

REGULAR BOARD MEETING AGENDA

TUESDAY, March 12, 2019

7:00 PM

THE FORUM

PARKSVILLE CIVIC & TECHNOLOGY CENTRE

1. ACKNOWLEDGEMENT OF TRADITIONAL TERRITORY

2. CALL TO ORDER AND INTRODUCTIONS

3. ADOPTION OF THE AGENDA

Recommendation:

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

4. APPROVAL OF THE CONSENT AGENDA

- a. Approval of Regular Board Meeting Minutes: February 26, 2019 p 1-6
- b. Ratification of In Camera Board Meeting Minutes: February 19, 2019 p 7
- c. Ratification of Special In Camera Board Meeting Minutes: February 19, 2019 p 8
- d. Receipt of Ministry News
 - ERASE expands to protect students from bullying p 9-11
 - Safer, more efficient schools for BC students p 12-13
- e. Receipt of Reports from Board Representatives to Outside Organizations
 - French Language Advisory Committee – Trustee Young p 14-15
 - Vancouver Island School Trustees Association – Trustee Young p 16-17
- f. Final approval for Ballenas Secondary School Music Students Field Trip to Edmonton, May 7-12, 2019 p 18-22
- g. Approval in principle for Kwalikum Secondary School Student Field Trip to Canadian National Music Festival in Ottawa, Ontario, May 13 to 19, 2019 p 23-33

Recommendation:

THAT the Board of Education of School District No. 69 (Qualicum) approve the consent agenda items of the Regular Board Meeting of March 12, 2019, as presented (*or, as amended*).

5. DELEGATIONS/PRESENTATIONS (10 MINUTES)

6. BUSINESS ARISING FROM THE MINUTES

7. TRUSTEE HIGHLIGHTS

- i. Vancouver Island School Trustees' Association Spring 2019 Conference

8. MOUNT ARROWSMITH TEACHERS' ASSOCIATION

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

- 10. **DISTRICT PARENTS ADVISORY COUNCIL**

- 11. **PUBLIC QUESTION (WRITTEN) AND COMMENT PERIOD (10 MINUTES)**

- 12. **ACTION ITEMS**

- 13. **INFORMATION ITEMS**
 - a. **Educational Programs Update** *(Gillian Wilson)*
 - b. **Education Planning Update** *(Keven Elder)*

- 14. **CORRESPONDENCE ATTACHED**

- 15. **BOARD POLICY/ADMINISTRATIVE PROCEDURE** *(Trustee Young)*
 - a. **Board Bylaw 3: Meetings of the Board of Education** p 34-40
Recommendations:
THAT the Board of Education of School District 69 (Qualicum) approve second reading to adopt the revisions to Board Bylaw 3: *Meetings of the Board of Education* at its Regular Board Meeting of March 12, 2019.

THAT the Board of Education of School District 69 (Qualicum) approve third and final reading to adopt the revisions to Board Bylaw 3: *Meetings of the Board of Education* at its Regular Board Meeting of March 12, 2019.

 - b. **Board Policy 5056: Acceptable Use of Technology** p 41-46
Recommendation:
THAT the Board of Education of School District 69 (Qualicum) approve second reading to adopt the revisions to Board Policy 5056: *Acceptable Use of Technology* and its attendant Administrative Procedure at its Regular Board Meeting of March 12, 2019.

- 16. **TRUSTEE ITEMS**
 - a. **New Westminster School District's Motions Regarding Provision of Feminine Hygiene Products to Students** *(Trustee Kurland)*

- 17. **NEW OR UNFINISHED BUSINESS**

- 18. **PUBLIC QUESTION PERIOD**

- 19. **ADJOURNMENT**



REGULAR BOARD MEETING MINUTES

TUESDAY, FEBRUARY 26, 2019

7:00 PM

THE FORUM

PARKSVILLE CIVIC & TECHNOLOGY CENTRE

ATTENDEES

Trustees

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

Administration

Keven Elder	Interim Superintendent of Schools
Ron Amos	Secretary Treasurer
Gillian Wilson	Associate Superintendent of Schools
Chris Dempster	General Manager of Operations
Gaynor Charnock	Vice-Principal, Oceanside Elementary School Qualicum District Principals/Vice Principals' Association
Denise Kinney	Human Resources Assistant (Recording Secretary)

Education Partners

Mount Arrowsmith Teachers' Association (MATA)
District Parent Advisory Council (DPAC)
Canadian Union of Public Employees (CUPE) Local 3570

1. CALL TO ORDER

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

2. ACKNOWLEDGEMENT OF TRADITIONAL TERRITORY

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

She also noted that the title for Ms. Wilson's position was revised further to her contract renewal. The Assistant Superintendent position will now be referred to as the Associate Superintendent position.

3. ADOPTION OF THE AGENDA

19-16R

Moved: Trustee Godfrey *Seconded:* Trustee Young

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

CARRIED UNANIMOUSLY

4. APPROVAL OF THE CONSENT AGENDA

- a. Approval of Regular Board Meeting Minutes: January 22, 2019
- b. Ratification of In Camera Board Meeting Minutes: January 15, 2019
- c. Ratification of Special In Camera Board Meeting Minutes: January 15, 2019
- d. Receipt of Ministry News
 - Students making outstanding contributions to their communities to be recognized
 - French Immersion Celebration Week marks 50 years of French Immersion in B.C.
 - Students supported by new school mental health resources
 - Bringing the Great Bear Rainforest to the classroom
 - Making life better for people at the heart of throne speech
- e. Receipt of Reports from Board Representatives to Outside Organizations
 - Indigenous Education Services Committee – Trustee Godfrey
 - Early Learning & Child Care of Oceanside (ELCCO) – Trustee Austin
 - RDN Recreation Commission – Trustee Young
- f. Final approval for International Student Program field trip to Banff from May 4 to 7, 2019
- 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*)
- 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*)

19-17R

Moved: Trustee Godfrey *Seconded:* Trustee Austin

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

5. DELEGATIONS AND PRESENTATIONS

- a. **Ballenas Secondary School International Space Station Project**
Carl Savage, teacher at Ballenas Secondary School – International Space Station Project introduced 4 of the 5 students involved in an experiment that will send to space.

In early September of 2018, school districts from around world were given the opportunity to compete in a program to send an experiment to the International Space Station. An experiment, created by a team of five high school students from Ballenas Secondary School, to demonstrate how Alfalfa sprouts react to the conditions in space was chosen as one that will be sent to the International Space Station in June of 2019. <http://sproutsinspace.edublogs.org>

The students have a Go Fund Me page and are asking for help because there are two trips involved in completing the experiment. The first is a trip to the Kennedy Spaceflight Center for the launch of the students' experiment. The second takes place in July of 2019, when there is a conference where the students will be reporting on their experiment in Washington DC. The students are seeking donations to help the team travel to these two events.

www.gofundme.com/sprout-in-space

5. BUSINESS ARISING FROM THE MINUTES

None

6. TRUSTEE HIGHLIGHTS**Trustee Austin**

Reported that the Board has begun its budget planning meetings and it was interesting having students involved in these meetings for the first time.

