

SCHOOL DISTRICT No. 69 (QUALICUM)

## REGULAR BOARD MEETING AGENDA

TUESDAY, FEBRUARY 28, 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: January 24, 2017 p 1-9
- b. Ratification of In Camera Board Meeting Minutes: January 17, 2017 p 10
- c. Final Approval for a Kwalikum Secondary School Student Field Trip to Calgary and Edmonton from May 15 to 21, 2017. p 11-16
- d. Final Approval for a Ballenas Secondary School Music Student Field Trip to Seattle on May 14-17, 2017 p 17-21
- e. Final Approval for a Kwalikum Secondary Student Field Trip to Paris in March 2018 p 22-28
- f. Ministry News Releases
  - \$29.4 Million Back to School Boost for BC Classrooms p 29-30
  - BC's fifth consecutive balanced budget delivers the dividend of a strong economy p 31-33
- g. Reports from Board Representatives to Outside Organizations
  - Curriculum Implementation Advisory Committee – Trustee Young p 34
  - Oceanside Building Learning Together Coalition – Trustee Young p 35
  - Provincial Council – Trustee Flynn
- h. Status of Action Items - February 2017 p 36

*Recommendation:*

**THAT** the Board of Education of School District No. 69 (Qualicum) approve the consent agenda items of the Regular Board Meeting of February 28, 2017, as presented (*or, as amended*).

5. DELEGATIONS/PRESENTATIONS (10 MINUTES)

- a. **Redesigned Curriculum Implementation**

(Gillian Wilson)

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**
  
- 13. **INFORMATION ITEMS**
  - a. Educational Programs Update (Gillian Wilson)
  - b. Budget Planning Update (Ron Amos) p 37-38
  
- 14. **CORRESPONDENCE ATTACHED**
  
- 15. **POLICY** (Chair Flynn) p 39-43
  - a. Board Policy 5020: Field Experiences  
  
*(previously titled Co-Curricular and Extra Curricular Activities)*  
*Recommendation:*  
THAT the Board of Education of School District No. 69 (Qualicum) approve second reading of Board Policy 5020: *Field Experiences* and its attendant Administrative Procedure at its Regular Board Meeting of February 28, 2017.
  
- 16. **TRUSTEE ITEMS**
  - a. Update on Provincial Council (Chair Flynn)
  
- 17. **NEW OR UNFINISHED BUSINESS**
  
- 18. **PUBLIC QUESTION PERIOD**
  
- 19. **ADJOURNMENT**

# School District No. 69 (Qualicum)

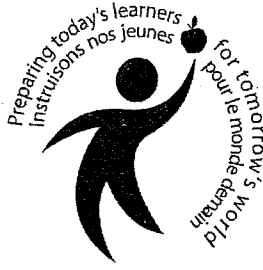
## REGULAR BOARD MEETING MINUTES

TUESDAY, JANUARY 24, 2017

7:00 PM

THE FORUM

PARKSVILLE CIVIC & TECHNOLOGY CENTRE



### ATTENDEES

#### Trustees

Eve Flynn	Chairperson
Jacob Gair	Vice 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
Don Bold	Principal, CEAP
	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  
District Parents Advisory Council (DPAC)

### 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 Qualicum and Nanoose First Nations for sharing their shared territories with the District.

She also expressed the Board's sadness at the recent passing of Jesse Demerse, the District's first Elder in Residence, and David Bob Jr, former Chief of the Snaw-Naw-As First Nation.

### 3. ADOPTION OF THE AGENDA

#### 17-01R

*Moved* Trustee Kurland *Seconded* Trustee Gair

**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: December 13, 2016
- b. Ratification of In Camera Board Meeting Minutes: December 13, 2016
- c. Final approval for an International Student Field Trip to Seattle, WA, from March 13-15, 2017
- d. Approval in Principle for Ballenas Secondary School Music Students Field Trip to Seattle, WA, from May 13-16, 2017
- e. Approval in Principle for Ballenas Secondary School Volunteer Student Field trip to Nicaragua from March 18-29, 2018.
- f. Ministry News Releases
  - Qualicum students tapped for career and skills-training development
  - Looking for leaders: nominations open for BC Social Innovation Youth Awards
  - BC Teachers' Council's annual report maps out progress being made
  - Province provides \$46.7 million to school districts to support enrolment increases
  - New website connects international students with critical information
  - BC students continue to excel and finish high school
  - New Year will build on government's school construction success of 2016
  - Students to learn about Canada's past, help shape future with WE Schools partnership
  - Province provides \$50 million for priority measures to hire teachers, Support students
  - BC's new curriculum continues to drive positive changes
  - BC students continue to crack the code in 2017 with new skills
  - Get out and play for Family Literacy Week
- g. Reports from Board Representatives to Outside Organizations
  - Oceanside Building Learning Together Coalition – *Trustee Young*
- h. Status of Action Items - January 2017

**17-02R**

*Moved* Trustee Young *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 January 17, 2017, as amended.

**CARRIED UNANIMOUSLY**

**5. DELEGATIONS AND PRESENTATIONS**

None

**6. BUSINESS ARISING FROM THE MINUTES**

None

**7. TRUSTEE HIGHLIGHTS****Trustee Austin**

- The benefits of Coffee with Trustees and the opportunity for trustees to obtain information that is useful to the Board when considering programming and in budget deliberations. She encouraged staff and parents to participate when Coffee with Trustees is scheduled at their school.

**Trustee Young**

- Benefits of having small affordable space in the district in which a non-profit organization can develop, such as the Vancouver Island Compassionate Dogs Society which is located in the Qualicum Commons, before potentially needing to expand their operations and move to a larger space.

**Trustee Gair**

- Attended a CUPE meeting as a representative of BC's Young New Democrats which he found was an informative opportunity to observe firsthand how the Union worked at a local level.

**Trustee Kurland**

- Participated in a conference call with the Minister of Education as the Trustee representative to BCPSEA and he was pleased at how genuinely positive and willing to move forward the Minister was to better education in the province.
- Will be attending the BCPSEA Annual General Meeting being held on January 27<sup>th</sup>.

**Trustee Flynn**

- Will also be attending the BCPSEA AGM and she shared five motions that are being brought forward by various districts.
- Acknowledged Family Literacy Week, January 22 to 29, 2017.

**8. MOUNT ARROWSMITH TEACHERS' ASSOCIATION (MATA)**

Norberta Heinrichs, President, commented on the following:

- Appreciation for the priority measures funding and the discussions between members of the MATA executive and senior administration which have resulted in an agreement on the staffing allocations. While the parties had differing perspectives, they were aligned in terms of allocations and recognized the importance to expedite the process to identify staffing so that it would be in place for the second semester.
- Local and provincial perspective that full implementation of the restored language is in place for September 2017.
- MATA will be monitoring the change of delivery of the secondary exam schedule in regard to workload, working conditions and services to students.
- The Professional Development Committee met earlier in the day to finalize plans for the February 24<sup>th</sup> professional development day. The theme for the day is Hands-On-Learning.
- Wording in Board Policy 5010: *Communicating Student Learning*, which will be before the Board for second and third reading, could be problematic to language in the Collective Agreement.

**9. CANADIAN UNION OF PUBLIC EMPLOYEES (LOCAL 3570)**

No Report

**10. DISTRICT PARENT ADVISORY COUNCIL (DPAC)**

Ms. Kim Hancock, Director at Large, thanked Senior Staff for recognizing the importance of hosting a forum for parents and students to have a conversation about Fentanyl use.

She then posed a series of questions to the Board/Senior Staff which she hoped could be answered at the upcoming DPAC meeting being held on Wednesday, January 25<sup>th</sup>.

**11. PUBLIC QUESTION (WRITTEN) AND COMMENT PERIOD**

None

**12. ACTION ITEMS****a. Amended Annual Budget Bylaw 2016/17**

Secretary Treasurer Amos presented the amended annual budget and summarized the changes in revenues and expenditures since the preliminary budget was approved. He noted that the amended budget does not include the priority measure funding as it was not granted until January. That funding will be included on the year-end financial statements.

**17-03R**

*Moved* Trustee Kurland *Seconded* Trustee Gair

**THAT** the Board of Education of School District No. 69 (Qualicum) approve all three readings of the School District No. 69 (Qualicum) Amended Annual Budget Bylaw for the 2016/17 fiscal year at its Regular Board Meeting of January 24, 2017.  
CARRIED UNANIMOUSLY

**17-04R**

*Moved* Trustee Young *Seconded* Trustee Kurland

**THAT** the Board of Education of School District No. 69 (Qualicum) give first reading to adopt the School District No. 69 (Qualicum) Amended Annual Budget Bylaw in the amount of \$50,681,867 for the 2016/17 fiscal year.  
CARRIED UNANIMOUSLY

**17-05R**

*Moved* Trustee Gair *Seconded* Trustee Kurland

**THAT** the Board of Education of School District No. 69 (Qualicum) give second reading to adopt the School District No. 69 (Qualicum) Amended Annual Budget Bylaw in the amount of \$50,681,867 for the 2016/17 fiscal year.  
CARRIED UNANIMOUSLY

**17-06R**

*Moved* Trustee Gair *Seconded* Trustee Kurland

**THAT** the Board of Education of School District No. 69 (Qualicum) give third and final reading to adopt the School District No. 69 (Qualicum) Amended Annual Budget Bylaw in the amount of \$50,681,867 for the 2016/17 fiscal year.  
CARRIED UNANIMOUSLY

**b. Strategic Planning**

Superintendent Koop referred to his memo in the agenda package which outlined the chronology of the collaboration undertaken to draft the District Strategic Plan currently in place. He then presented a proposal to the Board for staff to begin a collaborative planning process during the 2017/18 school year to draft the next District Strategic Plan, which would be implemented in the 2018/19 school year for a five-year period.

