




### Public Notice – Board of Education Online Public Meeting

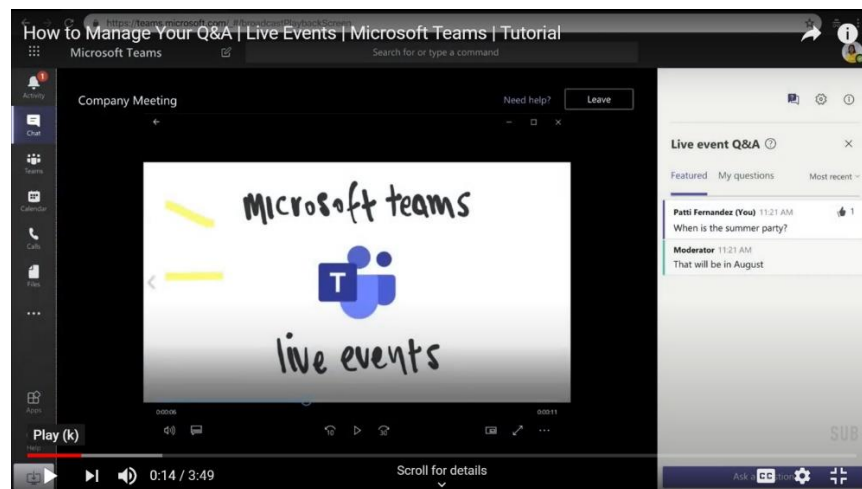
A public meeting of the Education-Policy Committee for School District 62 (Sooke) **will be held on April 9, 2024 at 6:30 pm.**

**Please note that all Public Board and Committee meetings are now held in person at the District School Board Office, located at 3143 Jacklin Road, Victoria.**

To participate in the meeting please click on this link: <https://jump.sd62.bc.ca/Education-PolicyCommittee-Apr-09-2024>

<https://support.office.com/en-us/article/attend-a-live-event-in-teams-a1c7b989-ebb1-4479-b750-c86c9bc98d84>

- Anyone who has the link can attend the online meeting without logging in to MS Teams.
- Members of the public have the opportunity to ask questions related to agenda items discussed at the meeting:
  - Select the **Q&A**  function on the right side of the screen.
  - When asking a question using the Q&A function, please identify yourself. **Anonymous questions will not be responded to.**
    - A reminder for Stakeholder groups to use the **Q&A** function.
  - Members of the media can direct their questions to the Communications Manager at School District 62 for response following the meeting.



If you have questions regarding the meeting and how to access it that aren't answered in the link above please email [info@sd62.bc.ca](mailto:info@sd62.bc.ca).



## EDUCATION-POLICY COMMITTEE

School Board Office

Via MS Teams

Apr. 9, 2024 – 6:30 p.m.

### A G E N D A

1. **CALL TO ORDER AND ACKNOWLEDGMENT OF FIRST NATIONS TERRITORIES**

*We are honoured to be meeting on the traditional territories of the Coast Salish, specifically Esquimalt Nation, Songhees Nation, and acknowledge the three nations SD62 works with directly in our schools: Sc'ianew Nation, and T'Sou-ke Nation; including the West Coast Pacheedaht Nation, Nuu-chah-nulth. (words gifted by the three nations SD62 works with)*

2. **Opening Remarks from Chair, Cendra Beaton**

3. **COMMITTEE REPORT** of March 5, 2024 Education-Policy Committee meeting (attached) **Pg. 4**

4. **BAA COURSE PROPOSALS**

There are no BAA course proposals for this meeting.

5. **REVIEW OF POLICIES/REGULATIONS** (attached)

- a. Draft Policy and Regulations C-114 "Sanctuary Schools" – D'Arcy Deacon and Laura Schwertfeger **Pg. 7**

Recommended Motion:

That the Board of Education of School District 62 (Sooke) give Notice of Motion to draft new Policy and Regulations C-114 "Sanctuary Schools".

