



## REGULAR BOARD MEETING AGENDA

TUESDAY, FEBRUARY 26, 2019

7:00 PM

THE FORUM

PARKSVILLE CIVIC & TECHNOLOGY CENTRE

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**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 22, 2018 p 1-8
- b. Ratification of In Camera Board Meeting Minutes: January 15, 2018 p 9
- c. Ratification of Special In Camera Board Meeting Minutes: January 15, 2018 p 10
- d. Receipt of Ministry News
  - Students making outstanding contributions to their communities to be recognized p 11-12
  - French Immersion Celebration Week marks 50 years of French Immersion in B.C. p 13-16
  - Students supported by new school mental health resources p 17-19
  - Bringing the Great Bear Rainforest to the classroom p 20
  - Making life better for people at the heart of throne speech p 21-22
- e. Receipt of Reports from Board Representatives to Outside Organizations
  - Indigenous Education Services Committee – Trustee Godfrey p 23
  - Early Learning & Child Care of Oceanside (ELCCO) – Trustee Austin p 24
  - RDN Recreation Commission – Trustee Young p 25
- f. Final approval for International Student Program field trip to Banff from May 4 to 7, 2019 p 26-32
- g. Final approval for Ballenas Secondary student trip to the Smithsonian Institute, Washington, DC, in late June/early July 2019 (*actual date as yet to be confirmed*) p 33-37
- h. Final approval for Ballenas Secondary Student trip to the Kennedy Spaceflight Center in Florida in late June/early July 2019 (*actual date as yet to be confirmed*) p 38-42
- i. Receipt of Status of Action Items – February 2019 p 43

*Recommendation:*

**THAT** the Board of Education of School District No. 69 (Qualicum) approve the consent agenda items of the Regular Board Meeting of February 26, 2019, as presented (*or, as amended*).

**5. DELEGATIONS/PRESENTATIONS (10 MINUTES)**

- a. **Ballenas Secondary Students – International Space Station Project** (*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**

**a. Updated/Renamed Board/Authority Authorized Courses (Gillian Wilson) p 44**

*Recommendation:*

**THAT** the Board of Education of School District 69 (Qualicum) approve the following Board/Authority Authorized Courses as amended, updated and/or renamed:

- i. Astronomy 11
- ii. Coaching and Leadership 11
- iii. Leadership 11
- iv. Leadership 12
- v. Post-Secondary Preparation 12
- vi. Psychology 11
- vii. Psychology 12
- viii. Sociology 12
- ix. Sport Specific Physical Education 11C: Basketball
- x. Sport Specific Physical Education 11E: Football
- xi. Sport Specific Physical Education 11B: Racquet Sports
- xii. Sport Specific Physical Education 11F: Volleyball
- xiii. Sport Specific Physical Education 11D: Soccer
- xiv. Student Mentoring 11
- xv. Writing Strategies 11

**13. INFORMATION ITEMS**

- a. Educational Programs Update**
- b. Education Planning Update**

(Gillian Wilson)

(Keven Elder)

**14. CORRESPONDENCE ATTACHED**

- 
15. **BOARD POLICY/ADMINISTRATIVE PROCEDURE** (Trustee Young)
- a. **Board Bylaw 3: Meetings of the Board of Education** p 45-51  
*Recommendation:*  
**THAT** the Board of Education of School District 69 (Qualicum) approve first reading to adopt the revisions to Board Bylaw 3: *Meetings of the Board of Education* at its Regular Board Meeting of February 26, 2019.
- b. **Board Policy 5056: Acceptable Use of Technology** p 52-57  
*Recommendation:*  
**THAT** the Board of Education of School District 69 (Qualicum) approve first reading to adopt the revisions to Board Policy 5056: *Acceptable Use of Technology* and its attendant Administrative Procedure at its Regular Board Meeting of February 26, 2019.
- c. **Rescinding of Policies** p 58-59  
*Recommendation:*  
**THAT** the Board of Education of School District 69 (Qualicum) rescind the following Board policies which are now embedded into Board Policy 5010: *Communicating Student Learning* and its attendant Administrative Procedure:
- 5050: *Secondary School Student Evaluation*
  - 5094: *Alternate Education Programs*
16. **TRUSTEE ITEMS**
17. **NEW OR UNFINISHED BUSINESS**
18. **PUBLIC QUESTION PERIOD**
19. **ADJOURNMENT**



**REGULAR BOARD MEETING MINUTES**

TUESDAY, JANUARY 22, 2019

7:00 PM

THE FORUM

PARKSVILLE CIVIC & TECHNOLOGY CENTRE

**ATTENDEES**

**Trustees**

Julie Austin	Acting Chairperson
Laura Godfrey	Trustee
Barry Kurland	Trustee
Elaine Young	Trustee

**Administration**

Keven Elder	Interim Superintendent of Schools
Ron Amos	Secretary Treasurer
Gillian Wilson	Assistant Superintendent of Schools
Chris Dempster	General Manager of Operations
Sheila Morrison	Principal, Errington Elementary School Qualicum District Principals/Vice Principals' Association
Karin Hergt	Executive Assistant (Recording Secretary)

**Education Partners**

Mount Arrowsmith Teachers' Association (MATA)  
District Parent Advisory Council (DPAC)

**1. CALL TO ORDER**

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

**2. ACKNOWLEDGEMENT OF TRADITIONAL TERRITORY**

Acting Chair Austin 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 then welcomed all audience members, including Scott Saywell, SD68 (Nanaimo) Superintendent of Schools.

**3. ADOPTION OF THE AGENDA**

**19-01R**

*Moved:* Trustee Kurland      *Seconded:* Trustee Young

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

CARRIED UNANIMOUSLY

**4. APPROVAL OF THE CONSENT AGENDA**

- a. Approval of Regular Board Meeting Minutes: December 18, 2018
- b. Ratification of In Camera Board Meeting Minutes: December 11, 2018
- c. Receipt of Ministry News
  - Education funding model review focuses on more equitable services for students
  - Post-secondary students to get 24/7 mental health support
  - Premier launches second annual awards to recognize excellence in education
- g. Receipt of Reports from Board Representatives to Outside Organizations
  - Early Learning and Child Care Council – Trustee Austin
  - Oceanside Building Learning Together Coalition – Trustee Godfrey
- h. Receipt of Status of Action Items – January 2019

**19-02R***Moved:* Trustee Kurland*Seconded:* Trustee Godfrey

**THAT** the Board of Education of School District No. 69 (Qualicum) approve the consent agenda items of the Regular Board Meeting of January 22, 2019, as presented.

CARRIED UNANIMOUSLY

**5. DELEGATIONS AND PRESENTATIONS****a. Student Presentation**

Madame Preston, teacher at École Oceanside Elementary School provided an overview of Junior Achievement BC which brings educational experiences that focus on financial literacy, work readiness and entrepreneurship to youth.

Three students who participated in the program then provided the background to the creation of the products they then sold and shared how the process provided them with learning opportunities, life lessons as well as identifying potential future career paths.

**6. BUSINESS ARISING FROM THE MINUTES****a. Board's Beliefs Related to Capital and Long Range Facilities Planning**

Dr. Elder reviewed issues he had identified for the Board's consideration for capital and long-range facility planning, suggesting that some of the matters might be more pressing while others could be considered a decade or so down the road, if ever.

The Board requested that the final document also contain an eleventh item to include the creation/upgrading of facilities to utilize modern sustainable technology, be economically viable, modern and environmentally friendly.

**19-03R***Moved:* Trustee Austin*Seconded:* Trustee Kurland

**THAT** the Board of Education of School District No. 69 (Qualicum) accept the Interim Superintendent's memo (as amended) regarding the Board's beliefs related to Capital and Long Range Facilities Planning and discuss the options presented at a date to be determined in the near future.

CARRIED UNANIMOUSLY

**7. TRUSTEE HIGHLIGHTS****Trustee Young**

- Enjoyed attending the PAC meetings at École Oceanside Elementary and Arrowview Elementary Schools.
- Attended the French Advisory Committee Meeting the prior evening where attendees were introduced to some grade 12 graduation options for 2019/20. At this time the French Immersion enrolment looks somewhat positive for next year.
- The Canadian Parents for French Vancouver Island Regional Conference will be held in Parksville on February 1-2, 2019 at the Tigh-Na-Mara Resort.

**Trustee Kurland**

- Attended Bowser Elementary School with Trustee Godfrey to view the school's outdoor Tulnuw lelum Cultural Learning Space

**Trustee Austin**

- Highlighted the number of outdoor education programs available in the district, specifically the participation of students in the Global ROAMS, Vancouver Island Ski Patrol and PASS Outdoor Education programs on a trip to Mount Cain.

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

No Report

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

No Report

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

Andrea Button, DPAC President, reported on the following:

- DPAC is planning a conference to be held sometime in February and provide information to parents on the dangers of vaping and to support high schools in banning vaping.

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

None

**12. ACTION ITEMS****a. 2019-2023 District Strategic Plan - FINAL**

Interim Superintendent Elder acknowledged everyone involved in building the next iteration of the District's Strategic Plan, from students to senior management. A pamphlet containing the information in the plan is being created for distribution to the school community.

**19-04R**

*Moved:* Trustee Godfrey *Seconded:* Trustee Young

**THAT** the Board of Education of School District 69 (Qualicum) accept and adopt the final draft of the School District 69 Strategic Plan 2019 to 2023 as presented to the Board on January 22, 2019.

CARRIED UNANIMOUSLY

**b. Provincial Funding Model Review Update**

Dr. Elder referred to the memo in the package in terms of the 22 recommendations for a change in the funding model and noted that potential implementation will be in fall of 2020/2021. This will allow for a year of review of the recommendations and the motion before the Board was to suggest to Trustees stay close to the processes that unfold over the next year, factor them into future planning and ensure the Board is involved in those future conversations.

**19-05R**

*Moved:* Trustee Young      *Seconded:* Trustee Godfrey

**THAT** the Board of Education of School District 69 (Qualicum) direct the Secretary-Treasurer and Superintendent to monitor and, as possible, engage in the processes established by the Ministry of Education that are intended to ensure clarity in regard to possible implementation of the provincial funding model for the 2020/21 school year.

CARRIED UNANIMOUSLY

**c. 2019/2020 Budget Planning & Development**

Secretary Treasurer Amos presented a proposed schedule for the compiling of information and input towards the development of the Annual Operating Budget as drafted with assistance from Trustees Austin and Godfrey. The schedule is subject to change pending any future scheduling conflicts.

**19-06R**

*Moved:* Trustee Young      *Seconded:* Trustee Kurland

**THAT** the Board of Education of School District 69 (Qualicum) approve the 2019/20 Budget Planning & Development process as presented, with the process to be reviewed after completion of the budget cycle.

CARRIED UNANIMOUSLY

**d. Board/Authority Authorized Course – The Art of Gender 12**

Assistant Superintendent Wilson provided some background to the creation of the Art of Gender 12 course which is about the history of gender and the influence and impact genders have on history. The course was created by a CEAP teacher and provides for blended learning opportunities for all high school students in the District.

**19-07R**

*Moved:* Trustee Young      *Seconded:* Trustee Godfrey

**THAT** the Board of Education of School District 69 (Qualicum) approve the Board/Authority Authorized Course: *The Art of Gender 12*.

CARRIED UNANIMOUSLY

**e. Amended Annual Budget Bylaw 2018/19**

Secretary Treasurer Amos presented the amended annual budget and highlighted the changes to revenue and expenses since approval of the preliminary budget.

**19-08R**

*Moved:* Trustee Godfrey      *Seconded:* Trustee Kurland

**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 2018/19 fiscal year at its Regular Board Meeting of January 22, 2019.

CARRIED UNANIMOUSLY

**19-09R**

*Moved:* Trustee Kurland      *Seconded:* Trustee Young  
**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 \$57,010,198 for the 2018/19 fiscal year.  
CARRIED UNANIMOUSLY

**19-10R**

*Moved:* Trustee Godfrey      *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 \$57,010,198 for the 2018/19 fiscal year.  
CARRIED UNANIMOUSLY

**19-11R**

*Moved:* Trustee Young      *Seconded:* Trustee Godfrey  
**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 \$57,010,198 for the 2018/19 fiscal year.  
CARRIED UNANIMOUSLY

**f. Board Committee Considerations**

Interim Superintendent Elder reviewed his memo in the agenda package which emerged out of discussions with trustees and the opportunity for new boards to be provided with descriptions of difference governance structures. The information was presented for the Board consideration in terms of statutory and government requirements and also provided some options for implementation.