**17-07R**

*Moved* Trustee Young *Seconded* Trustee Gair

**THAT** the Board of Education direct the Superintendent to design and carry-out a collaborative community-based strategic planning process to be completed during the 2017-18 school year with the resulting five year plan to be implemented during the 2018-19 school year; and,

**THAT** the District and Schools use the current Enhancing Student Learning Plan model for the 2016-2018 school years and then move into multi-year plans that will be informed by the new strategic plan which would come into play on July 1, 2018.  
CARRIED UNANIMOUSLY

The Board requested that staff ensure that a review of current priorities is also undertaken during that process in order to identify what progress was made to date and which priorities have been met or may require a revision or simply continue to be included in the 2018/19 Strategic Plan.

### 13. INFORMATION ITEMS

#### a. Educational Programs Update

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

- Effect of flu season on district staff and students.
- Elementary report cards are in the process of being completed.
- Semester II begins on January 30<sup>th</sup>.
- Secondary student exam week is currently underway. The format of the Provincial exams have changed this year and will provide teachers with a tool with which to provide a summative assessment of a student's learning to date.
- Acknowledgement of the collaborative work done between senior staff and the MATA executive to identify areas in which to allocate the priority measures funding in order to have staffing changes and additional resources in the classroom by the start of second the semester. She noted that when comparing current resources to the 2002 language, the District has exceeded many of the staffing proponents through regular staffing, which has validated the work done each year through classroom reviews to identify needs in each school.
- The allocation of the priority measure funding has resulted in an increase of 8.78 FTE hours, which will be allocated by increasing existing staff hours or with new postings. The Assistant Superintendent then reviewed the increases which have been allocated for each school in the District.
- Foundation Skills Assessments (FSA) are underway at the elementary schools and it was noted that this will be the last year the current FSA will be implemented. The Ministry has announced that a new provincial assessment process has been identified which will be implemented in the fall of 2017.
- Kindergarten teachers will be completing the Early Development Index (EDI) which is a valuable tool to support early learning programs and identify where vulnerabilities are in the community.
- Registration for Kindergarten and Programs of Choice for the 2017/18 school year opened on Monday, January 23<sup>rd</sup> and closes on Friday, February 3, 2017.
- Cross-boundary applications are also being accepted for the 2017/18 school year.
- Projections of enrolment in the International Student Program (ISP) are higher than anticipated; however, there is still a shortage of homestays. ISP staff have done a good job to ensure diversity in the community with international students arriving from a number of countries.
- Assistant Superintendent provided clarification on the process used by the District for registration of Kindergarten and Programs of Choice due to misinformation that was circulated in the community. The District accepts all applications and then makes decisions regarding how many classes would be possible based on the amount and type of applications received and the budget process.
- The District is in the process of Late French Immersion registration and the District Principal of French Programs is currently visiting grade 5 classes

with information. An information session will also be held for parents prior to spring break to identify how many students are interested and that information will also be brought forward for budget deliberations for a September start.

**b. Education Planning Update**

Superintendent Koop reported that the District was one of eight districts in the province to receive the Industry Training Authority (ITA) Youth Work in Trades Performance Award for outstanding work with youth apprentices in the community. While many districts provide an average of 7 apprenticeships, SD69 has 17. He acknowledged the work of the Career Programs staff in assisting students to obtain apprenticeship positions by supporting them in working with local employers or as they bridge into training at post-secondary institutions.

He also recognized the work done by Steven Stahley and Bob Bate over the years to obtain support from Vancouver Island University (VIU) to get district students into academic programs. VIU has appointed a person at the administrative level to work with the Qualicum School District with a focus on providing opportunities for students to begin training in careers outside of the trades since the District is already doing well with its Trades and Secondary Apprenticeship programs.

Superintendent Koop then reviewed the Ministry of Education's proposed Graduation Assessments: Design Framework and Assessment Structure which is a draft of the evidence-centred design and structure of BC's new graduation literacy and numeracy assessments being considered as a model for all of BC's provincial assessments. The Ministry is seeking input on two areas on the design and implementation of the assessments: *Questions about Design* and *Questions about Implementation* which can be submitted either through the Ministry website or at 'roadshows' in various communities throughout the province.

Superintendent Koop reviewed the curriculum and assessment timeline to 2018/19 that will inform the District in the planning needed to be done by the leadership team on a go forward basis. Staff will ensure that good information is shared with the parent community, teaching staff and students to obtain feedback on the questions to confirm that the District is headed in the right direction.

Trustees inquired as to how the new assessment would translate for students applying to post-secondary institutions in and outside of the province. Assistant Superintendent Wilson noted that the Ministry's BC's New Curriculum website contains a list of answers to those and other questions posed by the education community to apprise parents of the direction the Ministry is taking.

**c. 2016/17 Financial Report to December 31, 2016**

Secretary Treasurer Amos presented his second quarterly summary of the financial status of the District as at December 31, 2016 and as compared to December 31, 2015.

**d. 2017/18 Preliminary Operating Budget Timelines**

Secretary Treasurer Amos reviewed the budget process schedule to determine the 2017/18 Preliminary Operating Budget. Trustees encouraged staff and parents to attend budget meetings to provide feedback on their priorities for the Board's consideration during budget deliberations.



**e. 2017/18 School Calendar Update**

Assistant Superintendent Wilson noted that while the 2017/18 calendar has already been approved as part of the multi-year planning cycle now allowed by the District, there is still conversation underway regarding the conferencing days.

**14. CORRESPONDENCE ATTACHED**

- a. **Response from Minister of Education re: Request for By-Election**
- b. **Response from Minister of Education re: District Visit/Recommendations**

**15. POLICY**

**a. Board Policy 7140: *Reporting of Child Abuse and Neglect*  
17-08R**

*Moved* Trustee Flynn *Seconded* Trustee Young

**THAT** the Board of Education of School District No. 69 (Qualicum) approve third and final reading of Board Policy 7140: *Reporting of Child Abuse and Neglect* and its attendant Administrative Procedure, at its Regular Board Meeting of January 24, 2017; and,

**THAT** the Board of Education of School District No. 69 (Qualicum) approve renumbering of Board Policy 7140 to Board Policy 7015.

CARRIED UNANIMOUSLY

**b. Administrative Procedure – *Copyright***

*(previously Board Policy 5085)*

**17-09R**

*Moved* Trustee Flynn *Seconded* Trustee Kurland

**THAT** the Board of Education of School District No. 69 (Qualicum) approve third and final reading of the Administrative Procedure - *Copyright*, at its Regular Board Meeting of January 24, 2017.

CARRIED UNANIMOUSLY

**c. Administrative Procedure – *Fundraising in Schools***

*(previously Board Policy 5040)*

**17-10R**

*Moved* Trustee Flynn *Seconded* Trustee Gair

**THAT** the Board of Education of School District No. 69 (Qualicum) approve third and final reading of the Administrative Procedure - *Fundraising in Schools*, at its Regular Board Meeting of January 24, 2017.

CARRIED UNANIMOUSLY

**d. Administrative Procedure – *Animals in Schools***

*(previously Board Policy 5060)*

**17-11R**

*Moved* Trustee Flynn *Seconded* Trustee Gair

**THAT** the Board of Education of School District No. 69 (Qualicum) approve third and final reading of the Administrative Procedure - *Animals in Schools*, at its Regular Board Meeting of January 24, 2017.

CARRIED UNANIMOUSLY

- e. Administrative Procedure – Physical and Health Education Curriculum Provisions for Alternate Delivery of Instruction**  
(previously Board Policy 5095)  
**17-12R**  
*Moved* Trustee Flynn      *Seconded* Trustee Kurland  
**THAT** the Board of Education of School District No. 69 (Qualicum) approve third and final reading of the Administrative Procedure - *Physical and Health Education Curriculum Provisions for Alternate Delivery of Instruction*, at its Regular Board Meeting of January 24, 2017.  
CARRIED UNANIMOUSLY
- f. Administrative Procedure: Lasqueti Island Teacherage (Housing)**  
(previously Board Policy 4055)  
**17-13R**  
*Moved* Trustee Flynn      *Seconded* Trustee Gair  
**THAT** the Board of Education of School District No. 69 (Qualicum) approve third and final reading to adopt the Administrative Procedure: *Lasqueti Island Teacherage (Housing)*, at its Regular Board Meeting of January 24, 2016.  
CARRIED UNANIMOUSLY
- g. Board Policy 5020: Field Experiences**  
(previously titled *Co-Curricular and Extra Curricular Activities*)  
**17-14R**  
*Moved* Trustee Flynn      *Seconded* Trustee Gair  
**THAT** the Board of Education of School District No. 69 (Qualicum) approve first reading of Board Policy 5020: *Field Experiences* and its attendant Administrative Procedure at its Regular Board Meeting of January 24, 2017.  
CARRIED UNANIMOUSLY
- h. Rescinding of Policies**  
**17-15R**  
*Moved* Trustee Flynn      *Seconded* Trustee Young  
**THAT** the Board of Education of School District No. 69 (Qualicum) rescind the following Board Policies at its Regular Board Meeting of January 24, 2017:
- 4055: Teacherages (*now an administrative procedure*)
  - 5004: Selection of Learning Resources
  - 5025: Complaints on Instructional Materials
  - 5026: Challenged Materials
  - 5040: Fundraising in Schools (*now an administrative procedure*)
  - 5055: Computer Technology
  - 5057: Trustee Information and Communications Technology (*now in Trustee Handbook*)
  - 5060: Animals in Schools (*now an administrative procedure*)
  - 5065: Gifted Enriched Education
  - 5076: Early French Immersion
  - 5080: Integration of Special Needs Students
  - 5085: Copyright
  - 5090: Home Education
  - 5095: Health Curriculum Component Provision for Alternate Delivery of Instruction (*now an administrative procedure*)
- CARRIED UNANIMOUSLY

**i. Board Policy 5010: Communicating Student Learning**  
(previously titled District Assessment)

Chair Flynn noted that the policy and administrative procedure before the Board would be in effect for one year after which any revisions required would be incorporated into the policy and/or administrative procedure and brought to the Board for approval.