- b. Draft New Policy and Regulations F-329 "Records Management" – Farzaan Nusserwanji **Pg. 10**

Recommended Motions:

That the Board of Education for School District #62 (Sooke) RESCIND Policy and Regulations C-220 "Student Records".

That the Board of Education for School District #62 (Sooke) RESCIND Regulations F-330 "Document Retention".

That the Board of Education for School District #62 (Sooke) give Notice of Motion to draft new Policy and Regulations F-329 "Records Management".

6. **NEW BUSINESS** (attached)

- a. Academies Update - Wayne Kelly (15 min.) **Pg. 23**  
 b. Belmont Secondary School – Student Trip to Japan Presentation - Dayna Christ-Rowling (15 min.)

7. **FOR INFORMATION**
8. **FOR FUTURE MEETINGS**
9. **ADJOURNMENT AND NEXT MEETING DATE: May 7, 2024**



**COMMITTEE REPORT OF THE  
EDUCATION-POLICY COMMITTEE  
School Board Office  
March 5, 2024 – 6:00 p.m.**

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Present: Cendra Beaton, Trustee (Committee Chair)  
Allison Watson, Trustee (Committee member)  
Trudy Spiller, Trustee (Committee member)  
Christina Kempenaar, STA  
Dana Savage, CUPE  
Georgette Walker, SPVPA  
Nevada Kaludjar, SPEAC  
Paul Block, Superintendent/CEO  
Dave Strange, Associate Superintendent  
D’Arcy Deacon, Associate Superintendent

Guests: Denise Wehner, Jon Carr, Marlys Denny, Tess Vally, Shelby Pollitt, Sara Ramsbottom, Tamara Maxim, Eva Martin, Shawn Taal

**1. CALL TO ORDER AND ACKNOWLEDGMENT OF FIRST NATIONS TERRITORIES**

*We are honoured to be meeting on the traditional territories of the Coast Salish, specifically Esquimalt Nation, Songhees Nation, and acknowledge the three nations SD62 works with directly in our schools: Sc’ianew Nation, and T’Sou-ke Nation; including the West Coast Pacheedaht Nation, Nuu-chah-nulth. (words gifted by the three nations SD62 works with)*

**2. Opening Remarks from Chair, Cendra Beaton**

Chair Beaton gave her opening remarks by celebrating the learning in our organization. At Spencer Middle School there was an official opening of the SOGI crosswalk. This was student group initiated and a very welcoming event. Chair Beaton said it was wonderful to see the City of Langford there to support and it was an important reflection of our communities. It’s something the students will be able reflect on as adults and identify as something they got to contribute to.

The Chair opened the floor for further comments. Trustees, partner groups and committee members commented on the positive initiatives taking place in the District.

Associate Superintendent Dave Strange acknowledged a celebration of student experience at Ruth King Elementary. It was a celebration of Metis culture including canoe races, stories from Elders and a simulated trap line. He recognized the joy brought forward by Elder Joanne.

Trustees also commented on the recent community forum for adolescent health recognizing The Village Initiative and partnership with SD62. It was a very positive experience that highlighted a shared commitment to student well being and mental health.

Superintendent Paul Block highlighted the most recent announcement of funding to establish a Foundry on the Westshore. He recognized Associate Superintendent Dave Strange for his leadership in this work over an extended period of time. He also gave recognition that collaboration with community is a powerful approach to serving the youth of the Westshore communities. This is the result of 8 years collaboration.

3. **COMMITTEE REPORT** of February 6, 2024 Education-Policy Committee meeting

The committee report for the February 6, 2024 Education-Policy Committee meeting was received by the committee. No errors or omissions were noted.

4. **BAA COURSE PROPOSALS**

There were no BAA course proposals for this meeting.

5. **REVIEW OF POLICIES/REGULATIONS**

a. Draft Revised Policy and Regulations C-211 “Challenge and Equivalency” – Dave Strange/Denise Wehner

District staff came together to look at current practices to ensure there is a streamlined process for students to be able to challenge courses and get equivalency recognition. There were no questions from trustees or partner groups.