**19-12R**

*Moved:* Trustee Godfrey      *Seconded:* Trustee Kurland  
**THAT** the Board of Education of School District 69 (Qualicum) receive the *Options for Board Committee Structures* report as submitted by the Interim Superintendent on January 22, 2019.  
CARRIED UNANIMOUSLY

**19-13R**

*Moved:* Trustee Godfrey      *Seconded:* Trustee Kurland  
**THAT** the Board of Education of School District 69 (Qualicum) implement the option of creating a Board Standing Education Committee of the Whole as described, with the first meeting of that committee to be held at a date to be determined, and the model to be reviewed within a year.  
CARRIED UNANIMOUSLY

**19-14R**

*Moved:* Trustee Young      *Seconded:* Trustee Kurland  
**THAT** the Board of Education of School District 69 (Qualicum) appoint a Trustee as the Chair of the Board's Education Committee of the Whole.  
CARRIED UNANIMOUSLY

Dr. Elder suggested that a Chair of the Education Committee of the Whole would be involved in the preparation of the agenda with the Assistant Superintendent. Ms. Wilson will meet with all interested Trustees to plan the first meeting and the first order of business at the first meeting would be to elect a Chair.



### 13. INFORMATION ITEMS

#### a. Educational Programs Update

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

- Registration is open for Kindergarten 2019/20.
- French Immersion sibling registration began last week and opened to the general public on January 21st.
- Projected 2019/20 enrolments have been provide to school administrators for use in planning for space and staffing.
- The focus of the French Advisory Committee this week is to support French Immersion students to become more aware of themselves as bilingual citizens and, with input from students, identify opportunities outside of the school environment for students to practice conversational French.
- 3 French Immersion Social Studies 11 Courses will be offered next year as part of the redesigned curriculum and registration is open to students in grades 10-12. Staff will monitor student interest in the courses.
- A District Technology Meeting was held on January 21<sup>st</sup>. Discussion has moved from wiring and servers to implementation and provision of technology in the classrooms as well as professional learning opportunities for teachers so they are better able to support students with technology.
- Acknowledged the work of Jennifer Lunny, who creates and emails *Tech Tuesday* computer tips to district staff.
- The Information Technology Department is considering the best ways in which to support students bringing their own devices to school and ensuring the system is compatible with the number of devices.
- Communicating student learning will be sent home later this week. She complimented teachers on the use of portfolios which are active and ongoing, and allow parents/guardians to monitor students' progress throughout the year.
- Referred to the media attention gained for an experiment created by five district students, which will be tested in space. She acknowledge the work of Vicki Swan (wife of Carl Savage, the students' science teacher) who created the media plan to highlight the young scientists and their experiment.
- Enrolment projections at this time look to be the same as in the current year; however, that could change.

#### b. Graduation Rates Update

Assistant Superintendent Wilson provided an update on published Ministry six-year completion rates for the District. She also presented the District's interpretation of those rates given local context and comparisons and then outlined what is occurring for those students identified as 'non-graduating'. Some moved out of the area, some were ISP students who have returned home, a few others are not enrolled but connected to community supports, while others are in the process of completing their graduation requirements outside of the six-year window as defined by the Ministry.

Ms. Wilson acknowledged that there were some gaps identified in transition planning for students who only have one or two courses to complete and staff are working to improve those connections.

**c. Education Planning Update**

Interim Superintendent Elder referred to the Assistant Superintendent's presentation, adding that he has been in on these conversations for two to three decades and appreciated the sophistication of the analysis of the data. He hasn't seen one before that has been that clear and coherent and moving beyond the data to provide insight to what is really behind the numbers. It was a story about a team of people trying to keep each person connected.

Dr. Elder then reminded the Board that the enrolment audit at three of the District's secondary schools would begin on Monday January 28<sup>th</sup> and he is confident in the outcome.

**d. Second Quarterly Financial Report 2018/19**

Secretary Treasurer Amos presented the Second Quarterly for information, noting that 40% of the educational year and 50% of the calendar year is done.

**e. DRAFT Local School Calendar 2019-20 and 2020/21**

Assistant Superintendent Wilson presented a proposed draft of the 2019/20 and 2020/21 local school calendars, noting that staff is still in conversation with the local union on dates as well as consideration of a multi-year calendar. Consideration is also being given to a four-day week for False Bay School on Lasqueti Island. There are some legislative requirements for timing of calendar conversations and obtaining feedback from parents. Conversation will continue with the local teachers' union around professional development days and consideration of contractual obligations under the collective agreement. The calendar will then go through the public consultation process and be presented to the Board for approval at its March Board Meeting.

**14. CORRESPONDENCE ATTACHED**

- a. Letter from Board to Minister of Education re: Use of FSA Data
- b. SD69 Letter of Support to the Early Learning & Child Care Council

**15. BYLAW/POLICY/ADMINISTRATIVE PROCEDURE**

- a. Rescinding of Policies

**19-15R**

*Moved:* Trustee Young

*Seconded:* Trustee Godfrey

**THAT** the Board of Education of School District 69 (Qualicum) rescind the following Board policies which are now embedded into Board Policy 8005: *Student Health – Common Medical Conditions* and its attendant Administrative Procedure:

- 8006: *Request for Administration of Medication*
- 8008: *Anaphylaxis*

CARRIED UNANIMOUSLY

**16. TRUSTEE ITEMS**

- a. **Proposed Change to Start Time of Regular Board Meeting**

Trustee Godfrey advised that trustees have been considering a change to the start of the Regular Board Meetings to 6:00 p.m. instead of 7:00 p.m. as she is aware of the lateness of the hour and aware of the length of the day for senior staff.

The topic was referred to the Board Policy Committee for consideration of a revision to Board Bylaw 3: *Meetings of the Board of Education*.

**17. NEW OR UNFINISHED BUSINESS**

None

**18. PUBLIC QUESTION PERIOD**

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

- Budget Process Schedule - revision from individual to group stakeholder participation, public question period at the stakeholder meetings.
- Potential for assumptions regarding event on dates as yet to be determined on the proposed calendar as they may not fall within the month currently indicated on the draft calendars.
- Availability of graduation data for French Immersion students.

**19. ADJOURNMENT**

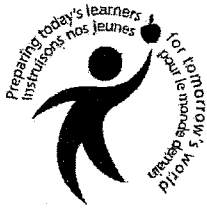
Trustee Godfrey moved to adjourn the meeting at 9:17 p.m.

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CHAIRPERSON

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SECRETARY TREASURER



SCHOOL DISTRICT No. 69 (QUALICUM)

**IN-CAMERA MEETING**

**SECTION 72 REPORT**  
**January 15, 2019**

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**ATTENDEES:**

**Trustees**

Eve Flynn	Chairperson
Julie Austin	Vice Chairperson
Elaine Young	Trustee
Laura Godfrey	Trustee

**Administration**

Keven Elder	Interim Superintendent of Schools
Ron Amos	Secretary Treasurer
Brenda Paul	Director of Human Resources
Karin Hergt	Executive Assistant (Recording Secretary)

The Board of Education discussed the following matters:

- Labour Relations
- Legal

No motions were presented for approval at this meeting.

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Chairperson

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Secretary Treasurer



SCHOOL DISTRICT No. 69 (QUALICUM)  
**SPECIAL IN-CAMERA MEETING**

SECTION 72 REPORT  
January 15, 2019

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**ATTENDEES:**

**Trustees**

Eve Flynn	Chairperson
Julie Austin	Vice Chairperson
Elaine Young	Trustee
Laura Godfrey	Trustee
Barry Kurland	Trustee

**Administration**

Ron Amos	Secretary Treasurer
Brenda Paul	Director of Human Resources

The Board of Education discussed the following matter:

- Personnel

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

- Personnel

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Chairperson

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Secretary Treasurer



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## NEWS RELEASE

For Immediate Release  
2019AEST0005-000068  
Jan. 24, 2019

Ministry of Advanced Education, Skills and Training  
Lieutenant Governor of British Columbia

### **Students making outstanding contributions to their communities to be recognized**

VICTORIA – Eligibility for a post-secondary student award has been expanded and will recognize outstanding contributions in support of inclusion, democracy or reconciliation, on or off campus.

The Lieutenant Governor’s Medal now includes students in diploma and degree programs. Previously, the award was exclusive to students in vocational and career programs of less than two years and focused on academic excellence and community service.

“It is important to acknowledge the exceptional contributions of students attending our universities, colleges and other post-secondary institutions,” said Janet Austin, Lieutenant Governor of British Columbia. “Students are helping to create a more welcoming and supportive environment, standing up for those who are more vulnerable and advancing reconciliation with Indigenous peoples.”

A new youth advisory group to the lieutenant governor is also being formed. The expectation is that the group will meet quarterly and advise the lieutenant governor on youth issues, including post-secondary education matters.

“Education is transformative, and students are rising to the challenge,” said Melanie Mark, Minister of Advanced Education, Skills and Training. “I’m so proud that students are stepping up to the plate to be agents of change and are pushing the envelope both on campus and in our communities. This is an opportunity to celebrate the advocacy and leadership for those who are helping to build the best B.C.”

One of the roles of the lieutenant governor is to profile excellence and promote the history, culture and achievements of all British Columbians. One way is to recognize the accomplishments of British Columbians through award programs that carry the name of the lieutenant governor.

The three award criteria for the Lieutenant Governor’s Medal are:

- **Diversity and inclusion:** This award recognizes students who have promoted diversity and inclusion. Students must demonstrate strong collaboration and unifying efforts, through the promotion and display of tolerance and respect for others.
- **Democracy and citizenship:** This award recognizes students who have strengthened democracy through civic engagement or the advancement of human rights. Students must demonstrate recognition of the fundamental rights and dignity of all persons at a local, national or global level.
- **Reconciliation:** In 2015, the Truth and Reconciliation Commission of Canada urgently called on Canadians to take action to transform society by establishing a renewed

relationship with Indigenous peoples. This award recognizes students who have answered this call to reconciliation and are undertaking efforts to heal their communities.

Nominees are chosen by the public post-secondary institution they attend. The medal is presented by the lieutenant governor, when possible, at either spring or fall convocation, with up to 25 students a year receiving the award.

**Quick Facts:**

- British Columbia has 25 public post-secondary institutions: 11 universities, 11 colleges and three institutes.
- There are approximately 427,000 students in the public post-secondary system in British Columbia.
- The Lieutenant Governor's Medal was established in 1979.
- Janet Austin is the 30th and current lieutenant governor of British Columbia, having served since April 24, 2018. She is the third woman to serve as B.C.'s viceroy.
- Melanie Mark is British Columbia's first female First Nations MLA and cabinet minister.

**Learn More:**

To learn more about the awards, visit: <https://studentaidbc.ca/explore/grants-scholarships/lieutenant-governors-medal>

**Contacts:**

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Training  
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## NEWS RELEASE

For Immediate Release  
2019EDUC0013-000147  
Feb. 4, 2019

Ministry of Education

**French Immersion Celebration Week marks 50 years of French immersion in B.C.**  
(disponible en français en bas de page)

VICTORIA – Students will join in French immersion celebration week events from Feb. 4-10, 2019, marking 50 years of the education program helping students in B.C. to become bilingual.

“As we celebrate 50 years of French immersion in the province, let’s reflect upon how incredibly positive it is that so many B.C. families see the benefits of bilingualism, and that French immersion is growing tremendously in popularity,” said Rob Fleming, Minister of Education. “This week is a great chance to shine a bright light on the educators and school staff who are creating innovative French language programs that empower kids throughout British Columbia.”

Learning French can connect kids to Franco Canadian culture and enriches travel experiences to countries where French is spoken. Studies show bilingualism has a positive impact on children’s intellectual development, giving them a better aptitude for learning new concepts, problem solving and multi-tasking. Being bilingual also opens more job opportunities.

“With the growing popularity of French Immersion, it becomes even more important to have programs and services available in the province for people who speak French,” said Adrian Dix, Minister Responsible for Francophone Affairs in B.C. “It is very gratifying to me to know that French language and culture in our Province are strong and continue to flourish in large part because of our French Immersion students, teachers and families.”

“We want to thank all the parents and educators who have given so many hours over the years to promoting and supporting bilingualism in communities all around the province,” said Glyn Lewis, executive director of the Canadian Parents for French – B.C. & Yukon. “Thanks in large part to their efforts, hundreds of thousands of young British Columbians have been enriched over the years by learning our official languages. What an incredible milestone to celebrate!”

Students, teachers and families throughout the province will participate in French-inspired events organized by the Canadian Parents for French. Many schools will host events, and some are open to the public, including:

- a 50 years of French Immersion celebration on Tuesday, Feb. 5 at Pitt River Middle school in Coquitlam;
- the Carnaval d’hiver in Nelson on Friday, Feb. 8, where students will have a visit from Bonhomme and an outdoor fire;
- the Maple Man event in Saanich on Jan. 24 and Feb. 25, where 800 elementary school students will learn about the sugar shacks of Quebec; and
- a French movie night on Friday, Feb. 8 at the Kitimat Community Theatre.



**Quick Facts:**

- French immersion classes in B.C. started in the 1968-69 school year at Alderson Elementary in Coquitlam with a group of 32 kindergarten students. Now, 53,995 students attend French immersion classes, which is about 9.5% of the B.C. public school population. British Columbia has experienced an increase of 23% more French immersion students in the last 10 years.
- To meet the growing demand for French language teachers, the Ministry of Education is leading several initiatives to attract more French educators to British Columbia, including:
  - Adding 74 teacher education seats at post-secondary institutions, with 37 student teachers doing their practicum in classrooms this year.
  - International partnerships that have meant 17 teachers from France have been certified to work in B.C., and an additional 31 applications from France and Belgium are awaiting evaluation for certification.
  - Scholarship awards of \$3,000 each for prospective teachers from France who want to work in B.C.
  - Bursaries of up to \$1,600 to students enrolled in French teacher education programs in B.C., with funding from the Government of Canada.