Trustee Young

Reported that the Ballenas Secondary School Drama Department presented the play, Wizard of Oz with 6 showings in February 2019. Trustee Young enjoyed the play very much. A shout out to Director Doug Campbell, Choreography by Kim Wallace and Assistant Director Heather Deering.

Trustee Godfrey

Reported that the Qualicum Beach Elementary School students hosted a leadership tea with the theme "What is a neighborhood school." The students painted rocks and handed out invitations to the residents in the area around the school. Tea, coffee and cookies were provided by the students in Lynn Murray's Foods class, Jennifer Kelly's students from the Speech Arts elective presented monologues and the school choir sang 3 songs.

Trustee Kurland

Stated that his highlight was the students from Ballenas Secondary School and their science experiment.

Trustee Flynn

Reported on the BC School Trustees Association's (BCSTA) Presidents Council, which meets twice a year. There will be two motions brought to the floor at the BCSTA Annual General Meeting in April regarding refugee funding and the funding model review – a new funding model for education in the Province.

7. MOUNT ARROWSMITH TEACHERS' ASSOCIATION (MATA)

Debbie Comer, MATA president, reported on the following:

- Appreciation to the In District Pro D Committee for the sessions offered on February 19, 2019. Ms. Comer attended a workshop on "Skype in the Classroom" at which attendees conversed via Skype with a man named Mark from England who will be attempting to summit Mt. Everest. He plans to use Skype to share the experience with 1.6 million students world wide.
- Questions raised regarding Policy 5056: *Acceptable Use of Technology* which will directly affect teachers, not only with instruction, but with supporting students. Ms. Comer suggested that the policy should be shared with the District Technology Committee for input prior to final approval.
- MATA is looking forward to beginning a positive and productive round of local bargaining with the District.

9. CANADIAN UNION OF PUBLIC EMPLOYEES (LOCAL 3570)

Troy Forster, CUPE president commented on the following

- He enjoyed the Board's Budget process to date.
- Supported the proposed earlier start time for Board meetings.

10. DISTRICT PARENT ADVISORY COUNCIL (DPAC)

Andrea Button, DPAC President, commented on the following:

- A meeting is scheduled with administrators regarding the vaping conversation.
- Parents are hoping for productive negotiations.

11. PUBLIC QUESTION (WRITTEN) AND COMMENT PERIOD

None

12. ACTION ITEMS**a. Board Authority/Authorized Courses****19-18R**

Moved: Trustee Austin *Seconded:* Trustee Godfrey

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

CARRIED UNANIMOUSLY

13. INFORMATION ITEMS**a. Educational Programs Update**

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

- Acknowledged the work of all staff, especially those in the Operations and Maintenance Department, on snow days when school is not in session due to weather conditions.
- Pro D Day and the work of the Pro D Committee.
- Course selection night and grad night celebrations had to be rescheduled due to the snow days.
- Island Health Authority has stated that there is to be no vaping at school or anywhere else as the long term effects are not yet known.
- Speech and Language Pathologists are one of the amazing groups of staff that the district has in its system.
- The Student Learning Survey offers good information.

- The Draft Local School Calendars have been posted; however the Pro D Days are still needing to be confirmed in discussion with MATA.
- The Ministry of Education has introduced a new mental health dashboard that provides data from district students from a student survey. Student surveys will be in by the end of April 2019, with the results posted shortly thereafter so districts can gauge how well they are doing to support student mental health.

b. Education Planning Update

Secretary Treasurer Ron Amos provided an update on the 2019/20 budget planning process. Public meetings were held first with the Board and then last week with the public and stakeholder groups, including students. The Ministry's funding announcement is expected to be received in mid-March. Once the District knows its grant amount, it can start to assess where it is with the budget. In April trustees and management staff will meet with stakeholders for additional input and to finalize the budget.

Interim Superintendent Elder then reported on the following:

- Signing off on a partnership agreement between the District and Vancouver Island University (VIU) for a dual credit program. He was on VIU campus during reading break the week of February 25th and commented that most of the students that he encountered were from grade 10.
- Attended a learning opportunity in Richmond for 2 days to get a sense of where the province's focus is on education and student success. He then presented some of the Ministry slides shown at that learning opportunity.
- There is a new initiative from the Ministry of Education to support First Nations Transportation. Interim Superintendent Elder noted that the District will be applying for funding and Mr. Amos and Mr. Dempster are working with the two local First Nations to submit a plan.
- OECD Conference is coming to BC in May 2019 which will highlight the BC Education model to other countries.

14. CORRESPONDENCE ATTACHED

15. BYLAW/POLICY/ADMINISTRATIVE PROCEDURE

a. Board Bylaw 3: Meetings of the Board of Education 19-19R

Moved: Trustee Young *Seconded:* Trustee Austin

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.

CARRIED UNANIMOUSLY

Chair Flynn gave notice that the Board plans to approve 2nd and 3rd readings at the next Board meeting.

**b. Board Policy 5056: Acceptable Use of Technology
19-20R**

Moved: Trustee Young *Seconded:* Trustee Austin

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.

CARRIED UNANIMOUSLY

**c. Rescinding of Policies
19-21R**

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 5010: *Communicating Student Learning* and its attendant Administrative Procedure:

- 5050: *Secondary School Student Evaluation*
- 5094: *Alternate Education Programs*

CARRIED UNANIMOUSLY

16. TRUSTEE ITEMS

17. NEW OR UNFINISHED BUSINESS

None

18. PUBLIC QUESTION PERIOD

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

- Why there was a need for a Provincial Local Enhancement Agreement in the school District.

19. ADJOURNMENT

Trustee Godfrey moved to adjourn the meeting at 8:28 p.m.

CHAIRPERSON

SECRETARY TREASURER



SCHOOL DISTRICT No. 69 (QUALICUM)

IN-CAMERA MEETING

SECTION 72 REPORT
February 19, 2019

ATTENDEES:

Trustees

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

Administration

Dr. Keven Elder	Interim Superintendent of Schools
Gillian Wilson	Assistant Superintendent of Schools
Brenda Paul	Director of Human Resources
Karin Hergt	Executive Assistant (Recording Secretary)

The Board of Education discussed the following matters:

- Labour Relations
- Personnel
- Legal

The Board of Education approved motions regarding the following matters:

- Personnel

Chairperson

Secretary Treasurer



SCHOOL DISTRICT No. 69 (QUALICUM)

SPECIAL IN-CAMERA MEETING

**SECTION 72 REPORT
February 19, 2019**

ATTENDEES:

Trustees

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

Administration

Dr. Keven Elder	Interim Superintendent of Schools
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

Chairperson

Secretary Treasurer

NEWS RELEASE

For Immediate Release
2019PREM0023-000283
Feb. 27, 2019

Office of the Premier
Ministry of Education

ERASE expands to protect students from bullying

VICTORIA – Government leaders joined together with students and education advocates to introduce new online safety sessions to help support and protect students against cyberbullying.