**17-16R**

*Moved* Trustee Flynn *Seconded* Trustee Kurland

**THAT** the Board of Education of School District No. 69 (Qualicum) approve second reading of Board Policy 5010: *Communicating Student Learning* and its attendant Administrative Procedure at its Regular Board Meeting of January 24, 2017.

CARRIED

Trustee Young abstained

**17-17R**

*Moved* Trustee Flynn *Seconded* Trustee Kurland

**THAT** the Board of Education of School District No. 69 (Qualicum) approve third and final reading of Board Policy 5010: *Communicating Student Learning* and its attendant Administrative Procedure at its Regular Board Meeting of January 24, 2017.

CARRIED

Trustee Young abstained

**16. TRUSTEE ITEMS**

None

**17. NEW OR UNFINISHED BUSINESS**

None

**18. PUBLIC QUESTION PERIOD**

Trustees/senior administrators received comments and/or answered questions on the following topics:

- Funding from the Ministry for coding. *The District did receive a lump sum that is targeted to support coding. Two teachers attended training and the Technology Education Advisory Committee is identifying where to allocate the balance of that money.*
- New Assessment practices and how the reporting might affect student applications to post-secondary institutions.

**19. ADJOURNMENT**

Trustee Gair moved to adjourn the meeting at 8:48 p.m.

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CHAIRPERSON

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SECRETARY TREASURER



SCHOOL DISTRICT No. 69 (QUALICUM)

**IN-CAMERA MEETING**

SECTION 72 REPORT  
January 17, 2017

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**ATTENDEES:**

**Trustees**

Eve Flynn	Chair
Jacob Gair	Vice-Chair
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
Karin Hergt	Executive Assistant (Recording Secretary)

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

- Labour
- Land

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

- Land

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Chairperson

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Secretary Treasurer



# KWALIKUM SECONDARY SCHOOL

*Working together to realize our full potential*

RECEIVED

FEB 14 2017

Principal: Lori Marshall [lmarshall@sd69.bc.ca](mailto:lmarshall@sd69.bc.ca)

Vice-Principal: Lesley Rowan [lrowan@sd69.bc.ca](mailto:lrowan@sd69.bc.ca)

February 8, 2017

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

Board of Education – School District 69 (Qualicum)

This letter will stand as my support for the Kwalikum Secondary School Student Field Trip to Calgary and Edmonton from 5/15/2017 to 5/21/2017. This trip has been planned by teachers Dan Craven and Brent Kellas.

Please see attached itinerary for details.

We would ask that the Board grant final approval for this excellent learning opportunity for our students.

Respectfully,

Ms. Lori Marshall  
Kwalikum Secondary School

Copy: Dan Craven and Brent Kellas, Sponsoring Teachers

**Kwalikum Secondary School  
Music Program**

Re: Music Trip to Edmonton and Calgary in May 2017

February 7, 2017

To Whom It May Concern,

We are requesting final approval from the School Board of School District 69 to take our music program on an educational field trip to Edmonton and Calgary from May 15<sup>th</sup> to 21<sup>st</sup>, 2017. We have made sure that students will have ample opportunities to fundraise to help with the cost of the Edmonton/Calgary tour. Students have the opportunity to generate funds through five major fund raising activities throughout the year.

On this trip, the educational opportunities for the students include performing at elementary schools, taking part in a day of workshops with professional instrumental and choral specialists, exploring the Canadian National Music Centre, and attending an Edmonton Symphony Orchestra concert.

Students will be required to fill out a student perspective sheet and summarize what they learned from their educational experiences during the tour. Furthermore, they will be responsible for sharing their new knowledge with other KSS music students and integrating new musical practices into the rehearsals and performances when they return to Kwalikum Secondary School. Also, students will be engaged in two year-end concerts and a few community performances after the trip to demonstrate the progress of their learning and enrich the arts culture in their community.

Please contact us if you have any questions regarding our proposed tour.

Thank you for your support,



Brent Kellas



Dan Craven

Kwalikum Secondary School  
bkellas@sd69.bc.ca  
250-752-5651 (ext. 106)

Kwalikum Secondary School  
dcraven@sd69.bc.ca  
250-752-5651 (ext. 250)



**KWALIKUM SECONDARY  
ITINERARY  
ALBERTA MUSIC TRIP  
MAY 15-21/2017**

February 7, 2017

**Mon May 15 PARKSVILLE, BC / KAMLOOPS**

- 8:30AM Load your motor coach
- 9:00AM Depart Parksville for Nanaimo Departure Bay
- 9:45AM Check in for your BC Ferry sailing to Horseshoe Bay.
- 10:30AM BC Ferry Sailing to Horseshoe Bay
- 12:10PM From Vancouver continue to Kamloops for your overnight (stopping for meals and comfort stops along the way – own expense)
- 5:00PM Arrive in Kamloops and check in at your hotel:

Hampton Inn by Hilton  
1245 Rogers Way  
Kamloops, BC  
250-571-7897

**Tue May 16 KAMLOOPS / EDMONTON**

Enjoy Breakfast at your hotel (included).

This morning load your coach and depart Kamloops for Edmonton by way of Jasper. **Stop in Jasper**, an alpine town in Canada's Alberta province amid the snow-capped Canadian Rockies, the park has glacier-fed lakes, forests and rivers. Have lunch in Jasper (own expense)

Today you will experience 2 of Jasper's best attractions – Jasper Raft Experience and the Jasper Sky Tram.

Arrive into Edmonton and check into your hotel for the next 2 nights.  
2 nights moderate hotel in Edmonton

- 7:00PM Tonight enjoy a group dinner at the Old Spaghetti Factory Edmonton Downtown

**Wed May 17 EDMONTON**

Enjoy Breakfast at your hotel (included).

Drive to your **first school performance at a local elementary school.**

After your performance travel to the West Edmonton Mall where the group can have lunch(own expense).

This afternoon your group will enjoy using your **Choice Passes** at Guest Services (included) good for either entrance into the **Galaxyland Amusement Park OR the World Waterpark!**

- 6:30PM Depart for the Winspear Centre
- 6:45PM Arrive at the Winspear Centre for tonight's performance
- 7:30PM Tonight attend the **Edmonton Symphony Orchestra's** performance of Immortal Beethoven.

Thus May 18 **EDMONTON / CALGARY**

Enjoy Breakfast at your hotel (included).

This morning after breakfast load your coach and depart for Calgary by the way of **Drumheller and the Royal Tyrell Museum**. Visit the museum which is world renowned attraction and features ten signature galleries devoted to palaeontology, with 40 dinosaur skeletons with more than 110000 fossil specimens.

- 4:00PM Arrive in to Calgary at the **Calgary Tower** for your visit, stand on the amazing glass floor for a birds-eye view of the city streets below. Enjoy a complimentary tour and learn about Calgary's history, landmarks, and future plans.
- 5:30PM After your visit to the Tower, depart for your hotel and check in for the next 2 nights:  
  
Best Western Plus Suites Downtown  
1330 8 Street SW | Calgary, AB T2R 1B6  
Phone: 403-209-3433

Fri May 19 **CALGARY**

Enjoy Breakfast at your hotel (included).

Load your instruments onto your coach for **today's workshops and performance with a local school** (Contact arranged with Brent)

- 1:00PM This afternoon your group will visit **Canada's National Music Center** for a tour where you can explore five floors of exhibitions that tell the story of music in Canada, celebrate music icons at the Canadian Halls of Fame, rock out with our interactive instrument installations and sing along in our vocal booths!
- 5:45PM This evening your coach will take you to **Jubilations Dinner Theatre in Calgary**
- 6:15PM Enjoy Ferris Buellers School of Rock performance show and group dinner at **Jubilations!**
- 10:15PM Return back to your hotel.

Sat May 20 **CALGARY / KAMLOOPS**

Enjoy Breakfast at your hotel (included).



After breakfast load your coach and depart for Kamloops BC, stop en-route at Canada's Olympic Park home to the 1988 Winter Games. Here your group will have the chance to experience Skyline Luge Calgary is a unique wheeled gravity ride with a track of over 1800 metres – the longest in the world.

Depart Skyline Luge for Kamloops /Merritt BC and your overnight. (Stopping for meals and comfort stops along the way – own expense)

Sun May 21 **KAMLOOPS or MERRITT/ PARKSVILLE**

- 8:00AM** Enjoy Breakfast at your hotel (included).
- 9:00AM Load up you coach and drive back to Horseshoe Bay
- 2:00PM Check in for your BC Ferry Sailing
- 3:10PM BC Ferries depart for Nanaimo Depature Bay
- 4:50PM Arrive into Nanimo and transfer back your school
- 5:30PM Arrival at your school, Welcome home!

Welcome Home and Happy Memories!



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

RECEIVED FEB 14 2017

POLICY 5020

Co-Curricular & Extra Curricular Activities

Final approval Request

SCHOOL KSS DATE (of application) Feb. 7, 2017

DESCRIPTION OF PROPOSED ACTIVITY Band and Choir Trip to Calgary and Edmonton

DATE(S) OF PROPOSED ACTIVITY May 15<sup>th</sup> - 21<sup>st</sup>, 2017

PURPOSE OF PROPOSED ACTIVITY The groups will take part in educational workshops, perform at local schools, and will engage in educational and recreational activities.

TEACHER(S) Brent Kellas, Dan Craven

TOTAL NUMBER OF SUBSTITUTE DAYS REQUIRED Four 1/2 days (Mon, Wed, Thurs, Fri)

OTHER ADULTS TBA

GRADE(S) 8-12

SUPERVISION: No. of Students 40 No. of Teachers 2 No. of EAs 0 No. of Parents 2-4

TRANSPORTATION Highway Coach

TRAVEL ITINERARY: (Include departure and return times; for extended trips, please attach details of each stop.) May 15<sup>th</sup> Depart from KSS  
May 21<sup>st</sup> Return to KSS  
A detailed itinerary is being prepared by Affinity Travel.