**Learn More:**

Find out events taking place in each community:

<https://bc-yk.cpf.ca/activities/french-immersion-celebration-week/>

**Contacts:**

Government Communications and Public  
Engagement  
Ministry of Education  
250 356-5963

Kim Emerson  
Intergovernmental Relations Secretariat  
778 698-1847

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## COMMUNIQUÉ DE PRESSE

Pour diffusion immédiate  
2019EDUC0013-000147  
4 février 2019

Ministère de l'Éducation

### **La Semaine de célébration de l'immersion en français marque le 50e anniversaire du programme d'immersion en français en Colombie-Britannique**

VICTORIA – Du 4 au 10 février, de nombreuses activités organisées dans le cadre de la Semaine de célébration de l'immersion en français permettront aux élèves de Colombie-Britannique de fêter le 50e anniversaire d'un programme éducatif qui les aide à maîtriser une autre langue.

« Alors que nous célébrons 50 ans d'immersion en français dans la province, prenons le temps de souligner à quel point il est réjouissant de constater qu'il y ait autant de familles en Colombie-Britannique qui comprennent les avantages du bilinguisme et que l'immersion en français soit de plus en plus populaire », note Rob Fleming, ministre de l'Éducation. « Cette semaine est une excellente occasion de souligner le travail des équipes pédagogiques et du personnel scolaire qui élaborent des programmes novateurs en français afin de donner aux jeunes des quatre coins de la Colombie-Britannique des moyens supplémentaires pour réussir. »

L'apprentissage du français offre aux enfants la possibilité de découvrir la culture franco-canadienne et de vivre des expériences plus enrichissantes encore lorsqu'ils voyagent dans les pays francophones. Des études révèlent que le bilinguisme a un impact positif sur le développement intellectuel de l'enfant en améliorant sa capacité d'apprentissage pour intégrer de nouveaux concepts, de résolution des problèmes et de fonctionnement multitâche. Par ailleurs, le bilinguisme ouvre bien plus de portes sur le plan professionnel.

« Vu la popularité grandissante de l'immersion en français, la disponibilité en Colombie-Britannique de programmes et services pour les francophones prend encore plus d'importance », fait observer Adrian Dix, ministre responsable des Affaires francophones en Colombie-Britannique. « Je constate avec grand plaisir que la langue et la culture françaises dans la province sont bien vivantes et en plein essor, grâce, notamment, aux enseignants et aux élèves du programme d'immersion en français et à leurs familles. »

« Nous tenons à remercier tous les parents et les équipes pédagogiques qui ont consacré d'innombrables heures, année après année, à promouvoir et à soutenir le bilinguisme au sein des collectivités partout dans la province », déclare Glyn Lewis, directeur général de Canadian Parents for French – C.-B. et Yukon. « C'est en grande partie grâce à leurs efforts au fil des ans que des centaines de milliers de jeunes de la Colombie-Britannique se sont ouverts à de nouveaux horizons en apprenant nos deux langues officielles. Tant d'années de progrès à célébrer! »

Les élèves, les équipes pédagogiques et les familles de toute la province participeront à des rencontres d'inspiration française organisées par Canadian Parents for French (CPF). De nombreuses écoles organiseront des manifestations, dont certaines sont ouvertes au public, et

notamment :

- Le 5 février, 50 ans d'immersion en français à l'École Pitt River de Coquitlam.
- Le 8 février, Carnaval d'hiver à Nelson, visite du Bonhomme Carnaval et feu en plein air.
- Le 24 janvier et le 25 février à Saanich, un événement spécial, « Maple Man » : pour faire découvrir les cabanes à sucre québécoises à 800 élèves du primaire.
- Le 8 février, soirée cinéma français au théâtre communautaire de Kitimat.

#### Faits saillants :

- Les premiers cours d'immersion en français en Colombie-Britannique sont donnés à un groupe de 32 élèves de la maternelle à l'École Alderson de Coquitlam pendant l'année scolaire 1968-1969. Aujourd'hui, 53 995 élèves suivent des cours d'immersion en français, soit environ 9,5 % des élèves du réseau d'écoles publiques de la Colombie-Britannique. Leur nombre a augmenté de 23 % au cours des dix dernières années.
- Pour répondre à l'augmentation de la demande, le ministère de l'Éducation mène plusieurs initiatives pour attirer les enseignants du français en Colombie-Britannique :
  - Ajout de 74 places pour les étudiants en enseignement dans les établissements postsecondaires, avec 37 étudiants qui effectuent un stage en classe cette année.
  - Partenariats internationaux, grâce auxquels 17 enseignants du français venant de France ont été brevetés pour travailler en Colombie-Britannique, alors que 31 autres venant de France ou de Belgique attendent l'évaluation de leur candidature.
  - Bourses d'études de 3 000 dollars chacune pour les enseignants de France souhaitant éventuellement travailler en Colombie-Britannique.
  - Bourses d'un montant pouvant aller jusqu'à 1 600 dollars pour les étudiants inscrits à un programme de formation des enseignants en français, grâce à un financement du gouvernement fédéral.

#### En savoir plus

Découvrez l'ensemble des activités organisées dans chaque collectivité :

<https://bc-yk.cpf.ca/activities/french-immersion-celebration-week/>

#### Renseignements additionnels:

Communications du gouvernement et  
Engagement public  
Ministère de l'Éducation  
250 356-5963

Kim Emerson  
Secrétariat aux affaires intergouvernementales  
778 698-1847

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Branchez-vous sur la Colombie-Britannique: [news.gov.bc.ca/connect](https://news.gov.bc.ca/connect) (en anglais seulement)



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## NEWS RELEASE

For Immediate Release  
2019EDUC0013-000149  
Feb. 4, 2019

Ministry of Education  
Ministry of Mental Health and Addictions  
Ministry of Children and Family Development

### **Students supported by new school mental health resources**

VANCOUVER – B.C. students will benefit from a \$3-million investment that will support new school-based mental health programs focused on prevention, wellness promotion and early intervention.

The funding will include grants for all 60 school districts and independent schools for staff training sessions, parent information nights, the development of new resource materials for educators, families and community organizations, as well as student workshops. It will also go toward enhancing existing mental wellness programs for students, parents and educators, assist with launching new ones and professional development opportunities provincewide.

“With access to new mental health programs in schools, students will get the help they need when they need it,” said Rob Fleming, Minister of Education. “This is essential as we all work together to strengthen mental health and addictions care in British Columbia. Educators, students and parents are clear that we need to help schools better identify early warning signs and provide ongoing support to youth with mental health issues.”

The new supports are part of government’s ongoing work to build a seamless and co-ordinated mental health and addictions system of care in B.C., including a strong focus on children and youth, as well as prevention and early intervention. B.C.’s mental health and addictions strategy will be announced later in 2019.

“Today’s students face social and emotional challenges that are becoming more and more complex all the time,” said Judy Darcy, Minister of Mental Health and Addictions. “When we address these issues early, students will be able to not just survive, but thrive – and they will benefit for years to come. I am so proud to work with the Ministry of Education to promote positive mental health and wellness. Together we are making life better for B.C.’s kids.”

To further increase supports for young people, the Ministry of Children and Family Development, in collaboration with Anxiety Canada, has created new grades K-7 anxiety prevention workshops and classroom resources for B.C. educators as part of EASE (Everyday Anxiety Strategies for Educators). EASE workshops launched Jan. 25, 2019, and will run through May. They are provided at no cost to B.C. teachers, school counsellors and other educators and will be available in two developmental levels, grades K-3 and 4-7. The workshops will support educators to integrate EASE anxiety prevention strategies into their everyday classroom routines.

“We know that many children experience anxiety. It impacts their lives at home and school,” said Katrine Conroy, Minister of Children and Family Development. “EASE resources are

designed to help teachers give kids easy-to-use tools, such as recognizing anxiety in their bodies, breathing as a calming strategy and focusing on the present as a way to challenge worry. Providing this support is the first step in helping kids build life-long coping skills.”

Fleming and Darcy made the funding announcement at the second annual Ministry of Education school community mental health conference in Vancouver, which is being held Feb. 4-5. This year’s conference brings together more than 500 representatives of B.C. public, independent and First Nations schools, police, health authorities, and child and youth mental health workers, who are focused on improving mental health and addictions services for all B.C. students.

Student mental health and substance use are key focuses of Erase (Expect Respect and a Safe Education), the Province’s safe school strategy that is being expanded to also focus on gang prevention, social media and online safety, and support students of all sexual orientations and gender identities. Throughout the school year, new Erase resources and services are being launched for students, parents and educators. These include a new Erase website and an improved online student safety reporting tool, giving students the opportunity to anonymously reach out to an adult for help in their district.

#### **Quotes from 2018 conference participants:**

##### **Nadia Alikashani, slam poet, first-year student at Emily Carr University of Art + Design –**

“As a student who has always had a difficult time learning in the ways elementary and high schools tend to teach, it made me really excited to hear the Ministry of Education is continuing to think of how to broaden a learning approach to be able to support the many students who also may not learn in conventional ways. It was great to be in a room full of individuals who have the power and want to create better spaces of support and learning for students, and to ensure their physical and mental safety. I had a great time sharing my poetry, along with my friend Donna, to a group who was keen to hear about the mental health of a couple of high schoolers.”

##### **Cindy Andrew, healthy schools lead, School District 62 (Sooke) –**

“I was privileged to participate in last year’s conference as both a presenter (with the Canadian Institute for Substance Use Research) and participant (a member of the Sooke School District team). This important provincial gathering provided those rare opportunities for researchers, policy makers, school leaders and practitioners, and partner organizations to learn from one another, identify some shared joint priorities and, in many cases, affirm the collective efforts to address and promote mental health and well-being in school districts across B.C.”

#### **Learn More:**

For more information on Erase services and resources for students, parents and teachers, visit: [www.erase.gov.bc.ca](http://www.erase.gov.bc.ca)

Everyday Anxiety Strategies for Educators (EASE):  
<https://www2.gov.bc.ca/gov/content/health/managing-your-health/mental-health-substance-use/child-teen-mental-health/ease>

A backgrounder follows.



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## BACKGROUND

For Immediate Release  
2019EDUC0013-000149  
Feb. 4, 2019

Ministry of Education  
Ministry of Mental Health and Addictions  
Ministry of Children and Family Development

### **Facts about mental health services and supports**

- The federal government has provided \$262 million to the B.C. Ministry of Mental Health and Addictions over five years.
- To ensure young people have quick access to the services and supports they need, the Ministry of Mental Health and Addictions has expanded the network of Foundry Youth Centres to seven communities around B.C., offering young people aged 12 to 24 years health and wellness resources, services and supports – online and through integrated service centres.
- With four additional Foundry centres on the way, youth and their families will continue to have access to the quality resources and services they need to support them along their healing journey.
  - The seven active centres are in Victoria, Campbell River, Abbotsford, Kelowna, North Shore, Prince George and Vancouver (Granville).
  - The four new centres will be in Ridge Meadows (Maple Ridge/Pitt Meadows), Penticton, Richmond and Terrace.
- The No. 1 determinant of student mental health is school connectedness, higher than family connection.
- Mental well-being is a key area of the new provincial Physical and Health Education curriculum.
- Approximately 84,000 school-aged children (one in eight students) experience one or more mental-health disorders at any given time. Only one-third receives the specialized treatment they need.
- More than 140 more teacher psychologists and counsellors were hired throughout the province since March 2017.
- The completion rate for students with mental illness/behaviour designations in 2016-17 was 55.7%, which was 28.3% below the provincial rate.
- 40% of students with mental health issues also struggle with substance use.

### **Contacts:**

Ministry of Education  
Government Communications and Public  
Engagement  
250 356-5963

Ministry of Mental Health and Addictions  
Government Communications and Public  
Engagement  
250 208-8438

Ministry of Children and Family Development  
Government Communications and Public  
Engagement  
250 356-1553



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## NEWS RELEASE

For Immediate Release  
2019FLNR0018-000210  
Feb. 11, 2019

Ministry of Forests, Lands, Natural Resource Operations  
and Rural Development  
Ministry of Education

### **Bringing the Great Bear Rainforest to the classroom**

VICTORIA – A new educational resource will help B.C. students discover the Great Bear Rainforest, one of the most unique and treasured areas in British Columbia.

A website sponsored by the Great Bear Rainforest Education and Awareness Trust will help students in grades 7 to 9 explore the rich biodiversity of the area.

“This new resource will help B.C. students learn about a global treasure right in their own backyard,” said Doug Donaldson, Minister of Forests, Lands, Natural Resource Operations and Rural Development. “We are all stewards with a responsibility to protect our forests and learning about that responsibility in the classroom is key.”