“We all have a responsibility to combat bullying, whether it’s online, in our homes, workplaces or schools,” said Premier John Horgan. “We need to support those being bullied and show them they’re not alone, and that we will stand up with them. I’m so proud to see all the students here today taking a stand against bullying.”

The Ministry of Education is investing \$160,000 to provide over 190 online safety sessions to more than 19,000 students in grades 3-12 throughout the province. The sessions will provide students with information on recognizing the importance of a positive digital reputation, protecting their privacy online and details on how to use the ERASE (Expect Respect and a Safe Education) anonymous-reporting tool in response to bullying and other concerns.

Premier Horgan and Rob Fleming, Minister of Education, hosted B.C.’s 12th-annual Pink Shirt Day event at the Parliament Buildings to proclaim Bullying Awareness Day. They were joined by local students, MLAs and Carol Todd, parent and founder of the Amanda Todd Legacy Society. The event included a spoken word presentation from a Reynolds Secondary school student, a dance performance from Northridge Elementary school students and a choir performance by Central Middle school students.

“Bullying knows no boundaries — the technology our kids are using today has presented challenges that we could not have imagined years ago. The expansion of ERASE will provide our students with additional tools to help combat against bullying,” said Fleming. “If we all stand together and say no to bullying, we can make a major difference in our schools and communities.”

The new sessions are part of the ERASE strategy, which is being expanded this school year to be a more comprehensive resource to better represent the issues facing youth and their communities today. ERASE will now also focus on social media and online safety, mental health and wellness, substance use, gang prevention and supporting students of all sexual orientations and gender identities (SOGI). New ERASE resources and training for students, parents, educators and community partners are being launched during the current school year.

Since the 2018 Pink Shirt Day event, the ministry has made strides to combat bullying. A new ERASE website was launched in November 2018, as well as an updated online safety reporting tool, offering students an opportunity to notify an adult member of their school community about something that is worrying them.

The ministry also provided \$100,000 to the B.C. School Superintendents' Association to offer 80 social media education sessions to more than 3,500 parents in every school district, providing them with the tools they need to support their children and protect them against cyberbullying. The parent guide from the sessions is currently posted on the ERASE website and additional online resources for parents who were not able to attend the in-person sessions will be launched in fall 2019.

Last year, the ministry, along with the B.C. Confederation of Parent Advisory Councils and the ARC Foundation (Awareness/Respect/Capacity), developed a new set of SOGI resources for parents, including a brochure and online videos found on the SOGI 123 website: <https://bc.sogieducation.org>

Those in attendance at the Pink Shirt Day event in Victoria were encouraged to speak out against negative online posts, post Pink Shirt Day event photos and spread positivity, using the hashtags #ERASE and #PinkShirtDay.

Quotes:

Carol Todd, parent and founder, Amanda Todd Legacy Society —

"It is wonderful to see that the Ministry of Education, through the ERASE strategy, is prioritizing the importance of providing our young people with the knowledge they need to safely navigate the digital world. Educating youth about the ERASE Report It tool will further help to ensure the personal safety of our children and the overall safety and well-being of school communities throughout the province."

Jordan Watters, board chair, Greater Victoria School District (SD 61) —

"Students can't learn if they don't feel safe, which is why we work so hard to ensure we are creating and maintaining safe schools. In today's digital world, that also means we need to help our students navigate technology and the pressures of social media in ways that protect and empower them."

Dustin Hogan, trainer and threat analyst, Safer Schools Together —

"Students in British Columbia are beginning to recognize the positive impact the ERASE Report It tool can have on ensuring their safety and well-being at school. During the ministry-supported student sessions, they are engaged and are asking thoughtful questions to further their understanding of the reporting tool and how much of a difference it can make in keeping their school communities safe."

Isabella Laughy, Grade 12 student, Reynolds Secondary school —

"Pink Shirt Day cannot end on Feb. 27. To make the changes we want to see, every day must be anti-bullying day."

Quick Facts:

- ERASE, launched by the Ministry of Education in 2012, is a comprehensive prevention and intervention strategy designed to foster school connectedness, address bullying, prevent violence and provide support to school districts during critical incidents.

- ERASE has received national and international recognition for its work in keeping students safer.
- Pink Shirt Day started in 2007 with two Nova Scotia high school students, Travis Price and David Shepherd. The students organized a protest at their high school, which involved participants wearing pink t-shirts in support of a Grade 9 boy who had been bullied for wearing a pink shirt. The protest was successful and the student was not bullied again.
- 19% of Canadian children have experienced cyberbullying or cyberstalking.
- Research suggests vulnerable youth are at a greater risk of mental-health challenges and may be more susceptible to bullying and cyberbullying behaviour.

Learn More:

ERASE: www.erase.gov.bc.ca

Pink Shirt Day: www.pinkshirtday.ca/

SOGI 123: www.sogieducation.org/

Contacts:

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

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

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



NEWS RELEASE

For Immediate Release
2019EDUC0019-000324
March 6, 2019

Ministry of Education

Safer, more efficient schools for B.C. students

VICTORIA – Thousands of British Columbia students will learn and travel to school more safely and comfortably as \$206 million flows to school districts for energy upgrades, maintenance projects and new buses.

“For too many years, maintenance projects weren’t funded properly, and now we are providing school districts with increased resources to improve schools for students,” said Rob Fleming, Minister of Education. “This funding provides better instructional environments for both teachers and learners to focus more of their energies on student success.”

This year’s funding is a \$20.6-million increase from 2016-17. It is broken down into five programs:

- School Enhancement Program
- Carbon Neutral Capital Program
- Bus Acquisition Program
- Building Envelope Program
- Annual Facility Grant

The School Enhancement Program provides \$65 million for 127 school projects throughout the province, including mechanical upgrades and safety improvements.

Through the Carbon Neutral Capital Program, 19 school districts are receiving a combined \$5 million for projects that reduce greenhouse gas emissions and increase energy efficiency.

This year’s Bus Acquisition Program provides \$13 million for 81 new school buses provincially, so students can be transported to and from school safely.

The Building Envelope Program supports districts to remediate schools that have experienced water damage. In 2019-20, \$8 million is allocated for this work.

In addition to these programs, the \$115.5-million Annual Facilities Grant will allow all school districts to undertake additional maintenance projects that promote the continued safe and efficient operation of schools. Funding for this program was increased by government in 2018 by \$5 million, the first increase since 2004.

“CUPE’s K-12 Presidents Council is pleased that revenues are being targeted for the maintenance and much-needed upgrades to more than 50 school districts around the province. It is also very encouraging to see that safe transportation of students is a priority for this government,” said Warren Williams, president, K-12 Presidents Council. “Students need safe and inclusive learning environments, and this funding is a step in the right direction.”

Many of the projects supported under these programs will benefit school districts through saving money on electricity, natural gas, fuel and ongoing maintenance. Those savings can be reinvested in classrooms to support student learning.