PROJECTED COST \$950.00 DIRECT COST PER STUDENT \$950.00  
(attach statement of details)

SOURCE(S) OF FUNDING Chocolate sales, Poinsettia sales, fundraisers, parent fees

ACCOMMODATION/MEALS (type of) Hotel and restaurants

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

- 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  DATE: February 7, 2017



## ÉCOLE SECONDAIRE BALLENAS SECONDARY SCHOOL

Box 1570, 135 N. Pym Rd  
Parksville, BC V9P 2H4  
Telephone: (250)248-5721 Fax: (250)954-1531

*Rudy Terpstra*  
Principal

*Kevin McKee*  
Vice-Principal

*Jane Reynolds*  
Vice-Principal

*Lesley LaCouvee*  
Acting Vice-Principal

February 21, 2017

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

Board of Education – School District 69 (Qualicum);

This letter will stand as my support for the Ballenas Secondary School Music Student Field Trip to Seattle on May 14-17, 2017. This trip has been planned by Mr. Rick Robson.

There will be 66 students travelling plus with Mr. Robson and four parent chaperones. Please see attached itinerary for details. This will be a great opportunity for our music student to showcase their talent through performance.

I would ask that the Board grant final approval for this trip.

Respectfully submitted,

Rudy Terpstra, Principal  
Ecole Secondaire Ballenas Secondary School

ÉCOLE SECONDAIRE BALLENAS SECONDARY SCHOOL



Box 1570, 135 N. Pym  
Parksville, B.C.  
V9P 2H4

Telephone: (250) 248-5721  
Fax: (250) 954-1531

February 21, 2017

To District 69 School trustees;  
The Ballenas Secondary Music Department is seeking **Final Approval** for our trip to Seattle on **May 14-17, 2017**. It is four days and all interested Band and Choir students from grade 8-12 are eligible to participate.

The highlights include:

- Transportation by private charter bus (2 x 56 seater) for touring, transfers and sightseeing.
- Return ferry from between Duke Point and Tsawwassen for tour members.
- 3 nights accommodation.
- Concert Band and Choir workshops with University of Washington clinician.
- Performances as per the suggested itinerary- TBA.
- Tickets to musical theatre production "An American in Paris"!
- A Mariners MLB game
- Full breakfasts included
- Dinners included
- Entrance to the EMP and Science Fiction Museums.
- Ride the Ducks Seattle city tour.
- Entrance to the Space Needle.
- Shopping at Tulalip Mall
- Full Medical insurance

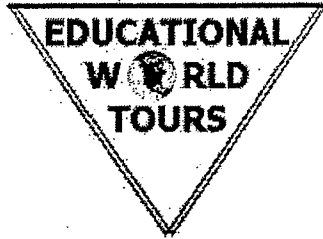
We have provided participating students/families a series of fundraising opportunities to make the trip more affordable. The cost of the trip will be \$863.00/student depending on the final number of participating students.

Thank you for your continued support of our Ballenas Music program initiatives.

Sincerely;

A handwritten signature in black ink, appearing to read "Rick Robson". The signature is fluid and cursive.

Rick Robson  
Ballenas Music


**UPDATED ITINERARY PREPARED FOR:**
**ECOLE SECONDAIRE BALLENAS  
SECONDARY SCHOOL**
**SEATTLE PERFORMANCE TOUR**
**MAY 14-17, 2017**

<p>Sunday 14 6.00am  6.30am 7.30am 7.45am 9.45am  2.30pm  3.45pm 4.15pm 5.45pm 6.30pm</p>	<p><b>PARKSVILLE/SEATTLE</b> Your private charter buses (2 x 56 seaters) will arrive to load luggage and equipment. Drive to Duke Point ferry terminal. Check in time at the Duke Point Ferry Terminal. Ferry from Duke Point to Tsawwassen for tour members, buses and drivers. Drive from Tsawwassen to Seattle with border crossing, stops to purchase lunch and for bathroom breaks. There will be time to purchase lunch at Haggen's in Burlington. Estimated arrival at your hotel. Check in and unload your luggage and equipment. Transfer to the Cheesecake Factory. Dinner at the Cheesecake Factory. Walk to the Paramount Theatre. Tickets to an evening musical: "An American in Paris". Transfer back to your hotel by 2 school buses. Accom: Hyatt Place (3 nights) 110 6<sup>th</sup> Avenue North Seattle, WA 98109 Ph: (206) 441 6041 Your hotel has an indoor swimming pool.</p>
<p>Monday 15 6.00am 7.00am 7.30am 8.30am 10.00am  12.00noon 12.30pm 1.30pm 2.00pm  3.30pm 3.45pm 4.45pm 5.15pm 6.30pm 7.10pm 9.45pm</p>	<p><b>SEATTLE</b> Breakfast at your hotel. Load your equipment on your charter buses. Transfer to the University of Washington. Concert band clinic with a University Clinician. After your clinic you will load your equipment on the buses and transfer to the Pike Street Markets where there will be time to purchase lunch. Transfer to XXXXX elementary school. On arrival at you will set up and warm up for your performance. Performance at XXXXX elementary school. After your performance you will load your equipment on the buses and transfer back to your hotel to unload your equipment. Walk to the Seattle Center (10 minutes). You will be given a walking map. Entrance to the EMP Music Museum and the Science Fiction Museum. Meet your bus at the EMP Museum. Transfer to the Hard Rock Cafe. Dinner at the Hard Rock Cafe. Transfer to Safeco Field. Evening baseball: Mariners vs Athletics. Transfer back to your hotel by 2 school buses.</p>

16/02/17

UPDATED ITINERARY PREPARED FOR: BALLENAS SECONDARY SCHOOL  
SEATTLE PERFORMANCE TOUR (Continued)

MAY 2017

<p>Tuesday 16 7.00am 8.00am 8.30am 9.00am 10.00am 10.30am  1.30pm 3.00pm 3.30pm 5.00pm 5.30pm 7.00pm 7.15pm</p>	<p>SEATTLE Breakfast at your hotel. Load your equipment on the buses. Transfer to XXXXX Elementary School. On arrival you will set up and warm up for your performance. Performance at XXXXX Elementary School. After your performance you will load your equipment on the bus and transfer to Haggen's Store if convenient (there is one east and one south of Seattle but it depends where your performances are). Transfer back to your hotel to unload your equipment. Transfer to Pioneer Square. Ride the Ducks Seattle City Tour Transfer to the Crab Pot Restaurant. Dinner at the Crab Pot Restaurant. Transfer to the Seattle Center. Evening entrance to the Space Needle. Walk back to your hotel (10 minutes).</p>
<p>Wednesday 17  9.00am 9.30am 11.00am 2.00pm 5.15pm 5.45pm 7.45pm 8.45pm</p>	<p>SEATTLE/PARKSVILLE Breakfast at your hotel. Load your luggage and equipment on the buses and check out of your hotel. Drive from Seattle to Tulalip. There will be time to purchase lunch and shop at Tulalip Outlet Mall. Drive from Tulalip to Tsawwassen Check in time at the Tsawwassen Ferry Terminal. Ferry from Tsawwassen to Duke Point for tour members, buses and drivers. Drive back to school. Estimated arrival back at school.</p>



SD69 QUALICUM

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

POLICY 5020

Co-Curricular & Extra Curricular Activities

SCHOOL BALLENATS DATE (of application) FEB 16 117

DESCRIPTION OF PROPOSED ACTIVITY MUSIC DEPT TRIP TO SEATTLE

DATE(S) OF PROPOSED ACTIVITY EMAY 14-17, 2017

PURPOSE OF PROPOSED ACTIVITY TO ATTEND MUSICAL - "AMERICAN IN PARIS", UNI. CLINICS + CONCERTS, TRAVEL OPPORTUNITY TO SEATTLE, EXCURSIONS + SIGHTSEEING.

TEACHER(S) RICK ROBSIN

TOTAL NUMBER OF SUBSTITUTE DAYS REQUIRED 0

OTHER ADULTS FOUR PARENT CHAPERONES

GRADE(S) 8-12

SUPERVISION: No. of Students 66 No. of Teachers 1 No. of EAs \_\_\_\_\_ No. of Parents 4

TRANSPORTATION WILSON'S COACH LINES - VICTORIA

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

see attached

PROJECTED COST \$ 56,958 DIRECT COST PER STUDENT \$ 863.00

(attach statement of details)

SOURCE(S) OF FUNDING PARENTS / FUNDRAISING

ACCOMMODATION/MEALS (type of) GROCERY STORES, HOTEL BREAKFASTS, RESTAURANT-DINNERS

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
- (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.



## 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

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February 16, 2017

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

Board of Education – School District 69 (Qualicum)

This letter will stand as my support for the proposed Kwalikum Secondary School Student Field Trip to Paris, Venice, Florence and Rome in March 2018. The students and teachers will be away approximately 10 days, – in the last two weeks of March 2018, which we expect to be spring break. The final dates will be decided on once the EF Tour dates become available for the 2017/18 school year. This trip is being planned by teachers, Ms. Kati Worthen and Mr. Jaret Abel.

Please see attached itinerary for details.

We would ask that the Board grant approval in principle for this exciting trip.