Through teacher-guided activity plans with clear objectives, students can learn through inquiry and research about everything from the white spirit bears in the 64,000 square-kilometre area, to the 26 First Nations communities who live in the region, to whales, birds, salmon and the importance of environmental stewardship.

“Today’s middle school students now have an opportunity to learn about a precious area in our province, and how their generation can learn valuable lessons about why it is so important to protect it for generations to come,” said Rob Fleming, Minister of Education.

The website and curriculum resources are designed to employ an exploratory approach, based on an inquiry model of learning through a variety of learning projects, including video, images, text and interactive media to allow for a personalized learning experience for students.

The activity plans and backgrounders on the Great Bear Rainforest website align with four subject areas within B.C.’s grade 7-9 curriculum: art education, English language arts, science and social studies.

Stretching for more than 400 kilometres along the coast of British Columbia, the Great Bear Rainforest is sometimes called the Amazon of the North. The vast, sodden land encompasses 1,000-year-old cedars, waterfalls, granite dark waters and glacial-cut fjords.

Under the Great Bear Rainforest land use order, 85% of the forests are protected, with the remaining 15% providing economic opportunities and jobs for local First Nations and communities.

#### **Learn More:**

Visit the Great Bear Rainforest educational website at: <https://greatbearrainforesttrust.org>



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## NEWS RELEASE

For Immediate Release  
2019PREM0022-000213  
Feb. 12, 2019

Office of the Premier

### **Making life better for people at the heart of throne speech**

Punjabi, and simplified and traditional Chinese translations are included in this release  
(disponible en français en bas de page)

VICTORIA – The speech from the throne presents a clear path forward for a government that is working to make life better for people.

“People deserve the opportunity to build a good life in the communities they call home, with housing and child care they can afford, quality public services, like health care and education, good jobs and a better future,” said Premier John Horgan. “For years, choices were made for the few at the top, while life became more difficult for everyone else. Our government is making different choices and working to build a better B.C. for everyone.”

Government is putting people first and making progress on the shared priorities outlined in the Confidence and Supply Agreement, negotiated with the BC Green Party caucus.

To help people struggling to make ends meet, government is making life more affordable by eliminating Medical Services Plan premiums starting Jan. 1, 2020. To help the 22 million passengers who travel on BC Ferries each year, government is freezing ferry fares on major routes and maintaining its discounts on minor and northern routes for the second consecutive year.

To help more families find an affordable home in their community, government will address the recommendations of the Rental Housing Task Force, deliver more efficient project approvals and keep building housing for people. More than 17,000 homes are underway, including homes for students, Indigenous communities, women and children leaving domestic violence and affordable rentals for middle-income families.

Tens of thousands of families are already enjoying the benefits of B.C.’s affordable child care program. To make sure more affordable child care is available to more families, government will set out to create new legislation that gives universal access to quality, affordable child care the force of law.

As the Phase 1 review of BC Hydro nears completion, government will take steps to protect ratepayers and ensure proper oversight as the corporation provides affordable, clean and reliable power for generations to come. And government is undertaking the most significant reforms to car insurance in a generation, after the old government ignored the worsening situation at ICBC – leaving the Crown corporation with losses of more than \$2 billion in the last two years. Government will continue to consider further measures to make sure that ICBC can deliver high-quality public auto insurance coverage at the lowest possible cost.

To help people save money and crack down on unscrupulous business practices, government



will set new rules for live-event ticket sales, take action on unfair payday loan practices, provide greater transparency in cellphone billing and advocate for more affordable options.

To reduce climate pollution and create jobs and opportunities for people, government has released its CleanBC plan, which will reduce emissions and create an innovative, low-carbon economy. Government will bring forward measures for the implementation of CleanBC in Budget 2019.

From action to protect wild salmon, renewal of B.C.'s coastal forest sector, innovation in agriculture and liquefied natural gas, government is strengthening B.C.'s traditional industries and making sure they are working for people.

"We're encouraging economic growth across sectors by investing in people and the infrastructure and services communities need. It's part of delivering the strong, sustainable economy B.C. needs, now and into the future," Premier Horgan said.

Building on the work that is underway to share gaming revenues, forge stronger partnerships and make sure First Nations are full participants in decisions affecting their rights and lands, B.C. will become the first province in Canada to legislate implementation of the UN Declaration on the Rights of Indigenous Peoples.

To make sure people can continue to enjoy B.C.'s natural spaces and celebrate the province's rich history and culture, government will designate new Class A parks, modernize the Royal BC Museum and establish a Chinese Canadian museum to honour the community's contributions to the province.

"Making life better for people starts with the choices we make every day. Our government's affordability initiatives have put more money back in people's pockets. We are on the path to better health care for patients, quality care for seniors, better schools for our kids, more opportunities for young people, and good jobs with good wages in every region.

"Today and every day, our government is going to keep working hard to make life better for people," Premier Horgan said.

To read the news release in Punjabi,  
visit: [https://news.gov.bc.ca/files/throne\\_speech\\_2019\\_punjabi.pdf](https://news.gov.bc.ca/files/throne_speech_2019_punjabi.pdf)

To read the news release in traditional Chinese,  
visit: [https://news.gov.bc.ca/files/throne\\_speech\\_2019\\_traditional\\_chinese.pdf](https://news.gov.bc.ca/files/throne_speech_2019_traditional_chinese.pdf)

To read the news release in simplified Chinese,  
visit: [https://news.gov.bc.ca/files/throne\\_speech\\_2019\\_simplified\\_chinese.pdf](https://news.gov.bc.ca/files/throne_speech_2019_simplified_chinese.pdf)

**Contact:**

Jen Holmwood  
Deputy Communications Director  
Office of the Premier  
250 818-4881



SD69:QUALICUM

## Board Committee and Trustee Representative Report

Trustee Representative: Laura Godfrey  
Committee Name: Indigenous Education Advisory Committee  
Meeting Location: Room 8, Winchelsea Place  
Meeting Time: 10:00 a.m.

### Committee Report:

#### Human Rights Special Program Application:

The School District is required to submit an application every 5 years, with letters of support from interested parties. MATA has provided its letter of support and staff are anticipating receiving one from CUPE 3570 as well as the Qualicum and Nanoose First Nations Band offices.

#### Enrolment Audit on January 28, 2019:

Ballenas, PASS/Woodwinds and Kwalikum Secondary Schools are the sites being audited. The audit team will review delivery of services, monthly reports and enrolment for our Aboriginal learners.

#### Staff Report:

Semester changeover this week.

Bold Eagle discussed with information session coming up. Great opportunity for our youth  
<https://www.canada.ca/en/army/services/bold-eagle.html>.

#### Other:

A parent was curious as to when the planning process would take place for the next *First Nations, Metis, and Inuit Enhancement Agreement* as they appreciated the process used in preceding years. The District Principal of Indigenous Education was encouraged to follow a similar process to draft the next Enhancement Agreement.

#### Next meeting:

February 25, 2019

Respectfully submitted by Laura Godfrey, Trustee



## Board and Trustee Representative Committee Report

Trustee Representative: Julie Austin  
Committee Name: ELCCO-Early Learning & Childcare Council in Oceanside (formerly ECCO)  
Meeting Location: Qualicum Commons, Qualicum  
Meeting Time: Feb 5, 2019 1:30 pm

In attendance: John Horn, Social Planner, City of Nanaimo; Perry Perry, CFUW; Bill Preston; Julie Austin, SD69 Board; Eva Hillborn, CFUW; Judi Malcolm, OBLT; Linda Doukakis, PacificCARE CCRR  
Regrets: Carol, Julian, Clarke, Stuart, Bob

### Discussed:

**John** explained that the final application was sent in to the Ministry last Thursday Jan 31 2019, with the RDN approval that was received on January 22 2019. Turn around time is expected fairly quickly, possibly within this month. Once the funds are confirmed, will create an executive body, hire a consultant, collect data analysis,. Ideally have this plan to Government by September 2019 so that we can be sure to be included in the next year's budget.

**Skype** call with Sharon Gregson, Coalition of Child Care Advocates of BC

- will review our application and give feedback;
- will send a video about child care centre modulars that are being created; UBC Architect, Peter Turje. Modulars are more expensive but easy to put up and interchangeable depending on the program need;

Program started in 2011. Goal is to strengthen the public sector, welcome all existing Providers. Addresses vulnerable population: infant/toddlers under 36months old; non-standard hours of care; addresses the EDI results

Include: needs assessment, principles, stated vision, goals, create a task force

Discussion that child care will shift from MCFD to the Ministry of Education soon

**Review** the name ECCO: New name decided on: ELCCO Early Learning & Child Care of Oceanside



## Board and Trustee Representative Committee Report

SD69 QUALICUM

**Trustee Representative:** R. Elaine Young  
**Committee Name:** RDN District 69 Recreation Commission  
**Meeting Location:** Oceanside Place  
**Meeting Time:** February 21 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). Note that this report is written before the minutes are produced and so rely on memory.

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

Oceanside Generals Junior B Society

**Orientation:**

- Power point regarding the purpose and bylaws of the Advisory Commission
- Discussion regarding the Advisory nature of the commission

**Invited Presentations:**

- Physical Literacy and Play Oceanside Initiative
  - Goal is to improve Physical Literacy and Physical Activity.
  - School District 69 will be involved

**Grants**

Youth Recreation Grants recommended to Bowser Elementary School, Arrowsmith Community Recreation Association (ACRA), Mid Island Distance Youth Running Club, Errington War Memorial Hall Association, Oceanside Arts Council, Ravensong Aquatic Club, Errington Elementary School

Community Recreation Grants recommended to Errington Elementary School, Forward House Community Society, Bow Horn Community Club, Qualicum Beach Weavers and Spinners Guild, Parksville Golden Oldies Sports Association, Oceanside Building Learning Together Society, Town of Qualicum Beach, Bowser Tennis Club, ACRA, Parksville Curling Club, Canadian Paraplegic Association

**Parks Report Reviewed**

**New Business:**

- Delegates selected for the BC Parks and Rec. Assoc Symposium – May 1-3
- Considerable passionate discussion re: RDN's motion to defer re: the recommendations from our Advisory Committee (Ballenas Track Upgrades, Ravensong Pool Expansion, Multi-plex feasibility).

A final Motion passed with the intent to have the RDN Board look again at accepting the advice of this Advisory Committee. (This would mean that there would be no need for further study...)

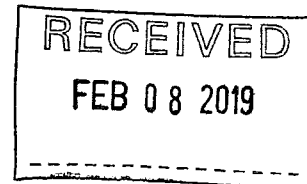
**Next Meeting – April 18 at 2:00 Oceanside Place – Meetings are open to the public**



Qualicum  
SCHOOL DISTRICT

# International Student Program

School District No. 69 (Qualicum) Ross Pepper, District Principal Email [rpepper@sd69.bc.ca](mailto:rpepper@sd69.bc.ca) [www.schoolincanada.ca](http://www.schoolincanada.ca)



January 31, 2019

Board of Education – School District # 69 (Qualicum)

This letter will stand as my final approval for the field trip to Rocky Mountains planned by myself and Jenny Atkinson, Activities Coordinator of the International Student Program.

The trip to the Rocky Mountains is planned for May 4, 2019 to May 7, 2019 with 50 students, 4 chaperones and 2 DC Student Tour Guides.

We would ask that the board grant final approval for this trip.

Respectfully,

Ross Pepper  
District Principal

cc: Rollie Koop  
Lori Marshall  
Rudy Terpstra

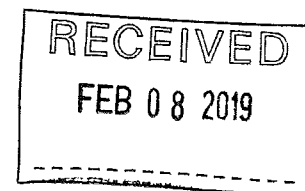
RP/bb



Qualicum  
SCHOOL DISTRICT

# International Student Program

School District No. 69 (Qualicum) Ross Pepper, District Principal Email [rpepper@sd69.bc.ca](mailto:rpepper@sd69.bc.ca) [www.schoolincanada.ca](http://www.schoolincanada.ca)



January 31, 2019

Board of Education – School District #69 (Qualicum)

Re: Rockies Field Trip, May 4 to 7, 2019

Planning for this trip is well underway. Students must make a full payment of \$625.00 before March 1, 2019. The cost includes the fee charged by Destination Tours as well as costs associated with transporting the students to the ferry and the cost of the ferry.

The goals and objectives of this trip are:

1. Educational sightseeing via Revelstoke, Banff and Valemont. Historical sites will be visited along the way.
2. Providing an activity for International Students.
3. Engage in spring recreational activities.

Respectfully,

Ross Pepper  
District Principal

Cc: Gillian Wilson

RP/bb



Definition: Excursions of this type require an additional level of approval by not only the Principal, but also by the Board of Education. These field experiences involve travel outside of British Columbia, where students can be immersed in the language and culture of another area (e.g.: cultural and linguistic exchanges, music competitions, etc.)