To read the backgrounder listing all school upgrades,
visit: https://news.gov.bc.ca/files/school_district_upgrades_backgrounder.pdf

Contact:

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

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



Board and Trustee Representative Committee Report

SD69 QUALICUM

Trustee Representative: R. Elaine Young
Committee Name: French Advisory Committee
Meeting Location: Ecole Oceanside Elementary School
Meeting Time: January 21, 2019

Mandate of the Committee:

- To give advice to the School Board regarding French Programs in the schools
- To support French Immersion
- To provide a forum for discussion
- To coordinate the Provincial, Federal and local services in the District

Goals and Composition:

- To understand French Immersion and French Programs (Fed. And Prov.)
- To discuss pathways to support FI students in school and their transition to work
- To collaborate on projects
- Composition includes PAC, DPAC, Canadian Parents for French (CPF), senior management, teachers, PVP, MATA, and School Trustee. All participants are appointed.

School Updates:

Ballenas:

Semester change this week. Quebec Exchange for this year leaving in February.

Next year's applications and interviews happening now.

Student did a project on French Immersion – available to us.

Students concerned about keeping up with French after graduation

EOES:

Circus Skills February 25-March 1. Performances will happen on the Friday.

Doing "Learning Sprints" which improves collaboration between teachers even more.

Island Coordinators of French meeting soon

Speech contest coming

Moving forward with two classes doing the SET/BC project

Student Learning Reports going home on January 31..

Secondary Curriculum Options for next year:

Lots of options in Humanities for students in Grades 10-12. Blended course on line for "Wellness".

By offering the courses to multiple grade levels, more chances that the courses will run. Therefore more choices.

French Immersion Enrollment:

Sibs are in and enrollment is open. District's intent is to attempt to accommodate all. Last year that was accomplished.

Budget

No Report

Discussion of focus for this year:

How do we support French Language (especially conversational) in our community?

Many organizations are involved in some way with French....need to put together what is currently available. Discuss subsidies, employment opportunities etc.

Summer Camps through the RDN; pen-pals...starting a multi-lingual program.

Upcoming Conference:

CPF Regional Conference is in Parksville!! Feb, 1 and 2

2020 Francophone Games in Victoria

Next Meeting:

TBD

Recommendations:

No recommendations from this meeting.



Board and Trustee Representative Committee Report

SD69 QUALICUM

Trustee Representative: R. Elaine Young
Committee Name: Vancouver Island School Trustees Assoc. (VISTA) Spring Meeting
Meeting Location: Comox
Meeting Time: March 1 to March 2 2019

Opening

"Little Bears" performance of K'omoux and Chinook Language songs after a traditional welcome. "Little Bears" are Elementary aged children who sing, drum and dance. They were warmly welcomed and did very well.

Bargaining Update from BCPSEA (BC Public School Employers' Association)

There is little to report as meetings have just begun. The stage for negotiations is just being set. We are "Cautiously Optimistic" about reaching an agreement by June 30 2019.

U'mista Exhibit

This exhibit is well worth attending. The subtitle Speaking to Memory: Images and voices from St. Michael's Indian Residential School and Project of the Heart Canoe. A photographic history from a survivor gave us a clear insight into the real life at the school. Tuberculosis seemed to run through this school. This disease is highly contagious and often students brought it home when on a school holiday. St. Michael's was at Alert Bay and took students from all over the north coast. Students reported both positive and negative experiences.

As I went through the photos, a number of us began to talk about the "Indian Hospitals" that continued well into the 1970's. These hospitals provided services to Indigenous people throughout BC. It was a segregated system, especially in the north. This discussion reminded me that we are not done witnessing the truth of colonization!

Destination Imagination

The goal of this international program is to have learners develop creative thinking, flexibility and other skills needed in the 21st century. We witnessed the improvisation team that will be attending the Provincial Championships. Then we were all treated to our own engineering challenge. Having experienced this challenge, I would say the program meets the goals!!

Hornby Island School Fire

What happens when an arsonist successfully burns down a school on a small island? The answer, EVERYONE gets involved. First, find a short-term solution to last for the first week or so. Then find community resources that could be upgraded as a school for a few months, then move in the modular classrooms. Sounds easy but it requires a great deal of co-operation and help. The modular school opened on February 19 and talks continue with the Ministry of Education regarding a new school.

IGNITE sessions

We were introduced to 3 examples of "Blended programs" These programs include a combination of teacher and technology driven content. For both Elementary and Secondary

students, these programs provide flexible learning based on the interests of students. The content options may be unlimited and teachers spend more time teaching students how to learn, research and present.

Business Meeting

This meeting featured our District Round Table. As school Districts, we have the same tasks, but we often do things in different ways. This time all VISTA districts talked about how we do Committees; Work with "Special Needs" students; Do local bargaining; and include student voice. Each district reported that they didn't pay for Childcare for Board Meetings and many stated they would be open to considering this. I hope we will include a round table more in the future.

We discussed resolutions to the BCSTA AGM in April that were prepared by VISTA members.



ÉCOLE SECONDAIRE BALLENAS SECONDARY SCHOOL

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

Rudy Terpstra
Principal

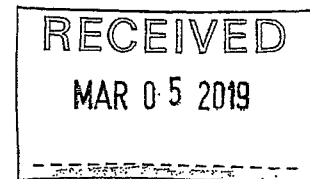
Kevin McKee
Vice-Principal

Jane Reynolds
Vice-Principal

Lesley LaCouvee
Acting Vice-Principal

February 26, 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 Music Students Field Trip to Edmonton May 7-12, 2019. This trip has been planned by Mr. Brent Kellas. Not only will students have a chance to perform and expand their musical training, they will explore many parts of Alberta.

Students will be travelling with the appropriate number of chaperones (Mr. Kellas and parents). Please see attached itinerary for details.

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

Respectfully submitted,

Rudy Terpstra, Principal
Ecole Secondaire Ballenas Secondary School



ÉCOLE SECONDAIRE BALLENAS SECONDARY SCHOOL

Box 1570, 135 N. Pym Rd

Parksville, BC V9P 2H4

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

February 25, 2019

***Request for final approval for the BSS Music Dept. Trip
to Edmonton, Alberta, May 7th to 12th, 2019***

To SD69 Board of Education:

The Ballenas Music Program is looking for approval in principle for an educational trip in May of 2019. The Grade 9-12 Tour Band and Concert Choir are planning to travel to Edmonton in May 2019 for our major music trip of the year. Trips like these help to build lasting relationships among students and give us an opportunity to bring everyone together in a unique learning situation for musical growth.

We will be leaving on Tuesday, May 7th and will return on Sunday, May 12th. The students will perform at some schools and/or other public venues, take part in a day of workshops with world-class musicians/educators, and will have the opportunity to engage in some awesome activities during the week-long trip! The trip activities include:

- Attend an Edmonton Symphony Orchestra concert and tour the Winspear Centre
- Attend a Jubilations Dinner Theatre show in Edmonton
- Workshops with professional instrumental and choral instructors
- Choice of activities at West Edmonton Mall including the five-acre World Water Park, Galaxyland Amusement Park, and indoor mini-golf
- Sky Tram ride in Jasper and other various activities along the way

This will be a very music-focused trip, and the workshop/performance experiences will help the students with all of their future music concerts and performing opportunities.