Respectfully submitted,

Ms. Lori Marshall  
Principal, Kwalikum Secondary School

Copy: Ms. Kati Worthen Sponsoring Teacher



**February 16, 2017**

**Board of School Trustees**

**School District #69**

**Box 430, 499 W. Island Hwy**

**Parksville, BC, V9P 2G6**

**Dear Board of School Trustees,**

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**This district has a long history of supporting its secondary schools' interests in exploring other cultures. Over the years both high schools have used tour companies to help plan trips to places such as Germany, France, Italy, Costa Rica and Japan.**

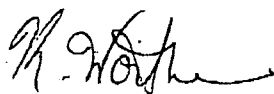
**At this time, I would like to apply for approval in principle for a trip to Europe, (Paris, Venice, Florence and Rome) during Spring Break, 2018. My colleague, Jaret Abel, and I are applying in advance so that students can take advantage of the EF Tours payment plan and also so that they may save their money over the summer months. As well, early approval will allow our school to add the trip onto the school calendar. I have attached a trip itinerary and a cost analysis for your interest.**

**In discussions with colleagues who have taken such trips, it becomes clear that these experiences offer incredible opportunities to learn about history, art and culture. I really hope that once again our school district can offer this chance for students to make incredible memories.**

**I look forward to hearing from you and please do not hesitate to contact me with any questions.**

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**Sincerely,**



**Kati Worthen**

**KSS Teacher**



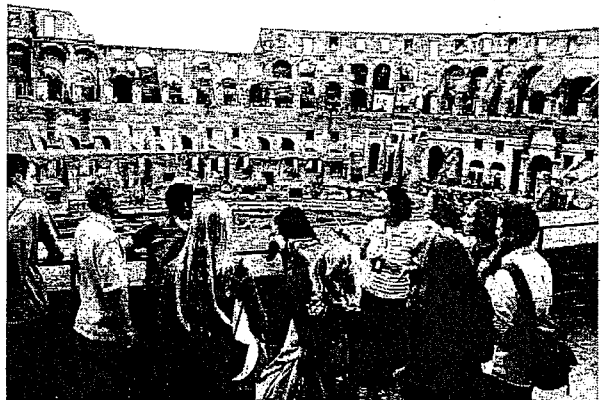
# PARIS, VENICE, FLORENCE & ROME

10 or 12 days | France | Italy

Once you've seen the Mona Lisa, Eiffel Tower and Notre Dame Cathedral up close, you might feel like you could go home happy. But that's only the beginning on this nine-day tour de force—as you still get to explore the canals of Venice, the Renaissance masterpieces of Florence, the ancient wonders of Rome and the sacred treasures of Vatican City.

## EVERYTHING YOU GET:

-  Full-time Tour Director
-  **Sightseeing:** 5 sightseeing tours led by expert, licensed local guides (7 with extension); 1 walking tour
-  **Entrances:** Louvre; Notre Dame Cathedral; Doge's Palace; Glass-blowing demonstration; Duomo; Leather-making demonstration; Art workshop; Colosseum; Roman Forum; Sistine Chapel; St. Peter's Basilica; *With extension:* Pompeii Roman Ruins; Capri island cruise
-  weShare, our online platform that taps into each student's interests for a more engaging learning experience
-   All of the details are covered: Round-trip flights on major carriers; Comfortable motor coach; Night train;
-   7 overnight stays in hotels with private bathrooms (9 with extension); 1 night couchette accommodation; European breakfast and dinner daily



Anyone can see the world.

# YOU'RE GOING TO EXPERIENCE IT.

As you can see, your EF tour includes visits to the places you've learned about in school. That's a given. But it's so much more than that. Immersing yourself in new cultures—surrounded by the people, the language, the food, the way of life—creates inspirational moments that can't be listed in an itinerary. They can only be experienced.

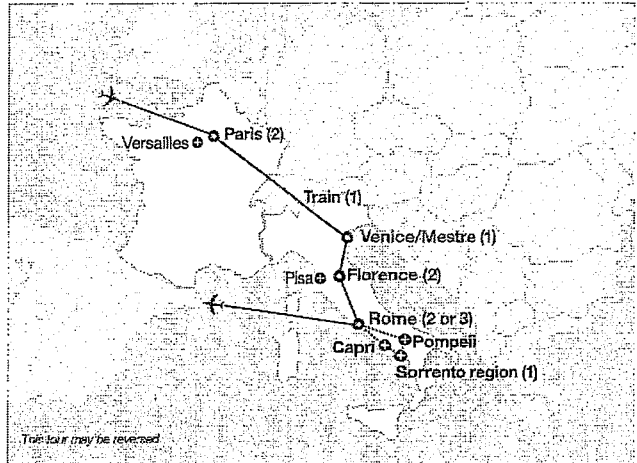
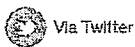
And the experience begins long before you get your passport stamped and meet your **Tour Director** in your arrival city. It begins the moment you decide to go. Whether it's connecting with other travellers on Facebook, Twitter or Instagram, or delving deeper into your destinations with our online learning platform, **weShare**, the excitement will hit you long before you pack your suitcase.

When your group arrives abroad, everything is taken care of so you can relax and enjoy the experience. Your full-time Tour Director is with your group around the clock, handling local transportation, hotels and meals while also providing their own insight into the local history and culture. **Expert local guides** will lead your group on sightseeing tours, providing detailed views of history, art, architecture or anything you may have a question about.

When your journey is over and you're unpacking your suitcase at home, you'll realize the benefits of your life-changing experience do not end. They have just begun.

*@EFtours I attribute my college semester abroad to the love for travel I discovered on an EF Tour in high school #traveltuesday*

— MELISSA, TRAVELLER



CHECK OUT WHAT A TOUR IS ALL ABOUT

Watch the videos at [eftours.ca/](http://eftours.ca/)

Your teacher's Tour Website

## What you'll experience on your tour

### Day 1: Fly overnight to France

#### Day 2: Paris

- Meet your Tour Director at the airport in Paris, the City of Light. During your stay you'll get a taste of Parisian style as you ride down the Champs-Élysées, an elegant boulevard packed with high-fashion boutiques. Pass the Place de la Concorde and the Arc de Triomphe and strike a pose in front of the Eiffel Tower. At the École Militaire, see where a promising young Napoleon launched his rise to power. I.M. Pei's iconic glass pyramid marks the entrance to the renowned Louvre, home to treasures like Leonardo da Vinci's Mona Lisa. Then, admire the Notre Dame Cathedral's sculptured façade, stained-glass rose windows and seemingly weightless vaulted ceilings.
- Take a walking tour of Paris: Opera district; Place Vendôme; Rue du Faubourg Saint-Honoré; Tuilleries
- Visit the Louvre

#### Day 3: Paris

- Take an expertly guided tour of Paris: Place de la Concorde; Champs-Élysées; Arc de Triomphe; Les Invalides; Eiffel Tower
- Visit Notre Dame Cathedral
- Time to see more of Paris or
  - Visit Versailles

#### Day 4: Paris | Night train

- Free time to explore on your own
- Travel by night train to Venice

#### Day 5: Venice

- Arrive in Venice, the Floating City crisscrossed with romantic bridges, laced with history and boasting some of the world's finest art and architecture. During your stay you will see gondolas glide down the Grand Canal before stopping in St. Mark's Square. Look for the golden weathervane, which resembles archangel Gabriel, atop the 323-foot Campanile (Bell Tower). At the pink-and-white Doge's Palace, see where mighty Venetian dukes once ruled. Stroll over the Bridge of Sighs, which links the palace to a prison. As they crossed the bridge, prisoners supposedly sighed with perfect sadness as they regarded their beautiful city for the last time.
- Take an expertly guided tour of Venice: St. Mark's Square; Grand Canal
- Visit the Doge's Palace
- See a glass-blowing demonstration

#### Day 6: Venice | Florence

- Travel to Florence, the birthplace of the Italian language, opera and the Renaissance, and where works of art like Michelangelo's statue of David and Botticelli's The Birth of Venus still reside today. As you stroll through the city, pass by classical statues at the Piazza della Signoria. See the domed cap of the Santa Maria del Fiore Cathedral, better known as the Duomo, which dominates the skyline. Opposite the Duomo, look for the bronzed doors of Ghiberti's Gates of Paradise at the Baptistery. Walk across the Ponte Vecchio, a Medieval bridge where many of Florence's famed leather and gold artisans keep shop. Then, find Florentine souvenirs at a leather workshop.
- Take an expertly guided tour of Florence: Piazza della Signoria; Ponte Vecchio; Chiesa di Santa Croce; Gates of Paradise
- Visit the Duomo
- See a leather-making demonstration

#### Day 7: Florence

- Time to see more of Florence or
  - Visit Pisa
- Participate in an art workshop

#### Day 8: Florence | Rome

- Travel to Rome, a city that integrates its past into the present better than any other. During your stay, explore the world's most famous arena, the Colosseum, where you can almost hear the stamping feet of the crowds gathered for gladiatorial combat. Nearby, the Roman Forum marks the former heart of the Roman Empire. Julius Caesar gave many of his great political speeches there. On your visit to the Vatican City, marvel at Michelangelo's breathtaking ceiling in the Sistine Chapel and look out for the colourful uniforms of the Swiss Guard, protectors of the Vatican City. Before you say "arrivederci," toss a coin into the Trevi Fountain to ensure a return trip to the Eternal City.
- Take an expertly guided tour of Rome
- Visit the Colosseum
- Visit the Roman Forum

#### Day 9: Rome

- Take an expertly guided tour of Vatican City
- Visit the Sistine Chapel
- Visit St. Peter's Basilica
- Take a self-guided walking tour of Rome: Trevi Fountain; Pantheon; Piazza Navona; Spanish Steps

#### Day 10: Depart for home

#### • 2-DAY TOUR EXTENSION

##### Days 10-11: Sorrento region | Rome

- Take an expertly guided tour of Pompeii
- Take an expertly guided tour of Capri
- Take an island cruise

#### Day 12: Depart for home



*The Louvre. #paris @EFtours can run a heck of a tour.*

- AMY, TRAVELLER



Via Twitter



*Rome, Italy, the Colosseum :) #italy #touring #europe #eftours #amazing #beautiful #gorgeous*

- ADRIANNA, TRAVELLER



Via Instagram

### TOP THREE THINGS I WILL SEE, DO, TRY OR EXPLORE

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_



# YOUR PRICE QUOTE

## Paris, Venice, Florence & Rome

PREPARED FOR  
Kati Worthen

PREPARED ON  
February 10, 2017

YOUR TOUR NUMBER  
1970382PU

YOUR TOUR WEBSITE  
www.efours.ca/1970382PU

### Your travel details

TOTAL LENGTH  
10 days

DEPARTING FROM  
Nanaimo (BC)

REQUESTED TRAVEL DATES  
Monday, March 12, 2018 - Wednesday, March 21, 2018

### Everything you get

#### AN ALL-INCLUSIVE TOUR

Round trip airfare, hotels with private baths, breakfasts and dinners, on-tour transportation and sightseeing activities are covered. Discover all of your itinerary details at [www.efours.ca/1970382PU](http://www.efours.ca/1970382PU).