APPROVAL CHECKLIST (Check if answer is yes)

- Have you referred to the Field Experiences Resource Book for additional policy information and risk-assessment guidelines?
- Has the field experiences excursion been organized in compliance with School District 69 (Qualicum) Board of Education policies, particularly Policy 5020 Field Experiences (Trips) and Field Experiences (Trips) Resource Book?
- Have you ensured that appropriate supervision ratios have been met (See Field Experiences Resource Book - Supervision Ratios)
- Plan to ensure appropriate level of supervision and support for students based on gender/gender identity attached
- Does the Parent Consent Form include appropriate detail, including: reference to a developed safety plan, reference to student behavior expectations, details of the activities to be undertaken during the excursion.

- Educator-in-charge to forward following information to School Principal for review and approval:
  - Form SD69-FE04B Request for Final Approval of Category 4 Field Experiences
  - Cover letter from Educator-in-charge outlining objectives, follow-up activities, presentation(s)
  - Parent Information Letter
  - Schedule/Itinerary
  - Class List - provided prior to departure
  - Third Party Waiver (if applicable)
  - Service Provider Proposal, Agreement and/or Contract
  - FORM SD69-08: Volunteer Driver Application and Approval form (if applicable) N/A
  - FORM SD69-FE09 Field Experience Transportation Record (if applicable) N/A
  - FORM SD69-FE14 Category 3 and/or Category 4 Field Experience Educator-in-charge Checklist N/A
  - FORM SD69-FE15 Category 3 and/or Category 4 Field Experience Educator-in-charge Planning form N/A

RECEIVED  
FEB 08 2019

- In addition to above information, Educator-in-charge MUST have on file:
  - ✓ /SP • FORM SD69-FE05: Parent/Guardian Consent and Acknowledgement of Risk form
  - ✓ • FORM SD69-FE06 - Student Behaviour Expectations Contract
  - ✓ /SP • FORM SD69-FE07: Category 4 Field Experience Parent/Guardian Consent for Student Travelling without Parent

- Principal to forward copy of following information to District Office for review and Board of Education approval:
  - Cover letter from Educator-in-charge
  - Letter of Support from Principal requesting Final Approval from Board of Education
  - FORM SD69-FE04B Request for Final Approval of Category 4 Field Experiences
  - Parent Information Letter
  - Schedule/Itinerary
  - Third Party Waiver (if applicable)
  - Service Provider Proposal, Agreement and/or Contract

**SCHOOL NAME:** QUALICUM INTERNATIONAL STUDENT PROGRAM

**Educator-in-Charge:** Ross Pepper

**Destination:** Revelstoke, Banff, Valemount - Rockies Tour

**Departure Date:** Saturday May 4, 2019      **Return Date:** Tuesday May 7, 2019

**Area of Study:**      **Grades:** 9-12

**Educational Purpose of Trip:** Educational sightseeing, International Student activity

**Total No. of Students:** 50      **Total Cost:** 31844.00

**Cost per Student:** 625      **Built-in Cost per Teacher:** 2460      **Cost to Teacher (if any):** 0.00

**Excursion Details (Itinerary attached):**  Yes     No (If no, please explain below)

see attached

Plan to ensure appropriate level of supervision and support for students based on gender/gender identity.

Indicate if supervisors will be teachers, volunteers or other:

teachers, sd69 exempt staff, DC Student Tour Guides

Category 4 Out of Province Field Experience - Final Approval

<b>Educator-in-Charge (please print):</b> Ross Pepper	<b>Date (day/month/year):</b> February 1, 2019	<b>Educator-in-Charge signature:</b> 
<b>Principal Name (please print):</b> Ross Pepper	<b>Date (day/month/year):</b> February 1, 2019	<b>Signature indicating final approval:</b> 
<b>Board of Education or designate (please print):</b>	<b>Date (day/month/year):</b>	<b>Signature indicating final approval:</b>

District Office distributes as follows: Original: District Office; Copy 1: School Office; Copy 2: Educator-in-charge



## 2018/2019 TOUR PROPOSALS

For: Qualicum International School District #69, Jenny Atkinson

Updated: October 16, 2018

### ROCKY MOUNTAIN CLASSIC 4-DAY TOUR

**Date:** May 4 - 7, 2019

**Transportation:** A 56-seater coach

**Price:** The net non-commissionable price per person is **\$560.00** including GST. This is based on a minimum of 40 paying students and 2 complimentary chaperones

**Deadline to book:** April 4, 2019

*\*\*Please note that this price is based a minimum of 40 paying passengers. If you do not reach the minimum number by the booking deadline then we will need to open the tour to other school districts or cancel the departure.*

#### **Price Includes:**

- 3 nights hotel accommodation based on quad occupancy for students (4 people per room sharing 2 beds) with chaperones in double rooms.
- Transportation
- Experienced, friendly and fun Tour Guide and Assistant Tour Guide
- Complimentary chaperones (1 per 15 paying students)
- Three breakfasts and 1 BBQ dinner
- Cowboy Ranch experience
- Campfire with marshmallow roast (subject to the weather condition)
- Enroute entertainment, games and prizes
- Discounts on optional activities
- All taxes

#### **Optional activities:**

- Banff Gondola – Adult (16+) \$58.00 / Child (6-15) \$30.00
- Banff Hot Springs – Adult \$8.30 / Youth \$6.30

#### **Sample Itinerary:**

##### **Day 1: Horseshoe Bay to Revelstoke**

- Meet your DC Student Adventure Tour Guide at Horseshoe Bay Ferry Terminal at 10:10 am





- Depart North Vancouver. The fun begins! Your friendly Canadian Tour Guide will start off the tour with introductions and games. Hear interesting facts about Vancouver as you make your way out of the city and into the mountains!
- Stop in Hope for lunch (own expense)
- Sightseeing through the Fraser and Okanagan Valleys with a stop at Craigallachie – the last spike of the Canadian Pacific Railway
- Check into your overnight accommodations in Revelstoke with free time for dinner or enjoy the hotel pool & hot tub.

#### **Day 2: Revelstoke to Banff**

- Breakfast included
- 8:00 am – Depart for Lake Louise with a stop at Rogers Pass
- Stop at the Natural Bridge in Yoho National Park and visit the Emerald Lake
- Visit the Iconic Lake
- Drive to Banff and enjoy a city tour with sights such as Banff Spring Hotel, Bow Falls, the Hoodoos, Surprise Corner and the famous Banff Avenue
- Check into your hotel early evening
- Free time on Banff Avenue with time for dinner (own expense)
- 9:00 pm – Meet your guide to walk back to the hotel as a group. Optional games with your guide this evening

#### **Day 3: Banff to Valemount, BC**

- Breakfast in the hotel
- Travel the Icefields Parkway and enjoy a number of sights
- Visit Peyto Lake (weather permitting & seasonal)
- Tour through the Columbia Icefields and option take part in the world renowned SnoCoach tour (additional cost)
- Stop in the town of Jasper
- Check in to your hotel in Valemount
- Enjoy a cowboy ranch experience and BBQ dinner (included)

#### **Day 4: Valemount to Vancouver**

- Breakfast in the hotel
- Depart Valemount
- Option to go on a River Safari Bear Tour in Blue River this morning
- Visit Spahats Falls
- Lunch stop in Clearwater (own expense)
- Return to Horseshoe Bay at approximately 6:30pm for your 7:00 pm ferry

#### **PAYMENT AND CANCELLATION POLICIES**

**INITIAL DEPOSIT:** An initial deposit of 20% is due at the time of confirming the booking with the balance due 30 days prior



**SCHOOL PAYMENT DUE:** 30 days prior

**ROOMING LIST DUE:** 30 Days Prior for Overnight Tours or name list due 14 days for Day Tours along with Waiver Forms

**CANCELLATION POLICY:** The \$300 deposit per person is non refundable. Full refund less the \$300 deposit fee and any non-refundable deposit paid to the suppliers will be given for cancellations up to 31 days prior. **No refunds will be given after 30 days for overnight trips, and 14 days for day trips**

**REFUND POLICY:** All deposits are **non refundable**. If you cancel 30 or more days prior to your departure date, you can transfer your deposit to a new person or receive a full refund less your deposit amount. **Within 30 days departure, no refunds will be given.**

**UNUSED TOUR SERVICES:** No refunds or exchanges are made for unused tour services.

**METHOD OF PAYMENT:** Discover Canada Tours accepts cash, checks, or credit card.

**CREDIT CARDS:** The trip participant's verbal authorization of the use of their credit card indicates compliance with the policies outlined on this contract and confirms their reservation whether or not they have actually signed the appropriate draft. All credit card payments will be processed in Canadian funds.

**INCIDENTAL CHARGES:** Trip participants are responsible for all incidental hotel charges.

**INCIDENTAL & DAMAGE CHARGES:** Trip participants are responsible for all incidental hotel and/or damage charges (bus, hotel, facilities, etc.), however in the event there are outstanding charges then the organization or group organizer will be responsible **to pay any outstanding charges.**

**INJURIES:** The Discover Canada Tour guide must be notified of all injuries. If required, the guide(s) will assist the emergency personnel. If the injury requires hospitalization, an ambulance will be called to transport to a local hospital. If possible, the guide(s) will arrange to have the coach pick up from the hospital on the way home. If a longer stay is required at the hospital, they will generally ask to have an adult stay behind with the injured person. The guide(s) will assist to arrange hotel accommodation and transport home



(if required). However, the individual is responsible for all expenses that may be incurred due to the injury.

**LIABILITY:**

The trip participants acknowledge that Discover Canada Tours (DCT) acts as an intermediary and agent Of various suppliers. DCT agrees to use its best efforts to ensure that all arrangements contracted for are provided by its suppliers. DCT shall not be liable for any delay, inconvenience, loss of employment, upset, disappointment, distress or frustration, whether physical or mental, damage, loss, claim, cost or expense arising out of personal injury, accident or death, loss, damage or delay of baggage or other property, or otherwise, resulting from: the act, omission or negligence of DCT or its suppliers, affiliates, agents, employees or any other person; 1) acts of god, sickness, theft, labor disputes, mechanical breakdown, government actions, weather, or any other cause beyond the direct control of DCT or its suppliers.

**TRAVEL INSURANCE:**

For tours involving air flights, we strongly suggest you purchase travel insurance to cover 100% of your Discover Canada tour cost.

**RIGHT TO REFUSE:**

Discover Canada Tours reserves the right, upon reasonable grounds, to refuse any passenger. Any part of the tour service.

**WAIVER FORM/INFORMED CONSENT:** All student participants must sign an informed consent form (provided by Discover Canada Tours) and DCT will require a copy of these prior to departure in order to participate. All adults attending will be required to sign our waiver prior to the trip.

\_\_\_\_\_  
Date:  
DC Students Adventures

\_\_\_\_\_  
Date:  
Qualicum International School District

**\*\* By signing this I am agreeing to the above policies, payment deadlines and prices**



## ÉCOLE SECONDAIRE BALLENAS SECONDARY SCHOOL

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

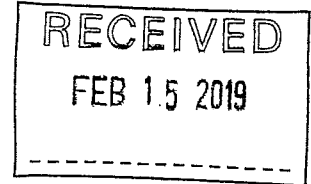
*Rudy Terpstra*  
Principal

*Lesley LaCouvee*  
Vice-Principal

*Trish Cathrine*  
Vice-Principal

February 13, 2019

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 field experience trips to the Smithsonian Institution in Washington DC as part of the Student Spaceflight Experiments Program – International Space Station. The five students have a project that is going to the International Space Station. The dates are still to be determined, but they will happen in late June or early July 2019.

Students will be travelling with Mr. Savage. Please see attached itinerary.

We would ask that the Board grant final approval this trip.

Respectfully submitted,

Rudy Terpstra, Principal  
Ecole Secondaire Ballenas Secondary School



## ÉCOLE SECONDAIRE BALLENAS SECONDARY SCHOOL

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Parksville, BC V9P 2H4  
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*Rudy Terpstra*  
Principal

*Lesley LaCouvee*  
Vice-Principal

*Trish Cathrine*  
Vice-Principal

---

February 13, 2019

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 as the teacher for the Ballenas Secondary School field trip to the Smithsonian Institution in Washington DC as part of the Student Spaceflight Experiments Program – International Space Station (SSEP). The five students involved have an experiment that is going to the International Space Station and they will be presenting their results at the conference put on by the SSEP at the Smithsonian Institution. The dates are still to be determined, but they will happen in late June or early July 2019 and I will be travelling with the students for this trip. Please see attached itinerary.

On behalf of the students I would ask that the Board grant final approval this once in a life time experience for these students.

Respectfully submitted,

Carl Savage  
Ecole Secondaire Ballenas Secondary School



FORM SD69-FE04B

Category 4 Field Experience - REQUEST FOR FINAL APPROVAL

Out of Province but within Canada and/or Continental USA or Off-Continent

Definition: Excursions of this type require an additional level of approval by not only the Principal, but also by the Board of Education. These field experiences involve travel outside of British Columbia, where students can be immersed in the language and culture of another area (e.g.: cultural and linguistic exchanges, music competitions, etc.)