Our Year-End Concert will take place about one month after this trip, and I know that the benefits of going on this field experience will be evident on the evening of the concert!

Thank you for your consideration of this field experience for the Ballenas music students.

Sincerely,

Brent Kellas

BSS Music Director

bkellas@sd69.bc.ca



ÉCOLE SECONDAIRE BALLENAS SECONDARY SCHOOL

Box 1570, 135 N. Pym Rd

Parksville, BC V9P 2H4

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

October 11, 2018

***BSS Music Dept. Trip – Edmonton, Alberta
May 7th to 12th, 2019***

Dear Parents/Guardians of BSS Music Students:

The Ballenas Grade 9-12 Tour Band and Concert Choir will be travelling to Edmonton in May 2019 for our major music trip this year. Trips like these help to build lasting relationships among students and give us an opportunity to bring everyone together in a unique learning situation for musical growth.

We will be leaving on Tuesday, May 7th and will return on Sunday, May 12th. The students will perform at some schools and/or other public venues, take part in a day of workshops with world-class musicians/educators, and will have the opportunity to engage in some awesome activities during the week-long trip! The trip activities include:

- Choice of activities at West Edmonton Mall including the five-acre World Water Park, Galaxyland Amusement Park, and indoor mini-golf
- Attend an Edmonton Symphony Orchestra concert and tour the Winspear Centre
- Attend a Jubilations Dinner Theatre show in Edmonton
- Workshops with professional instrumental and choral instructors
- Sky Tram ride in Jasper and other various activities along the way

Students that are considering participating in the Edmonton trip must return the attached form by October 31st along with a \$200 deposit. We do not know the final number of participants or the final cost of the travel or hotel expenses yet, so it is not possible to have an exact cost for the trip at this time. However, we expect it to cost around **\$850.00 per student** (before any fundraising is done). We will do our best to make this trip as affordable as possible. Please help in this effort by taking part in the fundraisers we plan over for the next few months.

The fees will be paid in four installments of cheques written out to BSS: **October 31st \$200.00 payment & permission form, January 18th \$200.00, February 15th \$200.00, and March 8th \$250.00.**

Due to booking activities and hotel rooms in advance, students who sign up and pay the first installment are ensuring their participation in this event. **The fees are non-refundable (unless the entire trip does not go ahead).**

Students must be in good academic standing to participate in this trip, and all BSS expectations for behaviour will be in effect for the duration of the trip. ***Students may be denied the opportunity to participate in this trip if their teachers or administrators do not consider them to be in good academic standing (which includes not attending rehearsals regularly).*** A detailed itinerary is being prepared as more information from the tour company is being received. It will be distributed in the coming months. Please contact Mr. Kellas if you have any questions or concerns.

Sincerely,

Brent Kellas

BSS Music Director
bkellas@sd69.bc.ca

Please submit the first \$200.00 payment (cheques written out to BSS) and the attached permission form in to Mr. Kellas by Wednesday, October 31st. The remaining installments will be due in January, February, and March.

**AFFINITY GROUP TOURS**

817 Cambie St
Vancouver, B.C.
Canada V6B 2P4

Ph: (604) 737-3121
E-mail: kristy@affinitytours.com
Fax: (604) 737-0172

Ballenas Secondary School – Edmonton Performance Tour

\$815.00 per student based on 45 paying students (12 rooms) and 5 free adults/teachers (3 rooms)

Itinerary inclusions

- Charter coach services per the Itinerary, (Driver's regulations stipulate that all bus drivers must not exceed driving 10 hours per day) provided by Wilsons Transportation;
- BC Ferries fee's for passengers and coach May 7th and May 12th
- 2 nights' accommodation at a moderate hotel in Kamloops (May 7 and 11);
- 3 nights' accommodation at a moderate hotel in Edmonton (May 8, 9 and 10);
- 2 elementary school performances;
- Daily breakfast
- 2 group dinners in downtown Edmonton
- Jasper Sky Tram
- West Edmonton Mall Choice Passes for 1 Day
- Tickets to Edmonton Symphony Orchestra Performance
- Winspear Educational Tour
- Jubilations Dinner Theatre & Show
- 90 Minute Workshop in Edmonton at the University of Alberta
- All applicable Taxes and GST;
- Services and Planning by Affinity Group Tours;

Please note: No arrangements or prices are to be considered confirmed until a written confirmation has been received by you from *Affinity Group Tours*. This is a 'Proposal & Quotation' only at this time. Nothing has been requested or booked for your trip, pending your go-ahead & receipt of the initial deposit as outlined above.

NOT INCLUDED:

- ❖ Meals other than as specified above
- ❖ Manulife STUDENT YOUTH Cancellation and Trip Interruption Insurance (\$59.00 per student – minimum 16 students needed to purchase insurance)
- ❖ Items of a personal nature
- ❖ Additional coach transportation, workshops or entrance fees
- ❖ Gratuities

IMPORTANT DEPOSIT & PAYMENT REQUIREMENTS:

- A \$200.00 per person deposit is due by October 30, 2018.
- A second deposit of \$200 per person is due by January 15, 2019
- Final numbers and final rooming list are required by February 15, 2019 *at which time a final invoice will be issued.*
- Balance of payment is due no later than March 1, 2019

Note: All monies paid are non-refundable. No refunds for unused services



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

SCHOOL NAME: BALLENAS SECONDARY SCHOOL

Educator-in-Charge: Brent Kellas

Destination: Edmonton, Alberta

Departure Date: May 7th, 2019 Return Date: May 12th, 2019

Area of Study: Music, Band, Choir Grades: 8-12

Educational Purpose of Trip: To learn from music professionals, perform for audiences, and watch professionals perform

Total No. of Students: 50 Total Cost: TBD

Cost per Student: \$870.00 Built-in Cost per Teacher: Cost to Teacher (if any):

Cost of six lunches and two dinners

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

Still waiting for the itemized itinerary from Affinity Travel. I will forward it as soon as possible.

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, EA's, and parents

Category 4 Out of Province Field Experience - Final Approval

Educator-in-Charge (please print): Brent Kellas	Date (day/month/year): Feb. 25, 2019	Educator-in-Charge signature:
Principal Name (please print): Rudy Terpstra	Date (day/month/year): Feb. 25, 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



KWALIKUM SECONDARY SCHOOL

Working together to realize our full potential

Principal: Lori Marshall, lmarshall@sd69.bc.ca
Vice-Principal: Lesley Rowan, lrowan@sd69.bc.ca
Vice-Principal: Adam Stefiuk, astefiuk@sd69.bc.ca

RECEIVED
MAR 04 2019

February 26, 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 Kwalikum Secondary School Student Field Trip to Ottawa, Ontario from 5/13/19-5/19/19 to attend the Canadian National Music Festival. This trip has been planned by teachers Dan Craven and Crystal-Anne Howell.

Please see attached itinerary for details.