#### FULL-TIME TOUR DIRECTOR

Your dedicated Tour Director is with your group 24/7, providing deep local insight while handling all on-tour logistics.

#### EXPERT LOCAL GUIDES

Your expert local guides add cultural insight and global perspective on your sightseeing tours.

#### WESHARE

Our online learning platform engages students in activities before, during and after tour.

#### CONTINUOUS SUPPORT

Your dedicated EF team helps you every step of the way—from recruiting and enrolling travellers to planning and managing your tour.

#### 24-HOUR EMERGENCY SERVICE

Travellers and their families can count on EF's dedicated emergency service team.

#### WORLDWIDE PRESENCE

EF has over 500 schools and offices in more than 50 countries worldwide so wherever you go, we're there too.

#### PEACE OF MIND PROGRAM

Feel secure knowing your group can change their destination or travel dates due to unforeseen circumstances.

### TOTAL PRICE

Price valid for travellers enrolled February 9, 2017 - February 28, 2017

#### Student

\$3,850 or \$305 / 12 mos

#### Adult

\$4,240 or \$337 / 12 mos

#### PRICE BREAKDOWN

Program Price	\$4,000
Peace of Mind	FREE
EF Adjustment	-\$150

For every 6 paying travellers, 1 chaperone travels FREE

Adult supplement required for age 20 and older at the time of travel. Price includes HST/GST where applicable, all airline/travel provider surcharges, departure taxes, airport fees, and Office de la protection du consommateur (OPC) indemnity fund tax (0.1%) for residents of Québec. Please call 1-800-387-1460 for more information. To view EF Education Booking Conditions, visit [efours.ca/bc](http://efours.ca/bc).

### Your Tour Consultant



YASMINE MEHTADI  
1-800-387-1460  
[Yasmine.Mehtadi@ef.com](mailto:Yasmine.Mehtadi@ef.com)



SD69 QUALICUM

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

POLICY 5020  
Co-Curricular & Extra Curricular Activities

SCHOOL KWALIKUM SECONDARY DATE (of application) FEB. 15, 2017

DESCRIPTION OF PROPOSED ACTIVITY EF EDUCATIONAL TOUR (PARIS, VENICE, FLORENCE AND ROME)

DATE(S) OF PROPOSED ACTIVITY SPRING BREAK 2018

PURPOSE OF PROPOSED ACTIVITY EDUCATIONAL EXPERIENCE TO APPRECIATE HISTORY, ART AND CULTURE

TEACHER(S) JARET ABEL, KATI WORTHEN

TOTAL NUMBER OF SUBSTITUTE DAYS REQUIRED \_\_\_\_\_

OTHER ADULTS \_\_\_\_\_

GRADE(S) \_\_\_\_\_

SUPERVISION: No. of Students AT LEAST 12 No. of Teachers 2 No. of EAs \_\_\_\_\_ No. of Parents \_\_\_\_\_

TRANSPORTATION BY FERRIES, AIRLINE, OVERNIGHT TRAIN, PUBLIC TRANSPORTATION

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

PROJECTED COST \$4000/PERSON DIRECT COST PER STUDENT \$4000.00  
(attach statement of details)

SOURCE(S) OF FUNDING INDIVIDUAL COST

ACCOMMODATION/MEALS (type of) HOTELS / BREAKFASTS & DINNERS ARE INCLUDED

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) NA
- (c) Students will not be excluded through inability to pay expenses \_\_\_\_\_
- (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.



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## NEWS RELEASE

For Immediate Release  
2017EDUC0030-000359  
Feb. 19, 2017

Ministry of Education

### **\$29.4-million back-to-school boost for B.C. classrooms**

VICTORIA – Government is giving schools throughout the province a funding lift to support student learning, cut costs for families and bring B.C.'s new curriculum to life in classrooms with the new \$29.4-million Student Learning Grant.

Government will begin flowing the extra funding to public and independent schools in the coming weeks so they can begin working with parents and teachers to prepare for the new school year. Schools will be required to put a priority on purchasing supplies and resources that reduce costs for parents and help teachers deliver B.C.'s new curriculum.

Schools can use the one-time funding to purchase a wide range of supplies for schools and classrooms – everything from textbooks, hands-on learning tools and computer programs, to athletic equipment, art supplies and lab equipment. They can decide what types of learning supplies to purchase, giving them flexibility to meet the local needs of parents, students and teachers.

These new resources will help teachers bring B.C.'s new curriculum to life in the classroom, so students can gain the hands-on experience, collaboration, critical thinking and communications skills they need to succeed in college, university and the workforce.

B.C.'s 60 school districts will receive a total of \$27.4 million based on the number of students in their district. Independent schools will receive \$2 million. School districts will be notified about the amount of funding they will receive before the end of February.

School districts and independent schools will be required to report to parents and the Ministry of Education on how the funds were used prior to the start of the 2017-18 school year.

As a result of B.C.'s strong economic growth and fiscal discipline, government was able to identify this one-time funding and use it toward important investments like the Student Learning Grant.

This builds on the Province's record \$5.1-billion funding to B.C. public schools in 2016-17. In addition to this base funding, and including the new Student Learning Grant, school districts are benefiting from new measures announced over the course of the year totalling nearly \$125 million.

#### **Quotes:**

**Mike Bernier, Minister of Education –**

"Thanks to our strong economy and fiscal management, we are finishing the year in a really

good position. I can think of no better way to take advantage of the available year-end funding than by investing in our students and classrooms.

"The \$29.4 million will flow in the coming weeks and I expect all school districts to begin talking to parents and teachers. They should have two goals in mind: how to ease back-to-school supply costs for parents and how to bring B.C.'s new curriculum to life in the classroom.

"This investment will help every student and is another part our commitment to make sure our kids are ready for the jobs of tomorrow."

**Quick Facts:**

- The Student Learning Grant will fund new classroom supplies at a rate of about \$50 per public school student.
- This announcement builds on the Province's record \$5.1-billion funding to B.C. public schools in 2016-17 and additional measures introduced over the course of the year to support student learning, help teachers bring the new curriculum to life and cut costs for families, including:
  - \$50 million for school districts to begin hiring more teachers and improve student supports for the 2016-17 school year;
  - \$14.7-million Student Transportation Fund to help school districts make bus services more affordable and accessible;
  - \$1.8-million Rural Education Enhancement Fund to keep eligible rural schools open;
  - A \$250 Back-to-School Tax Credit to help parents and guardians with school supplies and other back-to-school costs;
  - \$25 million to relieve operating pressures for school districts to invest in students; and
  - \$6 million to train teachers on coding and B.C.'s new curriculum and to buy computers for classrooms.

**Learn More:**

Learn more about B.C.'s new curriculum: <https://curriculum.gov.bc.ca/>

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## NEWS RELEASE

For Immediate Release  
2017FIN0012-000373  
Feb. 21, 2017

Ministry of Finance

### **B.C.'s fifth consecutive balanced budget delivers the dividend of a strong economy**

VICTORIA – British Columbia's fifth consecutive balanced budget delivers the dividends of a strong and diversified economy and prudent fiscal management by cutting costs for middle-class B.C. families, investing in priority programs and services, and promoting a competitive, job-creating economy, Finance Minister Michael de Jong announced today.

Balanced Budget 2017 funds new investments for classrooms, mental health services, and other supports for families, children, and those most in need, while leaving nearly \$1 billion more in the pockets of B.C. families by cutting Medical Services Plan (MSP) premiums in half as a first step to eliminating them entirely as it becomes affordable.

Beginning Jan. 1, 2018, MSP premiums will be reduced by 50% for households with an annual net income of up to \$120,000. Following this change, more than two million British Columbians will pay no premiums and a further two million will see a 50% reduction in their premiums — cutting premiums near to levels set in 1993. A typical family of four paying full premiums will save \$900 per year in 2018. A single parent with net income up to \$40,000 and two children will see their monthly premiums drop from \$46 to \$23. A family with net income less than \$35,000 and two children will see their monthly premiums eliminated.

Balanced Budget 2017 makes significant new investments in classrooms. Compared to Budget 2016, the Education budget will increase by \$740 million over three years, including \$228 million more to fund enrolment growth in B.C. schools, funding for rural education enhancement, student transportation, K-12 salary costs, continued funding for the Learning Improvement Fund, and an incremental \$320 million over three years while government works to conclude a final agreement with the BC Teachers' Federation on class size and composition. Budget 2017 is also funding \$2 billion in school capital projects over three years — to build, replace, renovate, seismically upgrade and repair schools throughout the province.

The Ministry of Health will see a three-year increase of \$4.2 billion, compared to its 2016-17 base budget, including funding to support government's \$100-million, three-year enhancement in services addressing mental health and substance use issues, particularly for youth. Budget 2017 also includes funding for \$2.7 billion in health capital projects — including new patient care towers at both the Penticton Regional Hospital and the Royal Inland Hospital in Kamloops. The recent funding agreement with the federal government will provide additional resources over and above these budgeted amounts for addictions treatment and mental health.