APPROVAL CHECKLIST (Check if answer is yes)

- Have you referred to the Field Experiences Resource Book for additional policy information and risk-assessment guidelines?
- Has the field experiences excursion been organized in compliance with School District 69 (Qualicum) Board of Education policies, particularly Policy 5020 Field Experiences (Trips) and Field Experiences (Trips) Resource Book?
- Have you ensured that appropriate supervision ratios have been met (See Field Experiences Resource Book - Supervision Ratios)
- Plan to ensure appropriate level of supervision and support for students based on gender/gender identity attached
- Does the Parent Consent Form include appropriate detail, including: reference to a developed safety plan, reference to student behavior expectations, details of the activities to be undertaken during the excursion.
- Educator-in-charge to forward following information to School Principal for review and approval:
  - Form SD69-FE04B Request for Final Approval of Category 4 Field Experiences
  - Cover letter from Educator-in-charge outlining objectives, follow-up activities, presentation(s)
  - Parent Information Letter
  - Schedule/Itinerary
  - Class List
  - Third Party Waiver (if applicable)
  - Service Provider Proposal, Agreement and/or Contract
  - FORM SD69-08: Volunteer Driver Application and Approval form (if applicable)
  - FORM SD69-FE09 Field Experience Transportation Record (if applicable)
  - FORM SD69-FE14 Category 3 and/or Category 4 Field Experience Educator-in-charge Checklist
  - FORM SD69-FE15 Category 3 and/or Category 4 Field Experience Educator-in-charge Planning form
- In addition to above information, Educator-in-charge MUST have on file:
  - FORM SD69-FE05: Parent/Guardian Consent and Acknowledgement of Risk form
  - FORM SD69- FE06 – Student Behaviour Expectations Contract
  - FORM SD69-FE07: Category 4 Field Experience Parent/Guardian Consent for Student Travelling without Parent
- Principal to forward copy of following information to District Office for review and Board of Education approval:
  - Cover letter from Educator-in-charge
  - Letter of Support from Principal requesting Final Approval from Board of Education
  - FORM SD69-FE04B Request for Final Approval of Category 4 Field Experiences
  - Parent Information Letter
  - Schedule/itinerary
  - Third Party Waiver (if applicable)
  - Service Provider Proposal, Agreement and/or Contract

RECEIVED  
FEB 15 2019

SCHOOL NAME: BALLENAS SECONDARY SCHOOL

Educator-in-Charge: Carl Savage

Destination: Washington DC

Departure Date: TBA (June or July 2019) 3 to 4 days      Return Date: TBA (June or July 2019)

Area of Study: STEM      Grades: 11-12

Educational Purpose of Trip: Present findings from their International Space Station to SSEP conference

Total No. of Students: 5      Total Cost: EST \$6000.00

Cost per Student: EST \$1200.00      Built-in Cost per Teacher: EST \$1200.00      Cost to Teacher (if any): Unknown at this time

Excursion Details (itinerary attached):  Yes     No ( If no, please explain below)

Plan to ensure appropriate level of supervision and support for students based on gender/gender identity.  
Indicate if supervisors will be teachers, volunteers or other:  
All supervisors will be teachers with a ratio of 1 teacher for every 5 students

Category 4 Out of Province Field Experience – Final Approval

Educator-in-Charge (please print): Carl Savage	Date (day/month/year): Feb 1 2019	Educator-in-Charge signature: 
Principal Name (please print): Rudy Teupstra	Date (day/month/year): 13/09/2019	Signature indicating final approval: 
Board of Education or designate (please print):	Date (day/month/year):	Signature indicating final approval:

District Office distributes as follows: Original: District Office; Copy 1: School Office; Copy 2: Educator-in-charge

**Introduction:**

You are receiving this email because your child has selected to be part of the Ballenas Student Spaceflight Experiments (SSEP) Experimental Team. This team is a group of five students and myself, Carl Savage, that are designing, building and testing an experiment that will be launched from the Kennedy Spaceflight Centre in Florida in June of this school year aboard a Space X rocket. The results of their experiment will be presented at a science conference at the Smithsonian Institution in Washington D.C.

**Travel:**

As of February, 2019 the dates have not been finalized for the two events due to the government shutdown in the United States. However, I can give you a general outline:

**Kennedy Spaceflight Center Orlando Florida**

Mid-June to Early July of 2019

- Day 1 (Two days before launch): Leave Nanaimo Airport for Orlando Florida.
- Day 2 (One day before launch): Meet with SSEP and NASA about launch protocols and safety.
- Day 3 (Day of launch): Launch and poster presentation to the general public and NASA employees.
- Day 4 (Extra day in case the launch is postponed): If launch is postponed launch and poster presentation to the general public and NASA employees: tour Spaceflight Center.
- Day 5 Fly to Nanaimo

**Smithsonian Institution Washington DC**

End of June to the Middle of July

- Day 1: Leave Nanaimo Airport for Washington D.C., sightseeing if time permits
- Day 2: First day of conference, sightseeing if time permits
- Day 3: Second day of conference, sightseeing if time permits
- Day 4: Sightseeing if time permits, return flight to Nanaimo

The total cost for the two trips per student is to be determined, but will include a deposit of \$1000.00 to hold a spot. We will be using a seven passenger minivan for transportation while in Florida, in Washington we will be using public transport. Total estimated cost for the trips are: Florida - \$1200.00 per student Washington - \$1000.00 per student.

There will be an information night in late April or early May to review the final itinerary and the final payment will be due on that date. Note that the students will be fund raising to help decrease the cost of the trip, therefore the cost of the trip may be less than the cost given in this letter. You will be informed by email as to the date of the information night.

The following are included in the fees:

- Ground transport while in the United States
- Hotel
- All entrance fees
- Breakfast, lunch and dinner
- Trip insurance

The following is not included in the fees:

- Ground transport in Canada
- Items of a personal nature
- Any charges by the airline for excess, oversize or overweight baggage
- Checked baggage
- Student personal spending money

**Student Expectations:**

The students on this trip will be representatives of Ballenas Secondary School, School District 69, and the Student Spaceflight Experiment Program. As such they are expected to follow the rules that govern them while at school, 24 hours a day, for the duration of the trip. Any infraction of these rules will result in disciplinary actions which may include returning to Parksville at parental expense.

From the "Field Experiences (Trip) Resource Book"

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

**Potential Risks:**

During the launch safety precautions have been taken by the organizer of the event, the National Aeronautics and Space Administration and SpaceX. There will be safety briefings and restricted areas that the students will be expected to abide by. At the conference all students are expected to abide by the rules set out by the Student Spaceflight Experiments Program.

**Emergency plan:**

In the event of a medical emergency we have located medical centres in/or near locations that we will be at. At Kennedy Spaceflight Center and the Smithsonian Institution there will be First Aid attendants. Victor Kamel is our primary First Aid attendant and has his Standard First Aid certification.

In the event of an emergency I will have my personal cellphone with me at all times. The cell phone number is 1-250-240-9425 and is **for emergency use only**. If you need to contact your child on an **urgent matter** you can contact me through my school email address at [csavage@sd69.bc.ca](mailto:csavage@sd69.bc.ca)

Please note that there will be limited access to email through the hotel Wi-Fi and workstations. If your child plans to bring a personal cell phone, please be aware that roaming charges will apply and are the responsibility of the cell phone owner. The school, School District or Board of Education are not responsible for student cell phone/data charges.

**What you need to do:**

- Your child will be bringing home a set of forms for you to fill out. It is critical that you read over the forms and provide the most current information about your son/daughter.
- Ensure that their Passport is up to date and that if they need a VISA to enter the USA that this is done as soon as possible.
- Attend the information session that will be held in late April or the beginning of May, date to be announced.
- If your child requires medication please ensure that they have it in a marked prescription bottle or packaging.
- Ensure that your child packs one carry-on bag and a small day use backpack. Oversize baggage fees are not covered by the field trip fees and are the sole responsibility of the student.





## ÉCOLE SECONDAIRE BALLENAS SECONDARY SCHOOL

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

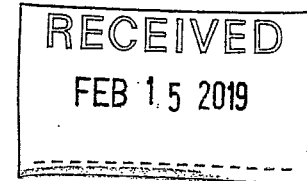
*Rudy Terpstra*  
Principal

*Lesley LaCouvee*  
Vice-Principal

*Trish Cathrine*  
Vice-Principal

February 13, 2019

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 field experience trips to the Kennedy Spaceflight Center in Florida as part of the Student Spaceflight Experiments Program – International Space Station. The five students have a project that is going to the International Space Station. The dates are still to be determined, but they will happen in late June or early July 2019.

Students will be travelling with Mr. Savage. Please see attached itinerary.

We would ask that the Board grant final approval this trip.

Respectfully submitted,

Rudy Terpstra, Principal  
Ecole Secondaire Ballenas Secondary School



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Vice-Principal

---

February 13, 2019

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 as the teacher for the Ballenas Secondary School field trip to the Kennedy Spaceflight Centre as part of the Student Spaceflight Experiments Program (SSEP) – International Space Station (ISS). The five students involved have an experiment that is going to the ISS and they will be at the Spaceflight Centre as part of their experiment's deployment. The dates are still to be determined, but they will happen in late June or early July 2019 and I will be travelling with the students for this trip. Please see attached itinerary.

On behalf of the students I would ask that the Board grant final approval this once in a life time experience for these students.

Respectfully submitted,

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École Secondaire Ballenas Secondary School



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APPROVAL CHECKLIST (Check if answer is yes)

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- Has the field experiences excursion been organized in compliance with School District 69 (Qualicum) Board of Education policies, particularly Policy 5020 Field Experiences (Trips) and Field Experiences (Trips) Resource Book?
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  - Cover letter from Educator-in-charge outlining objectives, follow-up activities, presentation(s)
  - Parent Information Letter
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  - Service Provider Proposal, Agreement and/or Contract

RECEIVED  
FEB 15 2019

SCHOOL NAME: BALLENAS SECONDARY SCHOOL

Educator-in-Charge: Carl Savage

Destination: Kennedy Spaceflight Center, Florida

Departure Date: TBA (June or July 2019) 3 to 4 days      Return Date: TBA (June or July 2019)

Area of Study: STEM      Grades: 11-12

Educational Purpose of Trip: Launch of experiment package to the International Space Station

Total No. of Students: 5      Total Cost: EST \$7000.00

Cost per Student: EST \$1400.00      Built-in Cost per Teacher: EST \$1400.00      Cost to Teacher (if any): Unknown at this time

Excursion Details (Itinerary attached):  Yes     No ( If no, please explain below)

Plan to ensure appropriate level of supervision and support for students based on gender/gender identity.  
Indicate if supervisors will be teachers, volunteers or other:  
All supervisors will be teachers with a ratio of 1 teacher for every 5 students

Category 4 Out of Province Field Experience – Final Approval

Educator-in-Charge (please print): Carl Savage	Date (day/month/year): Feb. 1, 2019	Educator-in-Charge signature: 
Principal Name (please print): Rudy Terpstra	Date (day/month/year): 13/09/2019	Signature indicating final approval: 
Board of Education or designate (please print):	Date (day/month/year):	Signature indicating final approval:

District Office distributes as follows: Original: District Office; Copy 1: School Office; Copy 2: Educator-in-charge

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**Travel:**

As of February, 2019 the dates have not been finalized for the two events due to the government shutdown in the United States. However, I can give you a general outline:

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Mid-June to Early July of 2019

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End of June to the Middle of July

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There will be an information night in late April or early May to review the final itinerary and the final payment will be due on that date. Note that the students will be fund raising to help decrease the cost of the trip, therefore the cost of the trip may be less than the cost given in this letter. You will be informed by email as to the date of the information night.

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- Items of a personal nature
- Any charges by the airline for excess, oversize or overweight baggage
- Checked baggage
- Student personal spending money

**Student Expectations:**

The students on this trip will be representatives of Ballenas Secondary School, School District 69, and the Student Spaceflight Experiment Program. As such they are expected to follow the rules that govern them while at school, 24 hours a day, for the duration of the trip. Any infraction of these rules will result in disciplinary actions which may include returning to Parksville at parental expense.

From the "Field Experiences (Trip) Resource Book"

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

**Potential Risks:**

During the launch safety precautions have been taken by the organizer of the event, the National Aeronautics and Space Administration and SpaceX. There will be safety briefings and restricted areas that the students will be expected to abide by. At the conference all students are expected to abide by the rules set out by the Student Spaceflight Experiments Program.

**Emergency plan:**

In the event of a medical emergency we have located medical centres in/or near locations that we will be at. At Kennedy Spaceflight Center and the Smithsonian Institution there will be First Aid attendants. Victor Kamel is our primary First Aid attendant and has his Standard First Aid certification.

In the event of an emergency I will have my personal cellphone with me at all times. The cell phone number is 1-250-240-9425 and is **for emergency use only**. If you need to contact your child on an **urgent matter** you can contact me through my school email address at [csavage@sd69.bc.ca](mailto:csavage@sd69.bc.ca)

Please note that there will be limited access to email through the hotel Wi-Fi and workstations. If your child plans to bring a personal cell phone, please be aware that roaming charges will apply and are the responsibility of the cell phone owner. The school, School District or Board of Education are not responsible for student cell phone/data charges.