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

Respectfully submitted,

Ms. Lori Marshall
Kwalikum Secondary School

Copy: Dan Craven, Crystal-Anne Howell, Sponsoring Teachers

**Kwalikum Secondary School
Music Program**

February 26, 2019

Re: Ottawa Musicfest Canada Field Experience;

We are requesting approval in principle to take our Senior Jazz Band and Jazz Combos to participate in the Canadian National Music Festival (Musicfest Canada) that takes place in Ottawa from May 13th – 19th 2019.

Musicfest Canada is an invitation-only festival, hosting ensembles from across Canada that have qualified to participate through outstanding regional festival performances. At the Surrey Jazz Festival last week, KSS students were judged Best Senior Band, Best Senior Combo, and Best Junior Combo, and as a result qualified for the Nationals.

Students will have an opportunity to perform alongside other outstanding students from across Canada, and will receive an educational clinic from a top Canadian musician/educator, based on their performance. Students will also have the opportunity to experience workshops given during the days that we are at the festival, and attend concerts featuring the best Canadian Musicians.

Another important aspect of the festival is the opportunity individual students will have to audition for the National Honour Jazz Band and Honour Jazz Combo. These two ensemble are comprised of the most outstanding students at the festival, and are a gateway to the festival's extensive awards, bursaries and scholarships. Former KSS student Jon Challoner received a full 4-year tuition scholarship to Canada's leading jazz program at this festival. We have a number of students this year who have progressed to a very high level of musicianship, and who are serious contenders for these awards.

We provide an assignment requiring students to write a brief summary of what they experienced and learned from their educational experiences during workshops. We also require students to see and hear other music groups and write a critique of the performance they have heard. This is a great activity for student to use concepts they have learned during their workshop experiences.

We have a follow up student perspective sheet about their experiences from participation on this field trip. Also students will be engaged in numerous school and community performances throughout the spring to demonstrate the progress of their learning and enrich the arts culture in their community.

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

Crystal-Anne Howell
Kwalikum Secondary School
chowell@sd69.bc.ca

Dan Craven
Kwalikum Secondary School
dcraven@sd69.bc.ca

sample itinerary based on our 2012 trip
Groups, venues, hotel, etc will be adjusted when current quote is provided by Ellison Travel

KWALIKUM SECONDARY SCHOOL MUSIC TOUR TO MUSICFEST IN OTTAWA, ON MAY 15 – 19, 2019

Day 1 – Wednesday May 15

- 9:30am - board local transfer and depart for Vancouver (arranged by group)
- 9:30am - arrive at Vancouver International Airport and check in at the Air Canada counter
- 11:15am - depart Vancouver on Air Canada flight **** to Toronto
- *note: move your watches ahead 3 hours during flight*
- 6:44pm - arrive at Toronto airport, supper at the airport
- 8:10pm - depart Air Canada flight *** for Ottawa
- 9:10pm - arrive in Ottawa and collect your luggage
- 9:55pm - board your **55 passenger coach from Transport Thom** and depart for your hotel
- drop off one director at the National Arts Centre to register the school

Group needs to register with the MusicFest registration office at "location to be advised" prior to the day of their performance, if possible. Please do not leave registration until just prior to the performance time as this can be a busy location and this may make a group late.

- 8:30pm - arrive at the **Quality Hotel Downtown** and check in for **4 nights**
- evening at leisure

Day 2 – Thursday, May 16

No transportation included today.

- 7:00am - enjoy **breakfast at Don Cherry's Sports Grill** this morning
- 8:00am - walk as a group to Dominion Chalmers United Church (355 Cooper Street)

Concert Choir:

- 8:30am - proceed as a group to the Dominion Chalmers United Church, *Stage C* for adjudication
 - 9:00am - Director and performers must report to the appropriate warm-up check-in desk 1 HOUR (60 minutes) prior to the scheduled performance time to allow sufficient time to put cases and equipment in the assigned storage area
 - 9:30am - each ensemble should have a 20 to 25 minute warm-up period prior to their performance
 - 10:00am** - **Kwalikum Secondary School Concert Choir Performs– Good Luck!**
 - *Note: performance time is limited to a maximum of 30 MINUTES which could include a quick warm-up, set up, introduction of ensemble, performance, possibly a short commentary from the adjudicator, honour presentation and exit from the stage (this time block will be strictly enforced)*
 - 10:30am - each performing ensemble will receive a clinic approximately 30 MINUTES with a festival adjudicator/clinician focusing on items of benefit to the group
 - 11:00am - proceed to photo stage
 - 11:30am - retrieve instrument cases from assigned storage area
- Everyone:**
- walk as a group to the University of Ottawa and purchase lunch enroute

Grade 9/10 Jazz Band:

- 12:30pm - proceed as a group to Academic Hall, *Stage A* for adjudication
- 1:00pm - Director and performers must report to the appropriate warm-up check-in desk 1 HOUR (60 minutes) prior to the scheduled performance time to allow sufficient time to put cases and equipment in the assigned storage area
- 1:30pm - each ensemble should have a 20 to 25 minute warm-up period prior to their performance
- 2:00pm** - **Kwalikum Grade 9/10 Jazz Band performs – Good Luck!**
 - *Note: performance time is limited to a maximum of 30 MINUTES which could include a quick warm-up, set up, introduction of ensemble, performance, possibly a short commentary from the adjudicator, honour presentation and exit from the stage (this time block will be strictly enforced)*

Day 2 – Thursday, May 16 Continued

- 2:30pm - each performing ensemble will receive a clinic approximately 30 MINUTES with a festival adjudicator/clinician focusing on items of benefit to the group
- 3:00pm - proceed to photo stage
- 3:30pm - retrieve instrument cases from assigned storage area

Grade 11 Combo Jazz Duo:

- 1:30pm - proceed as a group to Academic Hall, *Stage A* for adjudication
- 4:00pm
- 4:30pm - Director and performers must report to the appropriate warm-up check-in desk 1 HOUR (60 minutes) prior to the scheduled performance time to allow sufficient time to put cases and equipment in the assigned storage area
- 3:00pm - each ensemble should have a 20 to 25 minute warm-up period prior to their performance
- 5:30pm - **Kwalikum Grade 11 Combo Jazz Duo Performs – Good Luck!**
- *Note: performance time is limited to a maximum of 30 MINUTES which could include a quick warm-up, set up, introduction of ensemble, performance, possibly a short commentary from the adjudicator, honour presentation and exit from the stage (this time block will be strictly enforced)*
- 6:00pm - each performing ensemble will receive a clinic approximately 30 MINUTES with a festival adjudicator/clinician focusing on items of benefit to the group
- 6:30pm - proceed to photo stage
- 7:00pm - retrieve instrument cases from assigned storage area

Grade 9 Jazz Combo:

- 2:30pm - proceed as a group to Academic Hall, *Stage A* for adjudication
- 3:30pm - Director and performers must report to the appropriate warm-up check-in desk 1 HOUR (60 minutes) prior to the scheduled performance time to allow sufficient time to put cases and equipment in the assigned storage area
- 4:00pm - each ensemble should have a 20 to 25 minute warm-up period prior to their performance
- 4:30pm - **Kwalikum Grade 9 Jazz Combo Performs – Good Luck!**
- *Note: performance time is limited to a maximum of 30 MINUTES which could include a quick warm-up, set up, introduction of ensemble, performance, possibly a short commentary from the adjudicator, honour presentation and exit from the stage (this time block will be strictly enforced)*
- 5:00pm - each performing ensemble will receive a clinic approximately 30 MINUTES with a festival adjudicator/clinician focusing on items of benefit to the group
- 5:30pm - proceed to photo stage
- 6:00pm - retrieve instrument cases from assigned storage area

Day 2 – Thursday, May 16 Continued

Everyone:

- purchase dinner at the food court on site or a nearby restaurant

Jazz Squared:

- 6:30pm - proceed as a group to Academic Hall, *Stage A* for adjudication
- 7:30pm - Director and performers must report to the appropriate warm-up check-in desk 1 HOUR (60 minutes) prior to the scheduled performance time to allow sufficient time to put cases and equipment in the assigned storage area
- 8:00pm - each ensemble should have a 20 to 25 minute warm-up period prior to their performance
- 8:30pm - **Kwalikum , Gr 12 Duo, Jazz Squared Performs – Good Luck!**
 - *Note: performance time is limited to a maximum of 30 MINUTES which could include a quick warm-up, set up, introduction of ensemble, performance, possibly a short commentary from the adjudicator, honour presentation and exit from the stage (this time block will be strictly enforced)*
- 9:00pm - each performing ensemble will receive a clinic approximately 30 MINUTES with a festival adjudicator/clinician focusing on items of benefit to the group
- 9:30pm - proceed to photo stage
- 10:00pm - retrieve instrument cases from assigned storage area
- 10:00pm - Director and performers must report to the appropriate warm-up check-in desk 1 HOUR (60 minutes) prior to the scheduled performance time to allow sufficient time to put cases and equipment in the assigned storage area
- 10:30pm - each ensemble should have a 20 to 25 minute warm-up period prior to their performance
- 11:00pm - **Kwalikum Grade 11 Combo Jazz Duo Performs – Good Luck!**
 - *Note: performance time is limited to a maximum of 30 MINUTES which could include a quick warm-up, set up, introduction of ensemble, performance, possibly a short commentary from the adjudicator, honour presentation and exit from the stage (this time block will be strictly enforced)*
- 11:30pm - each performing ensemble will receive a clinic approximately 30 MINUTES with a festival adjudicator/clinician focusing on items of benefit to the group
- 12:00pm - photo at a later time
 - retrieve instrument cases from assigned storage area

Everyone:

- 10:30pm - walk as a group to your hotel and retire to your rooms for the evening

Day 3 – Friday, May 17

No transportation included today.

- 7:00am - enjoy breakfast at **Don Cherry's Sports Grill** this morning
- 8:00am - walk as a group to the National Arts Centre

Grade 11/12 Concert Band:

- 8:30am - proceed as a group to the National Arts Centre, *Stage B* for adjudication
- 9:00am - Director and performers must report to the appropriate warm-up check-in desk 1 HOUR (60 minutes) prior to the scheduled performance time to allow sufficient time to put cases and equipment in the assigned storage area
- 9:30am - each ensemble should have a 20 to 25 minute warm-up period prior to their performance
- 10:00am - **Kwalikum Secondary School Grade 11/12 Concert Band Performs – Good Luck!**
 -
 - *Note: performance time is limited to a maximum of 30 MINUTES which could include a quick warm-up, set up, introduction of ensemble, performance, possibly a short commentary from the adjudicator, honour presentation and exit from the stage (this time block will be strictly enforced)*
- 10:30am - each performing ensemble will receive a clinic approximately 60 MINUTES with a festival adjudicator/clinician focusing on items of benefit to the group
- 11:30am - proceed to photo stage
- 12:00noon - retrieve instrument cases from assigned storage area
- Everyone:**
- 12:00noon - walk as a group to the Byward Market
- 12:30pm - arrive at the **Byward Market** to purchase lunch and explore this historic marketplace
- 1:30pm - walk as a group to the **National Arts Centre**
- 2:00pm - arrive at the National Arts Centre and proceed to Southam Hall to find your seats
- 3:00pm - enjoy this afternoon **concert by the Yamaha Symphonic Band**
- 4:30pm - following the concert enjoy some free time to explore downtown Ottawa or return to your hotel. Purchase dinner
- 6:00pm - walk as a group to the University of Ottawa

Grade 12 Jazz Combo, Quartet

- proceed as a group to Academic Hall, *Stage A* for adjudication
- Director and performers must report to the appropriate warm-up check-in desk 1 HOUR (60 minutes) prior to the scheduled performance time to allow sufficient time to put cases and equipment in the assigned storage area

- each ensemble should have a 20 to 25 minute warm-up period prior to their performance
- 8:30pm** - **Kwalikum Grade 12 Jazz Combo For Some performs– Good Luck!**
- *Note: performance time is limited to a maximum of 30 MINUTES which could include a quick warm-up, set up, introduction of ensemble, performance, possibly a short commentary from the adjudicator, honour presentation and exit from the stage (this time block will be strictly enforced)*
- each performing ensemble will receive a clinic approximately 30 MINUTES with a festival adjudicator/clinician focusing on items of benefit to the group
- proceed to photo stage
- retrieve instrument cases from assigned storage area

Grade 12 Jazz Combo, trio

- proceed as a group to Academic Hall, *Stage A* for adjudication
- Director and performers must report to the appropriate warm-up check-in desk 1 HOUR (60 minutes) prior to the scheduled performance time to allow sufficient time to put cases and equipment in the assigned storage area
- each ensemble should have

10:00 pm Grade 12 Jazz Combo, Trio

- proceed as a group to Academic Hall, *Stage A* for adjudication
- Director and performers must report to the appropriate warm-up check-in desk 1 HOUR (60 minutes) prior to the scheduled performance time to allow sufficient time to put cases and equipment in the assigned storage area
- each ensemble should have a 20 to 25 minute warm-up period prior to their performance
- **Kwalikum Grade 12 Jazz combo 3's a Crowd performs– Good Luck!**
- *Note: performance time is limited to a maximum of 30 MINUTES which could include a quick warm-up, set up, introduction of ensemble, performance, possibly a short commentary from the adjudicator, honour presentation and exit from the stage (this time block will be strictly enforced)*
- each performing ensemble will receive a clinic approximately 30 MINUTES with a festival adjudicator/clinician focusing on items of benefit to the group
- proceed to photo stage
- retrieve instrument cases from assigned storage area

Everyone:

- 10:30pm - walk as a group to your hotel
- 11:00pm - arrive at your hotel for the evening and retire to your rooms