Balanced Budget 2017 provides an additional \$796 million over three years to support families, individuals and children most in need, including:

- \$287 million over the next three years to the Ministry of Children and Family

Development, of which \$120 million is to begin addressing recommendations of the Grand Chief Ed John Report on Indigenous Child Welfare.

- \$199 million to fund a \$600 per year increase to income assistance rates for persons with disabilities.
- \$175 million to provide income assistance supports for those in need, including \$8 million to exempt additional child-related benefits, expected to help 600 families and 1,000 children.
- \$135 million over three years for community living services, primarily via Community Living BC.

The Province continues to act to address housing supply and improve housing affordability for middle-class B.C. families. Government has committed \$920 million to support the creation of over 5,300 affordable housing units. Leading up to Budget 2017, government committed an additional \$65 million to fund another 380 affordable housing units to house the homeless and those with mental health or substance use issues. The BC HOME Partnership program, launched in January 2017, will provide more than \$700 million in repayable down payment assistance over the next three years to help over 42,000 individuals and families get into the housing market for the first time.

As well, the threshold for the first-time homebuyers' program will be increased to \$500,000, saving first-time buyers up to \$8,000 in property transfer tax on the purchase of their first home.

Other changes to help support workers, jobs and the ability of businesses to compete internationally and remain resilient in a challenging global trade climate include:

- Eliminating PST on electricity over the coming two years — saving small, medium, large and industrial businesses throughout the province \$164 million by 2019-20, which further encourages use of clean B.C. hydro power. This measure was recommended by the Commission on Tax Competitiveness.
- Cutting the small business corporate income tax rate to 2% from 2.5%.
- Extending and enhancing sector tax credits for tech, Scientific Research and Experimental Development, venture capital to support innovation, commercialization and the tech sector.
- Investing a record \$13.7 billion over three years in new and upgraded provincial taxpayer-supported infrastructure to support services and jobs.

Government is forecasting modest surpluses in all three years of the fiscal plan, helping keep taxpayer-supported debt affordable. By the end of 2019-20, the direct operating debt, forecast at \$1.1 billion, will be 90% lower than the \$10.2 billion in 2013-14. This reduction is estimated to save more than \$500 million in interest costs by the end of the fiscal plan. With continued discipline, there will be an opportunity for B.C. to be free of operating debt as early as 2020-21 — which would mark the first time in 45 years the Province would not be carrying the burden of operating debt.

The Province's taxpayer-supported debt-to-GDP ratio, a key measure of debt affordability, is forecast to decline to 16.0% in 2019-20, down from 17.9% in 2013-14.

The independent British Columbia Economic Forecast Council is projecting provincial real GDP growth to be 2.3% in 2017, 2.2% in 2018, and an average of 2.1% over the 2019-21 period.

Reflecting prudence, government is projecting B.C. economic growth of 2.1% in 2017, 2.1% in 2018, and 2.0% over the 2019-20 period.

**Quote:**

**Finance Minister Michael de Jong –**

“Budget 2017 represents this government’s fifth-consecutive balanced budget, showing the benefits of a fiscal plan that includes steady, solid growth and managed spending. There’s additional funding for the programs people rely upon and almost \$1 billion left in the pockets of British Columbians to let them make the choices that are important to them.”

**Learn More:**

For more details on Budget 2017, visit: [www.bcbudget.ca](http://www.bcbudget.ca)

For online information and services, visit the Province’s website: [www.gov.bc.ca](http://www.gov.bc.ca)

Four backgrounders follow.

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SD69 QUALICUM

## Board and Trustee Representative Committee Report

**Trustee Representative:** R. Elaine Young  
**Committee Name:** Curriculum Implementation Advisory Committee (CIAC)  
**Meeting Location:** District Resource Centre (DRC)  
**Meeting Time:** January 30, 2017 (3:30 to 4:40 PM)

### **Committee Report:**

New members to the CIAC were introduced and provided with information on the role, process and history of the Committee. The Committee consists of members from the Mount Arrowsmith Teachers' Association (MATA), the Qualicum District Principals' & Vice-Principals' Association, the Board of Education and Senior Administration and is tasked with making recommendations regarding Curriculum Implementation.

The Committee has been working with school teams to submit proposals for implementation of the revised curriculum. The first round of proposals was successful and yielded a high number of strong applications. All proposals submitted were approved which resulted in all of the curriculum implementation funds being committed to in the first round.

A second round of requests for proposals, which has a deadline of January 30 has, to date, not generated any submissions. The Committee discussed extending the timeline for the second round of proposals as educators may not have been aware there was a second opportunity to submit proposals. The decision was made to extend the submission deadline to February 6th if no applications were received by the original deadline.

Members discussed whether administration might be able to identify additional funding to support the second round of applications. It was also suggested the budget for CIAC initiatives be increased for the 2017/18 school year.

The Committee discussed ideas to obtain feedback from the school teams so that learning could be shared. Options and invitations will be made to current school teams to present at a showcase, Public Board Meeting, etc.

The Committee then reviewed the progress to date of the provision of resources, which included 216 items for the District Resource Centre.



SD69 QUALICUM

## Board and Trustee Representative Committee Report

**Trustee Representative:** R. Elaine Young

**Committee Name:** Oceanside Building Learning Together Coalition

**Meeting Location:** Family Place

**Meeting Time:** February 2, 2017

The Oceanside Building Learning Together (OBLT) is our early learners program, which is operated as a non-profit society. The Coalition includes community groups, government and others who are interested in early learning in District 69. OBLT operates Munchkinlands at Qualicum Commons and Family Place as well as Storybook Village.

The Heart-Mind Interest Group emerged from the OBLT Coalition and is dedicated to operationalizing Heart-Mind Principles into the Oceanside Community. Membership is fluid and open.

### **Oceanside Building Learning Together Events:**

Saturday Morning Breakfast Club continues and is growing in popularity (30 families last week). Volunteers to help are needed. Contact Judi Malcolm at OBLT.

Heart-Mind Interest Group meeting will be set. Most recently, Heart/Mind organized a "Conversation Café" pilot to have cross-generational discussion about Heart/Mind ideas focused on emotional and physical security in our community. The conversation went very well. Follow up meeting of the Interest Group to be scheduled.

Early Years Regional Meeting on March 3 will centre on transition to Kindergarten (beyond Pete the Cat event).

### **United Way Proposal:**

United Way Mid-Island presented a proposal to the OBLT Coalition regarding vetting of funding applications. United Way is piloting a different funding process where community partners would make recommendations in their area of expertise regarding funding. They are proposing that OBLT Coalition be the group that recommends proposals for the early years funding.

Considerable discussion ensued and more will have to happen regarding the structure of the group and how to deal with conflicts of interest etc. In general, our response is to go for it.

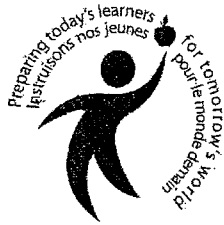
### **Next Meeting:**

March 2, 2017 at noon at Family Place.

SCHOOL DISTRICT 69 (QUALICUM)

STATUS OF ACTION ITEMS

Action Item	Responsibility	Status	Proposed Deadline
<p><b>Establishment of Performance Assessment Committee</b> (June 24, 2014)</p>	<p>Senior Staff</p>	<p>In abeyance pending Ministry of Education's review of assessment, evaluation and reporting</p>	<p>In abeyance</p>
<p><b>Strategic Planning Process</b> (January 24, 2017)</p> <p>THAT the Board of Education of School District 69 (Qualicum) direct the Superintendent to design and carry-out a collaborative community-based strategic planning process to be completed during the 2017-18 school year with the resulting five year plan to be implemented during the 2018-19 school year; and, THAT the District and Schools use the current Enhancing Student Learning Plan model for the 2016-2018 school years and then move into multi-year plans that will be informed by the new strategic plan which would come into play on July 1, 2018</p>	<p>Superintendent</p>	<p>To begin in the 2017-18 school year</p>	<p>July 1, 2018</p>



SD69 QUALICUM

**Ron Amos**  
**Secretary-Treasurer**

## Memo

**Date:** February 28, 2017  
**To:** Board of Education  
**cc:** Rollie Koop, Superintendent  
**From:** Ron Amos, Secretary Treasurer  
**Re:** 2017/18 Budget update

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### Background:

We have now concluded the first of our stakeholder engagement process by way of conversations with Trustees, administrators, MATA, CUPE, DPAC and the public. Attached is a summary of what we have heard that will be considered as we prepare the 2017/18 Annual Budget.

The Provincial Budget announcement last week provided some positive news regarding supporting K-12 education but we will not know the specifics regarding our District funding until March 15.

After the District grants are announced we will continue to have conversations with stakeholders with the intention of bringing a recommended budget to the Board for consideration in April.

**For information only**

# 17/18 Budget Conversations

## WHAT WE HAVE HEARD TO DATE

### TRUSTEES

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Facility review-capacity/needs  
Counselling-adequate levels  
Tech/Trade programming  
In district professional development  
Succession planning  
Green capital initiatives  
Catchment area review  
Operational and Maintenance-needs?  
Mental Health-supports

### MATA

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Continuation of Mentorship Program  
Curriculum Implementation funds  
Smaller class sizes for grade 8/9 cohorts  
Addressing equitability through resources/facilities/tech rooms  
School Based Team support for training/resources  
Specialist Teachers  
Class size goals and facility design (incl. specialty areas)

### DPAC

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French immersion programming  
District programs - SOLE/STREAM/ROAMS/VISSP  
Emergency supplies funding - EPREP  
Textbooks/resources for students

### CUPE/SPRINGHILL

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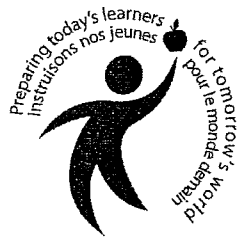
Grounds support  
Trades support  
Restored language implications on space/capacity  
Facility maintenance/tension with tenant needs

### THOUGHT EXCHANGE/PUBLIC

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Educational Assistant time/replacement  
Programming-enrichment/reading support  
Outdoor learning/play spaces  
Improved Technology and infrastructure  
Field repair  
Learning resources  
Grounds and building support  
Indigenous Education support  
Exploratories  
Collaboration opportunities  
Smaller class size  
Social and Emotional learning  
Emergency response supplies





## SCHOOL DISTRICT No. 69 (QUALICUM)

### BOARD POLICY 5020

#### FIELD EXPERIENCES (TRIPS) CO-CURRICULAR AND EXTRA CURRICULAR ACTIVITIES

Page 1 of 1

The Board of Education of School District 69 (Qualicum) supports and encourages schools to plan field experiences for groups of students in order to provide supplemental opportunities which enhance curricular learning and expand on athletic, cultural, musical, linguistic, or other educational endeavours.