**What you need to do:**

- Your child will be bringing home a set of forms for you to fill out. It is critical that you read over the forms and provide the most current information about your son/daughter.
- Ensure that their Passport is up to date and that if they need a VISA to enter the USA that this is done as soon as possible.
- Attend the information session that will be held in late April or the beginning of May, date to be announced.
- If your child requires medication please ensure that they have it in a marked prescription bottle or packaging.
- Ensure that your child packs one carry-on bag and a small day use backpack. Oversize baggage fees are not covered by the field trip fees and are the sole responsibility of the student.

SCHOOL DISTRICT 69 (QUALICUM)

STATUS OF ACTION ITEMS

Action Item	Responsibility	Status	Proposed Deadline
<p><b>Support of Application to Childcare BC New Spaces Fund</b> (December 18, 2018)                      THAT the Board of Education of School District No. 69 (Qualicum) request staff explore options that might allow for a Board supported community application to the Childcare BC New Spaces Fund</p>	<p>Senior Staff</p>	<ul style="list-style-type: none"> <li>• Assistant Superintendent exploring options with BLT</li> <li>• Letter of support prepared for ECCO</li> <li>• The City of Nanaimo is taking the lead on an application for the Community Child Care Planning grant administered through the UMBC which includes the Town of Qualicum Beach, City of Parksville, Village of Lantzville and recently the RDN as co-signatories.</li> <li>• SD69 has written a letter in support of this application.</li> </ul>	<p>January/February 2019</p>

**School District 69 – Grade 11-12  
Board Authority/Authorized Courses (BAA)  
For Board Approval**

BAA Course Name	Name Change for 2019-2020 School Year	Former BAA Course Name	Revised to Align with Ministry's "Know-Do-Understand" Curriculum Design for 2019-2020
Astronomy 11	No		Yes
Coaching and Leadership 11	No		Yes
Leadership 11	No		Yes
Leadership 12	No		Yes
Post-Secondary Preparation 12	Yes	Scholarship Preparations/Post-Secondary Planning	Yes
Psychology 11	No		Yes
Psychology 12	No		Yes
Sociology 12	No		Yes
Sport Specific Physical Education 11C: Basketball	Yes	Basketball 11	Yes
Sport Specific Physical Education 11E: Football	Yes	Football 11E	Yes
Sport Specific Physical Education 11B: Racquet Sports	Yes	Racquet Sports 11B	Yes
Sport Specific Physical Education 11D: Soccer	Yes	Soccer Development 11D	Yes
Sport Specific Physical Education 11F: Volleyball	Yes	Volleyball 11F	Yes
Student Mentoring 11	Yes	Student Aide 11	Yes
Writing Strategies 11	Yes	ELL Writing 11	Yes



**PURPOSE:**

To set out the rules for the conduct of meetings that will allow each Trustee to be heard and make informed decisions

**I. RULES OF ORDER**

1. Where these rules are silent and where not inconsistent with these Rules, *Robert's Rules of Order* shall apply to the conduct of meetings.
2. The Board may adopt a procedural Rule for one or more meetings by resolution of a simple majority of the Trustees present at the meeting. A Rule other than the requirement for notice of meetings may be suspended by unanimous consent of the Trustees present.
3. The Rules may be amended by Bylaw only, at a meeting of which notice of intention to propose the amendment has been given at the previous meeting.
4. The presiding officer's ruling on a point of order shall be based upon Rules of Order as stated in paragraph (1) above.
5. An appeal of a ruling of the presiding officer shall be decided without debate by a majority vote of Trustees present. When an appeal is successful it does not necessarily set a precedent.
6. All questions shall be decided by a vote on the motion.
7. These Rules shall be applicable to all regular, special and in-camera meetings of the Board.

**II. MOTIONS**

1. Motions shall be phrased in a clear concise manner so as to express an opinion or achieve a result. All motions shall be stated in the positive. The preamble does not form part of a resolution when passed.
2. The presiding officer may divide a motion containing more than one subject if he/she **the presiding officer** feels this would produce a fairer or clearer result and the same shall be voted on in the form in which it is divided.
3. No motion, other than to postpone consideration of a question, or a procedural motion, shall be repeated during the calendar year except by the reconsideration process. (see Item 7 below).
4. All motions must be seconded in order that they may be recognized by the Board Chair and allow debate to proceed.





5. All motions shall be subject to amendment except the following :
  - a. Motion that the question be now put.
  - b. Motion for adjournment of debate or adjournment of a meeting.
  - c. Motion to table unless such a motion contains a date for further consideration of the matter tabled.
  - d. Motion to refer to Committee.
  - e. Motion to proceed to next business.

6. **Amendment**

An amendment to a motion does not require notice. Only one amendment to an amendment shall be allowed and this shall be dealt with before the amendment is decided. Amendments must be strictly relevant to the main motion and not alter in a material way or be contrary to the principle embodied in the main motion.

7. **Reconsideration**

A question may be reconsidered only if notice of a request for reconsideration has been given at the previous meeting and if reconsideration is approved by a two-thirds majority of the votes cast.

III. **REGULAR BOARD MEETINGS**

1. There shall be one regular meeting of the Board of Education held on the fourth Tuesday in each calendar month at 7:00 6:00 p.m. during the regular school year.
2. Due to the Winter and Spring Break periods, the Regular Board Meetings in December and March will be held on a the second Tuesday of those two months.
3. During the summer months of July and August one regular meeting of the Board of Education shall be held on the last Tuesday in August at 7:00 6:00 p.m. No regular meeting will be held in July.
4. A quorum for all regular meetings shall be a majority of trustees holding office at the time.
5. At the appointed time for commencement of a meeting the presiding officer shall ascertain that a quorum is present before proceeding to the business of the meeting. If a quorum has not been made within one-half hour after the appointed time, the meeting shall stand adjourned until the next regular meeting date or until another meeting shall have been called in accordance with these Bylaws.
6. All regular meetings of the Board shall be open to the public.
7. Improper conduct at meetings shall be dealt with as set out in *the School Act*. Any person deemed by the presiding officer to be guilty of improper conduct shall be expelled.



8. The Secretary Treasurer or another employee designated by the Board must be present at the time that a decision of the Board is rendered and must record any decision.
  
9. The order of business at all regular meetings unless varied by resolution shall be as follows:
  - 1) **Call to order and Introductions**
  - 2) **Acknowledgement of Traditional Territory**
  - 3) Adoption of the agenda
  - 4) Approval of the Consent Agenda
  - 5) Delegations/Presentations (10 minutes each)
  - 6) Business arising from the minutes.
  - 7) ~~Trustee Highlights~~
  - 78) Mount Arrowsmith Teachers' Association
  - 89) Canadian Union of Public Employees, Local 3570
  - 910) District Parents Advisory Council
  - 1011) Public Questions and Comments Period (written) (10 minutes)
  - 1112) Action Items
  - 1213) Information Items
  - Attached
  - 1314) Education Committee of the Whole Report
  - 1415) Policy Committee Report
  - 1516) Reports from Representatives to Outside Organizations
  - 1617) Trustee items
  - 1718) New or Unfinished Business
  - 1814) Board Correspondence and Media
  - 19) Public Question Period
  - 20) Adjournment
  
10. A change to the prescribed order of business may be proposed by any trustee and shall require the consent of a simple majority without debate.
  
11. The agenda shall be prepared by the Secretary Treasurer and the Superintendent of Schools under the direction of the Chair and shall be available at the Board office by noon of the day preceding the Regular Board Meeting.
  
12. An addition to the agenda of any item not listed requires the consent of a simple majority without debate.
  
13. Minutes of all regular meetings shall be kept by the Secretary Treasurer in accordance with the *School Act*.
  
14. Minutes of all regular meetings shall be communicated electronically upon ratification by the Board.



**IV. IN-CAMERA BOARD MEETINGS**

1. The Board of Education may meet in-camera for the following purposes:
  - a. To discuss matters of collective negotiations between the Board and School District Staff.
  - b. To discuss acquisition, lease, sale or exchange of real property prior to completion.
  - c. To consider information regarding appointment, employment, dismissal and personnel matters.
  - d. Legal opinions and or claims respecting the liability or interest of the Board.
  - e. Matters pertaining to individual students including conduct, discipline, suspension or expulsion.
  - f. Medical examiners or examinations and medical reports.
  - g. Matters pertaining to the safety, security or protection of Board property.
  - h. Such other matters as the Board may decide.
  
2. Minutes of an in-camera meeting shall be kept in the same manner as a regular meeting, shall be approved by the Board in an in-camera meeting and ratified by the Board in regular meeting. The minutes of an in-camera meeting shall not be filed with the minutes of regular meetings. A Section 72 Report, as per *the School Act*, shall be made available to the public following approval by the Board.
  
3. An agenda, similar in format to that of a regular meeting, shall be prepared by the Secretary Treasurer and the Superintendent of Schools under the direction of the Chair. The proposed agenda shall be available at the Board Office by noon of the day preceding the meeting.
  
4. The order of business at all in-camera sessions, unless varied by motion, shall be as follows:
  1. Call to order
  2. Adoption of the agenda
  3. Approval of the Minutes
  4. Business Arising from the Minutes
  5. Personnel Items
  6. Action Items
  7. Information Items
  8. New or Unfinished Business
  9. Trustee Items
  10. Adjournment
  
5. All newly elected School Trustees shall be invited to attend any in-camera Board meetings between the time of their election and the Inaugural Board Meeting.



**V. SPECIAL MEETINGS**

1. A special meeting of the Board of Education may be called by the Chair of the Board or, upon written request of a majority of the Trustees, may be called by the Secretary Treasurer. No business other than that for which the meeting was called shall be conducted at the meeting. Time for public comments and/or questions will be included. Public Comments/Questions must be directly related to the topics on the special meeting agenda
2. All reasonable steps shall be taken to notify each Trustee 24 hours in advance of a special meeting.
3. In the event of crisis or catastrophe within the School District, all reasonable steps shall be taken to notify each Trustee immediately of a special meeting.
4. The Agenda shall be set by the Board of Education. The agenda shall be prepared by the Secretary Treasurer and/or the Superintendent of Schools under the direction of the Chair.

**VI. DELEGATIONS**

1. Delegations wishing to appear before the Board of Education shall provide a request in writing to the Secretary Treasurer by 9:00 a.m., the Monday one week prior to a Board meeting. The exception will be for statutory holidays that fall on the third Monday of the month that will require the request from the Delegation to be received by 9:00 a.m. on the Friday before the statutory holiday Monday. The request shall include the brief to be presented.
2. The Secretary Treasurer will advise the Board Chair of the request. The Board Chair, at his/her discretion, will rule whether the Delegation will be heard by the Board. The period of time normally allocated to the delegation shall be ten minutes. The Secretary Treasurer will advise the delegation of the Board Chair's decision.
3. At the earliest opportunity following the Board's decision the Secretary Treasurer will contact the spokesperson of the delegation to advise the delegation of the Board's decision and subsequently, confirm the Board's decision in writing to the delegation.

**VII. CONSENT AGENDA**

1. The full agenda, including the consent items should be disseminated prior to the Board Meeting along with copies of reports and back up materials so that Board members can do their due diligence prior to voting.
2. As the first item of business the Board Chair should ask if anyone wishes to remove an item from the consent portion of the agenda.



3. The Board Chair then asks for a motion to accept the consent agenda.
4. Once the motion has been received, the Board Chair opens the floor for any questions or discussion on the items remaining on the consent agenda. The understanding, though, is that the board members have come prepared and, other than a quick point or question, they are comfortable voting for the items or they would have asked to have them removed.
5. If any items were removed from the consent agenda the Board Chair will determine where on the agenda those items will be discussed. Quickly reviewing the remaining items, the Board Chair will ask for any objections to the adoption of those remaining items. If none are offered all items on the consent agenda are considered to be passed.

**What Belongs on the Consent Agenda?**

Typical consent agenda items are routine procedural matters and decisions that are likely to be noncontroversial, including:

- Approval of minutes
- Reports for information only eg. Enrolment Report
- Routine matters such as appointments to committees
- Field trip approvals
- Matters which do not appear to warrant a discussion

**VIII. PUBLIC QUESTION PERIOD**

1. The Board of Education encourages the participation of members of the public at each Regular Board Meeting.
2. Persons wishing to question the Board during the public question period should stand and identify themselves.
3.
  - a. Questions at a Regular Board Meeting may deal with any topic related to the Board's conduct of the schools.
  - b. Questions at Special Board Meetings must be related to the call of the meeting.
4. Questions asked by the public will, when possible, be answered immediately by the Board Chair or referred to staff members present for reply. Questions requiring investigation shall be referred to the Board Chair or administrative staff for consideration and later response.
5. A question period for the Press will be provided after the meeting adjourns.



**IX. TITLE**

This bylaw may be cited as "School District No.69 (Qualicum) Meetings of the Board Bylaw No.3".

Read a first time this \_\_\_\_\_ day of \_\_\_\_\_, 2019.

