICT No. 69 (QUALICUM)

ADMINISTRATIVE PROCEDURE

STUDENT RECORDS

Page 8 of 8

6.7. Retention of Student Records PSR Card Retention Requirements

The Permanent Student Record must be retained in the School District for 55 years after a student has withdrawn or graduated from school.

The Permanent Student Record along with any inactive Cumulative Student Files Student Files will be stored by the school in which the student was last registered.

Inactive student files, including files for students who have successfully completed Grade 12, will be retained by the school until the student reaches the age of 22 (19 years plus 3 years). Once the retention period has lapsed, student files will be destroyed in a confidential manner.

In the case of a student's death before graduation, the Permanent Student Record shall be retained for 55 years.

References:

- Board Policy 7144: Student Records
- The School Act, Section 79, and Ministerial Order M14/91: Student Records Disclosure
- The Freedom of Information and Protection of Privacy Act
- SD69 File Management Manual