The Board of Education further believes that in planning for any learning experience including field experiences, consideration must be given to student safety, curricular relevance and the appropriateness of the activity to the students' educational program. In all cases it is necessary for supervising staff to have the requisite skills and experience necessary to provide safe and appropriate field trip experiences.

The Board assigns each Principal primary responsibility and authority to approve student field experiences, and to ensure that these experiences conform to Board policies and administrative procedures.

The Board assigns the Superintendent or designate responsibility and authority to establish district practices and standards for the conduct of students during field experiences and provide approval for specified trip categories.

The Board retains the right to review and give approval for experiences that are out of province (including the continental United States) and extended off-continent studies (Category 4-5).

#### References

- *Administrative Procedure – Field Experiences (Trips)*
- *Vancouver School Board – Field Studies Resource Book: Guidelines and Policy for Elementary and Secondary Schools*

# SCHOOL DISTRICT No. 69 (QUALICUM)

## ADMINISTRATIVE PROCEDURE

### FIELD EXPERIENCES (TRIPS)

Page 1 of 4

#### Guiding Principles

The Board considers the purpose of field experiences is to enable students to participate in quality off-site learning activities that are:

- An integral part of the educational process
- Closely connected to curriculum and prescribed learning outcomes
- Relevant, effective, affordable and accessible

The Board views field experience to be an outgrowth of a school program that involves a clearly defined class or group, such as: a secondary Leadership Program, a grade 6/7 class, a group of international students, band or athletic team.

The Board believes it is of paramount importance that student field experiences are selected, planned, organized and conducted with consideration and care for:

- The safety and security of all participants
- Risk assessment and mitigation
- Protection of students, staff, volunteers and the school district from liability or harm

Eligibility criteria to participate in field experiences must be established. No eligible student may be denied access to participate in a day field experience held during instructional hours due to financial hardship. A Principal, or Board designate, may exclude a student from the activity if the student does not meet the eligibility criteria.

The Board will provide field experiences free of charge to school-age students resident in the district and enrolled in an educational program at one of its schools where attendance is mandatory and/ or assessment will take place.

The Board may charge fees for the expenses such as transportation, accommodation, meals, entrance fees and equipment rentals for optional supplementary field experiences. Efforts to minimize costs to students/parents should be evident in all field experience planning.

All details of fundraising activities and requirements for the proposed field experience must be communicated clearly to students and parents and agreed upon at the outset of the planning process.

Field experiences should occur as close to the district as is reasonable without compromising the quality of the experience.

All details of proposed field experiences must be clearly communicated to students and parents.

Field experiences should not seriously interfere with the education of neither students who remain at school nor the students who are participating on the field experience.

School sponsored field experiences are considered to be school program activities and as such are subject to both the regulations of the school and to all School District 69 (Qualicum) Board policies and administrative procedures. When other agencies (e.g., Rotary, Government of

# SCHOOL DISTRICT No. 69 (QUALICUM)

## ADMINISTRATIVE PROCEDURE

### FIELD EXPERIENCES (TRIPS)

Page 2 of 4

Canada) contact schools regarding opportunities for students to participate in activities sponsored by their organizations, parents should be made aware that such activities are not school field experiences.

#### **Responsibilities Parent/Guardian Responsibilities**

Parents/Guardians are responsible to determine whether their child may participate in a student field experience. In order to provide informed consent, comprehensive student field experience information that clearly describes the educational benefits and safety risks must be communicated to parents and guardians.

#### **Student Responsibilities**

Students participating in a field experience are responsible to comply with the school rules, Student Code of Conduct, Board policies, fulfill the preparatory requirements and cooperate with all supervisors.

#### **Educator-in-Charge Responsibilities**

The Educator-in-Charge is responsible to:

- Ensure the field experience is appropriately planned, authorized and organized
- Ensure parents have been provided with comprehensive student information that clearly describes the educational benefits and safety risks of the field experience
- Exercise supervision on a full-time basis
- Ensure detailed contact and trip information is left with the school Principal or designate
- Take whatever precautions are necessary to ensure the proper conduct, appropriate behaviour and safety of students.

#### **Field Experience Supervisor Responsibilities**

Supervisors (teachers, volunteers, contracted instructors) are responsible to:

- To provide supervision of students 24 hours per day
- To serve as role models to students and as ambassadors of the school district
- To conduct themselves accordingly, and within the expectations of the Board
- Alcohol or non-prescription drugs are not to be consumed while on, or before, supervising students as supervisors must be capable of reasoned judgment in case of an unexpected emergency at all times during the field experience. This expectation includes international locations where the cultural norms may vary.

#### **Field Experience (Trip) Categories**

The Board expects all Board employees responsible for planning and authorizing field experiences to be knowledgeable of the category definitions for field experiences.

#### **Category 1 - Same Day Field Experiences**

These may last up to a full day. Destinations and activities are determined by learning outcomes; examples of such field experiences are visits to museums, law courts, art galleries, nature parks, etc.

## SCHOOL DISTRICT No. 69 (QUALICUM)

### ADMINISTRATIVE PROCEDURE

#### FIELD EXPERIENCES (TRIPS)

Page 3 of 4

For the purposes of this policy, local neighbourhood excursions that are based on a specific class activity/learning outcome, such as a grade 3 class going to the local park to collect leaves for an art project, or a grade 11 Physical Education class jogging in the local neighbourhood, are not considered field experiences. However, teachers must always ensure that the school Principal is aware of such neighbourhood learning activities when they are occurring and that parent consent has been granted.

#### **Category 2 - Overnight or Outside of the Central Vancouver Island Area Field Experiences**

- Overnight Field Experiences may last for one or more days and take place within the province of British Columbia. Such excursions require an additional level of approval by the Superintendent or designate.
- Outside of Central Vancouver Island Field Experiences require Superintendent or designate approval because of the travel required. Field experiences that extend beyond Central Vancouver Island, even if lasting only for the day, are classified as Category 2.

#### **Category 3 - Higher Risk Outdoor Field Experiences**

These are outdoor education based field experiences that may last up to a full day, or may last for two days or more, and entail a level of risk that is higher than activities in which students are normally engaged in at school.

These would typically be:

- Outdoor Programs where an outdoor setting is important and it becomes the classroom. Examples might include Outdoor Education and Physical Education Activities. Examples could include the Rivers, Mountains and Oceans School (ROAMS) and the Vancouver Island Student Ski Patrol Program (VISSPP).
- Outdoor Pursuits refers to activities related to self-propelled travel on land, water and snow or ice. Examples may include hiking, kayaking and surfing. The definition of outdoor pursuit includes higher risk activities, such as skiing, and extended wilderness travel. Outdoor pursuits are typically of a higher care nature and as such these environments require some more specialized awareness, planning, instruction and leadership. Outdoor pursuit does not include local ice area activities, such as skating, hockey or curling.

#### **Category 4 - Out of Province (Canada and Continental United States)**

These field experiences involve travel outside of British Columbia, but within Canada or the continental United States and last typically for 5-14 days, such as cultural and linguistic exchanges where students travel outside B.C. to be immersed in the language and culture of another area. Examples could include French Immersion Grade 7 student exchange with a Quebec school and an international student trip to Seattle.

#### **Category 5 - Extended Off-Continent Field Experiences**

These comprise travel to foreign countries for the purpose of broadening students' understanding of other cultures and of helping them to see their relationship in the world as a Canadian. Extended Off-Continent Field Experiences include excursions during Spring Break.

## SCHOOL DISTRICT No. 69 (QUALICUM)

### ADMINISTRATIVE PROCEDURE

#### FIELD EXPERIENCES (TRIPS)

Page 4 of 4

#### **Excursions During the Non-Instructional Year (school closure in June to school opening in September)**

Excursions planned for the non-instructional period of the year (typically the months of July and August) will be supported as school-sponsored field experiences provided all requisite field experience policies, guidelines, and approval processes have been followed.

Teachers, or other Board employees, who participate in a supervisory role during non-instructional year excursions do so as volunteers, without salary compensation or the expectation of time in lieu.

Liability insurance coverage under the School Protection Plan does extend to any Board employee or volunteer acting in a supervisory capacity during the non-instructional year provided the excursion is a school-sponsored field experience and all requisite field experience policies have been followed.

#### **Inappropriate Field Experiences**

Field experiences may be deemed to be inappropriate by either the school administrator, or the Board designate.

Inappropriate field experiences are characterized as those that may involve:

- Activities that have inordinate risk for serious injury
- Dangers that cannot be overlooked regardless of their attention to risk and planning (such as supervision ratios, equipment, instruction and supervisors/ instructors experience and training)
- Age or developmentally inappropriate for activities for students, individually or as a group
- Inordinate expense or excessive absence from school
- Travel to areas where Foreign Affairs Canada has published a travel advisory
- Compliance issues with the policies and procedures of the Board

#### **References**

- *Board Policy 5020 – Field Experiences (Trips)*
- *Vancouver School Board – Field Studies Resource Book: Guidelines and Policy for Elementary and Secondary Schools*