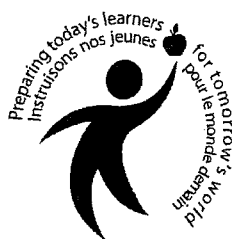
Read a second time this \_\_\_\_\_ day of \_\_\_\_\_, 2019.

Read a third and final time, passed and adopted this \_\_\_\_\_ day of \_\_\_\_\_, 2019.

\_\_\_\_\_  
BOARD CHAIR

\_\_\_\_\_  
SECRETARY TREASURER

DRAFT



## SCHOOL DISTRICT No. 69 (QUALICUM)

### BOARD POLICY 5056

## ACCEPTABLE USE OF TECHNOLOGY (AUP)

Page 1 of 2

**This Acceptable Use Policy (AUP) is applicable to all persons using Technology while studying, working, or visiting in the Qualicum School District.**

### Purpose

The Board of Education of School District 69 (Qualicum) recognizes the value of technology in enhancing student learning and in enhancing the administration and operation of its schools. To this end, and in order to support its mission and strategic priorities, the Board supports the responsible uses of technology that support learning, respect privacy and ensure safety.

The Board understands that technology-based access to information, collaboration and creativity are vital to intellectual enhancement and productivity. The Board also understands that the Internet is ever-changing and unregulated, and that as such web-based information is difficult to control or filter. The Board recognizes that students and staff have opportunities to access, create and distribute inappropriate materials and to conduct themselves in ways that are unacceptable. Therefore, the Board is committed to informing all students and staff of potential risks and benefits that come with access to technological resources, and to imposing expectations and restrictions on uses of information technologies in the school district.

### Policy

This policy and its related Administrative Procedure shall govern the use of computers, mobile devices, software, networks, the Internet, online communications and other technologies (collectively referred to as "Technology"), provided to students and employees by the Board of Education of School District No. 69 (Qualicum). This includes any and all personal devices used on district information systems, on district property or in any way in conjunction with School District 69 programs or schools. Technology is provided for educational and/or research purposes and for conducting valid School District business. The intent is to:

- support and enhance the delivery of educational services to students and provide options; to meet their learning styles, access requirements, and program needs;
- provide tools to improve the efficiency and effectiveness of education;
- enhance opportunities for staff to participate in professional development learning; and,
- enhance opportunities for effective communication.

Use of technology and access to the Internet for any other purpose is prohibited including, without limitation, private business, criminal, obscene, inappropriate or illegal purposes. Use of some technologies may require prior authorization by the School District. The School District reserves the right to restrict the scope of access to individuals or groups. Any user identified as a security risk, having a history of problems with other computer systems or found violating this policy may be denied access.



## SCHOOL DISTRICT No. 69 (QUALICUM)

### BOARD POLICY 5056

### ACCEPTABLE USE OF TECHNOLOGY (AUP)

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Inappropriate or prohibited use may lead to suspension or termination of privileges at the discretion of district administration, and to possible other consequences including legal prosecution or disciplinary action appropriate under any applicable laws, policies, regulations, collective agreements or contracts.

The Board and its representatives make no guarantees about the reliability of the technology it provides and will not be responsible for any damages that may be incurred. This includes loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions caused by technology or user errors or omissions. Use of any information obtained or given via the Internet is at the user's risk. The School District denies any responsibility for the accuracy or quality of information obtained through its technology.

The Board's Acceptable Use Policy shall be interpreted, construed and enforced in all respects in accordance with the laws of the Province of British Columbia. The Board and any users of district technology, or personal devices associated with schools or educational programs, are expected to consent to the jurisdiction of the courts of the Province of British Columbia in connection with any action to enforce the provisions of the Board's Acceptable Use Policy.

#### **References:**

- Administrative Procedure: *Acceptable Use of Technology*
- Board Policy 9000: *Freedom of Information and Protection of Privacy – Management and Access to Information* and its attendant Administrative Procedure
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**SCHOOL DISTRICT No. 69 (QUALICUM)**

**ADMINISTRATIVE PROCEDURE**

**ACCEPTABLE USE OF TECHNOLOGY**

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**Terms and Conditions for Acceptable Use of Technology**

Successful operation of technology requires that users regard technology as a shared resource. It is important that users conduct themselves in a responsible, legal, professional, ethical, and courteous manner while using school district technology and when communicating online using social media tools or other technologies. All other policies, including those on harassment, equity, and proper conduct of employees and students apply to the use of technology.

All people using technology provided by the School District, or personal devices in connection with the School District, will be required to abide by the terms and conditions of this policy. Employees of the School District must sign an Acceptable Use Agreement in order to gain access to technology, and all users will acknowledge their obligations with every login. Consistent with each school's Code of Conduct, all students are bound by the terms and conditions of this Policy.

The following is a list of requirements which will be shared with all users (at each login, or by signed agreement) and whose violation may lead to suspension or termination of privileges:

**System Security and Integrity:**

1. Breaking into a network is a criminal act. Users may not violate, or attempt to violate, the security or integrity of the School District's computers, data or network.
2. Users are required not to share their passwords or permit others to use their account, and must log off after use to ensure that others may not access their account. Users are responsible for all activity within their account and will be held accountable for any inappropriate activity.
3. Users may not disclose anyone else's user ID, password, network or Internet credentials.
4. Vandalism will result in termination of technology privileges. Vandalism is defined as any malicious attempt to harm or destroy data, equipment, the network or agencies or other networks that are connected to the Internet. This includes deliberately or recklessly exposing the technology to virus infection.
5. In order to enable fair use of technology, system administrator(s) may set quotas for disk/computer usage and usage time limits on some technologies.
6. In order to protect the integrity of the networks and maintain efficiency, the connection of personal technology equipment such as home computers, routers, servers, wireless devices, personal devices, smart phones, etc. to District networks is not allowed without the permission and guidance of the District Information Technology staff.

**Privacy and Confidentiality:**

1. Use of technology, including Internet access and email, is neither private nor confidential and may be tracked. Use of such technology by any individual, may be monitored or reviewed by the School District without prior notice. In the case of misuse or suspicion of

## SCHOOL DISTRICT No. 69 (QUALICUM)

### ADMINISTRATIVE PROCEDURE

#### ACCEPTABLE USE OF TECHNOLOGY

Page 2 of 4

- misuse of the network or services, the School Board reserves the right to access any files/data on the system.
2. The District may block or remove files that are unacceptable or in violation of this Acceptable Use Policy.
  3. Parents/guardians have the right, where legally applicable, to request to see the contents of their child's data.
  4. Due to the nature of some District approved online technologies being hosted world-wide, it is possible that an individual's full name, student ID, school name, email and classwork may be stored on premises outside Canada. In such cases, parents will provide informed consent and the privacy laws of the country hosting the data may apply. Such technologies may only be used in the manner prescribed by the District.
  5. The District will not disclose or post a student's personal contact information without the consent of the student's parent/guardian or of the student if of legal age. This includes a student's address, telephone number, school address, work address or any information that clearly identifies an individual student.
  6. The District will not disclose an employee's personal information without the consent of the employee.
  7. Staff and students shall not post or discuss online, personal information or work related issues including student work, without the permission of all parties involved.
  8. When using social media or other websites to enhance classroom education or conduct School District business, personal information including full names may not be posted unless authorized and appropriate measures should be taken to protect the privacy of individuals and content where applicable.

**Other inappropriate or illegal uses of District technology, the Internet and social media tools include, but are not limited to the following:** *[Please be aware that any illegal action carried out over the Internet will be reported to law enforcement officials for possible prosecution. Financial and legal consequences of such actions are the responsibility of the user (staff, volunteer and student) and student's parent or guardian].*

1. You may not use District technology to:
  - Transmit any materials in violation of Canadian laws
  - Store or transmit pornographic materials including sexting
  - Transmit or post threatening, abusive or obscene material
  - Duplicate, store or transmit copyrighted material that violates copyright law
  - Threaten, intimidate, bully or spread rumours about another individual or group
  - Use anonymous proxies to get around content filtering
2. Plagiarism/Copyright/Licensing. Plagiarism is the act of using someone else's words or ideas as your own
  - Students are required to give proper credit to all Internet sources used in academic assignments, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music and text.

## SCHOOL DISTRICT No. 69 (QUALICUM)

### ADMINISTRATIVE PROCEDURE

#### ACCEPTABLE USE OF TECHNOLOGY

Page 3 of 4

- All students and faculty should also adhere to the Creative Commons licenses where the author/artist denotes what media may be shared, remixed or reused
3. Expected behaviour on social media websites
- The District strongly urges employees to refrain from friending or following students on social media platforms
  - Employees must at all times conduct themselves appropriately on social media sites and elsewhere in keeping with professional standards defined by the BC Teacher Regulation Branch (TRB), whether the employee is a member of the Teacher Regulation Branch or not. The standards may be viewed at <https://www.bcteacherregulation.ca/Standards/StandardsDevelopment.aspx>
  - Employees are expected to refrain from commenting on the Board as employer, or about any supervisors or co-workers
  - All users are to refrain from posting inappropriate comments
  - All users are expected to not disclose personal or private information about anyone without their consent
4. District technology is meant for educational purposes and as such may not be used for
- Personal business
  - Product and/or service advertisement or political lobbying
  - Playing network intensive games
  - Harassing other users with unwanted email or spam
5. More information for parents and students on the benefits and risks of using the Internet may be found at the Media Smarts website: <http://mediasmarts.ca/parents>

#### Glossary of Terms

**Technology** - computers, mobile devices including cell phones, software, networks, Internet, online communications and other technologies

**Online** - when using Internet based technologies like email, websites, social media, text messaging, etc. Social Media - Facebook, Twitter, SnapChat, Tumblr, Instagram, Flickr, etc. where you can "friend" other users and communicate, exchange or publish information

**Personal** - home phone number, address, health related issues, other personal identification. In the case of students' information this includes the full name. In the case of staff, it is okay to use the full name or business address/phone in official business communiqués in which case, it is not considered personal information

**USA Patriot** - In the case of data being stored outside Canada, FAQ on the USA Patriot Act may be found at Act [http://www.tbs-sct.gc.ca/pubs\\_pol/gospubs/TBM\\_128/usapa/faq-eng.asp](http://www.tbs-sct.gc.ca/pubs_pol/gospubs/TBM_128/usapa/faq-eng.asp) however please note that data may be stored in countries world-wide.

SCHOOL DISTRICT No. 69 (QUALICUM)

ADMINISTRATIVE PROCEDURE

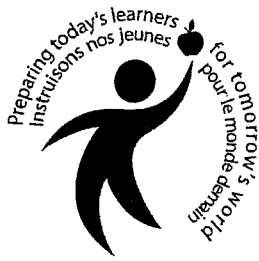
ACCEPTABLE USE OF TECHNOLOGY

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**References:**

- Board Policy 5056: *Acceptable Use of Technology*
- Board Policy 9000: *Freedom of Information and Protection of Privacy – Management and Access to Information* and its attendant Administrative Procedure

DRAFT



SECONDARY SCHOOL STUDENT EVALUATION

**POLICY**

The Board of Education expects that secondary school students shall be clearly informed of evaluation procedures, and shall receive similar evaluation treatment, both from one class to another in the same course within a school, and between schools in the district.

**REGULATIONS**

All principals of secondary schools are responsible for ensuring that the following guidelines are being implemented:

1. A student shall receive:
  - a. a course handout the first week of classes which will provide:
    - i. course objectives;
    - ii. course content;
    - iii. evaluation procedures with weightings assigned for various facets of required term's work and the final examinations.
  - b. comparable treatment from one class to another in the same course within a school in terms of:
    - i. course objectives and content;
    - ii. evaluation procedures and criteria;
    - iii. standards of achievement.
  - c. considerable similarity of treatment within any particular subject regardless of school attended in the school system in terms of:
    - i. course objectives and content;
    - ii. evaluation procedures and criteria;
    - iii. standards of achievement.
2. All final internal examinations in grades 9 to 12 shall be reviewed by the school principal.
3. A school principal shall make a complete summary and analysis of all final standings awarded to students in each school term (semester).
4. A file of completed final internal examinations shall be retained for a period of three months.



## SCHOOL DISTRICT No. 69 (QUALICUM)

### BOARD POLICY 5094

#### ALTERNATE EDUCATION PROGRAMS

##### **POLICY**

The Board of Education recognizes that students bring a variety of life experiences to their schooling; that they learn in different ways and at different rates.

The Board of Education believes that all students should be provided every reasonable opportunity to complete their education.

The Board of Education also believes that alternate education is an essential component to the district's continuum of services and program options that are intended to respond to the unique needs of individual students.

##### **REGULATIONS**

1. Alternate programs are established by the Board of Education as deemed appropriate, and with consideration of financial constraints, to address the needs of students considered to be "at risk" of abandoning their education.
2. Approved alternate programs are to be organized, operated and administered in an efficient and cost effective manner.
3. The Board of Education supports the District 69 Alternate Program Advisory Committee as established through protocols with the Ministry of Children and Families.
4. Alternate and regular education program staff are to establish and maintain effective liaison processes.