Day 4 – Saturday, May 18

- 7:00am - enjoy **breakfast at Don Cherry's Sports Grill** this morning
- 8:00am - walk as a group to the University of Ottawa
- 9:00am - proceed as a group to the Dominion Chalmers United Church, *Stage C* for adjudication
- 9:30am - Director and performers must report to the appropriate warm-up check-in desk 1 HOUR (60 minutes) prior to the scheduled performance time to allow sufficient time to put cases and equipment in the assigned storage area
- 10:00am - each ensemble should have a 20 to 25 minute warm-up period prior to their performance
- 10:30am- Kwalikum Secondary Senior Jazz Band Performs– Good Luck!**
- *Note: performance time is limited to a maximum of 30 MINUTES which could include a quick warm-up, set up, introduction of ensemble, performance, possibly a short commentary from the adjudicator, honour presentation and exit from the stage (this time block will be strictly enforced)*
- 11:00am- each performing ensemble will receive a clinic approximately 30 MINUTES with a festival adjudicator/clinician focusing on items of benefit to the group
- 11:30am - proceed to photo stage
- 12:00noon - retrieve instrument cases from assigned storage area
- Everyone:**
- 12:00noon - **board 1/56 passenger locally hired coach** your coach and depart for the Canadian War Museum, a stop will be made enroute to purchase a quick lunch
- 1:00pm - arrive at the Canadian War Museum
- 1:15pm - participate in a **guided tour of the Canadian War Museum** and discover fascinating facts about Canada's role in war and peace keeping efforts around the globe
- 2:45pm - board your coach and depart for **Gatineau, QC**
- 2:45pm - arrive in Gatineau at the **Canadian Museum of Civilization** for a **self-guided visit** – discover the country's largest and most visited museum – explore over 1000 years of Canadian history
- 3:45pm - line up at the Imax Theatre
- 4:00pm - enjoy today's **Imax presentation (show TBA)**
- 5:00pm - board your coach and depart for dinner
- 5:30pm - arrive at the Byward Market to purchase dinner in your small chaperoned groups

Note: Your locally hired coach will depart at this time. No coach will be available for the remainder of the evening

- 7:00pm - walk as a group to the National Arts Centre

- 7:30pm - arrive at the Nation Arts Centre Southam Hall and find your seats
- 8:00pm - enjoy tonight's **performance by the Yamaha All Star Band**
- 9:15pm - following the concert walk as a group to your hotel
- 10:00pm - arrive at your hotel and retire to your rooms for the evening

Ellison Travel & Tours cordially invites the Director and guest to the annual Directors'

Reception on

Saturday, May 17th from 9:30pm to midnight in the National Arts Centre. Enjoy refreshments, door prizes & live jazz entertainment.

Day 5 – Sunday, May 19

- 4:30am - early breakfast
- 5:30am - board 1/56 passenger coach and depart for Airport
- 7:00 am - Depart Ottawa, Air Canada, Flight, ****



FORM SD69-FE04A

Category 4 Field Experience

REQUEST FOR PRELIMINARY APPROVAL (APPROVAL IN PRINCIPLE)

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
- Will 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-FE04A Request for Preliminary Approval of Category 4 Field Experiences
 - Cover letter from Educator-in-charge outlining specific objectives, proposed follow-up activities, and presentation(s)
 - Parent Information Letter
 - Schedule/Itinerary
 - Class List
 - Third Party Waiver (if applicable)
 - DRAFT Service Provider Proposal, Agreement and/or Contract

In addition to above information, Educator-in-charge MUST have on file:

- 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

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 preliminary approval from the Board of Education
- FORM SD69-FE04A Request for Preliminary Approval of Category 4 Field Experiences
- Parent Information Letter
- Schedule/Itinerary
- Third Party Waiver (if applicable)
- DRAFT Service Provider Proposal, Agreement and/or Contract

SCHOOL NAME: KWALIKUM SECONDARY SCHOOL
Educator-in-Charge: Dan Craven
Proposed Destination: Ottawa On
Proposed Departure Date: May 15 2019 **Proposed Return Date:** May 19 2019
Area of Study: Music **Grades:** 10-12
Educational Purpose of Trip: National level performance, Honour Groups
Total No. of Students: 23
Total Projected Cost: est. \$40,000
Projected Cost per Student: 1700 **Projected Built-in Cost per Teacher:** 1500 **Projected Cost to Teacher (if any):** 0
 We have fundraising efforts planned to mitigate this

Proposed Excursion Details (Planning Form attached): Yes No (if no, please explain below)

All activities will be related to the music festival experience

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:

2 teachers, 2 parents, equal representation

Category 4 Out of Province Field Experience – Preliminary Approval

Educator-in-Charge (please print): Dan Craven	Date (day/month/year): 26/02/2019	Educator-in-Charge signature:
Principal Name (please print): Lori Marshall	Date (day/month/year): 27 02 19	Signature indicating preliminary approval:
Board of Education or designate (please print):	Date (day/month/year):	Signature indicating preliminary approval:



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 ~~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 ~~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
 - 940) District Parents Advisory Council
 - 1044) Public Questions and Comments Period (written) (10 minutes)
 - 1142) Action Items
 - 1243) Information Items
 - Attached
 - 1314) Education Committee of the Whole Report
 - 1415) Policy Committee Report
 - 1546) Reports from Representatives to Outside Organizations
 - 1647) Trustee items
 - 1748) New or Unfinished Business
 - 1844) 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

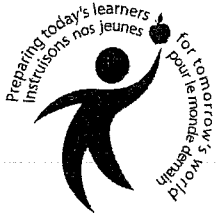
1. The Board of Education may meet in-camera for the following purposes:
 - a. To discuss matters of collective negotiations between the Board and School District Staff.
 - b. To discuss acquisition, lease, sale or exchange of real property prior to completion.
 - c. To consider information regarding 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

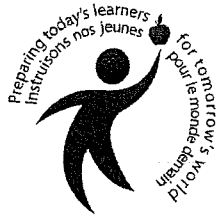
1. A special meeting of the Board of Education may be called by the Chair of the Board or, upon written request of a majority of the Trustees, may be called by the Secretary Treasurer. No business other than that for which the meeting was called shall be conducted at the meeting. Time for public comments 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.

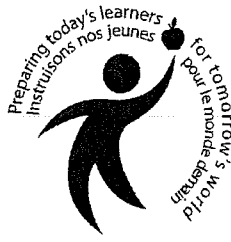
The Board understands that technology-based access to information, collaboration and creativity are vital to intellectual enhancement and productivity. The Board also understands that the Internet is ever-changing and unregulated, and that as such web-based information is difficult to control or filter. 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.



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
-

SCHOOL DISTRICT No. 69 (QUALICUM)

ADMINISTRATIVE PROCEDURE

ACCEPTABLE USE OF TECHNOLOGY

Page 1 of 4

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 however please note that data may be stored in countries world-wide.

SCHOOL DISTRICT No. 69 (QUALICUM)

ADMINISTRATIVE PROCEDURE

ACCEPTABLE USE OF TECHNOLOGY

Page 4 of 4

References:

- Board Policy 5056: *Acceptable Use of Technology*
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