Recommended Motion:

That the Board of Education of School District 62 (Sooke) give Notice of Motion to draft revised Policy C-211 “Challenge and Equivalency”.

6. **NEW BUSINESS**

a. NA’TSA’MAHT Enhancement Agreement Mid-Year Report – Jon Carr and Marlys Denny

NA’TSA’MAHT Indigenous Education District Principal Jon Carr and District Vice-Principal Marlys Denny co-presented the Na’tsa’maht Enhancement Agreement Mid-Year report. Jon Carr began by recognizing the incredible Na’tsa’maht team across the district. This is currently the 3<sup>rd</sup> rendition of the NIE Enhancement Agreement. The Na’tsa’maht Education Council are mainly responsible for oversight of the work towards the NIE Enhancement Agreement. The report identifies a wide range of Indigenous learners in SD62 and broad representation of First Nations across B.C. Jon Carr reviewed the 2023-24 timeline identifying goals and important dates over the course of the calendar year.

The Chair thanked Jon Carr and Marlys Denny for their presentation. Committee members expressed their gratitude for the work of the NIE team and engaged in conversations and asked questions of the presenters.

b. K-12 Literacy Intervention Plan Update – Denise Wehner

Denise Wehner, District Principal of Curriculum Transformation, introduced a group of educators who are literacy teachers across the district. Denise Wehner started with a quote recognizing the power of learning rounds and the investing in teachers to do their work well. She reviewed data referencing students supported by literacy intervention, all K-3 students screened and much more to come. She introduced the Colwood primary literacy team, Principal Tess Vally from Poirer and Dr. Shelby Pollitt – Curriculum Co-ordinator – Early Learning and Numeracy.

The Primary literacy team teachers, Sara Ramsbottom, Tamara Maxim, and Eva Martin, described their experience working through the release and instructional rounds process. An important theme is the focus on consistency in practice across classrooms. Attention to this practice has created the opportunity to re-assess and then make adaptive shifts to further support while celebrating successes. This practice is growing and becoming increasingly effective as teachers grow confident in their own practice. It was noted that as student skillsets grow, they are increasingly engaged and there are less behaviour challenges.

Tess Vally spoke about the targeted K-5 literacy work taking place at Poirer Elementary School. Grade 3-5 students, where necessary, are receiving direct literacy instruction in a targeted way. The data indicates this is a very effective approach and it is also highlighting an improvement in student engagement and reduction in behaviour challenges.

Dr. Pollitt spoke about the philosophy of the literacy intervention plan “Focused instruction for all learners with targeted interventions for those who need it”. This carries on well past elementary into middle and secondary schools. Dr. Pollitt highlighted professional development opportunities for Primary, Middle and Secondary literacy instruction. These communities of practice are building up a shared capacity to be responsive in our instruction.

Chair Beaton thanked the presenters for sharing the excellent work happening in schools. Committee members expressed their gratitude for the work of the team and engaged in conversations and asked questions of the presenters.

7. **FOR INFORMATION**

a.

8. **FOR FUTURE MEETINGS**

9. **ADJOURNMENT AND NEXT MEETING DATE:** April 9, 2024

Meeting adjourned at 8:12 pm



**Committee Info Note**  
**Education-Policy Committee Meeting**  
**April 9, 2024**

**Agenda Item 5a: Draft New Policy and Regulations C-114 “Sanctuary Schools”**

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**Background:**

Over the past decade there have been many discussions at local governance, staff and Ministry of Education and childcare levels about the responsibility to ensure students have access to the right to education. Several Boards of Education in the province of British Columbia have adopted a Sanctuary Schools policy with the intent of ensuring that students who meet the definition of ordinarily resident within the district can access school without fear that their information will be shared with federal immigration authorities unless required by law.

**Current Context:**

Families with precarious or no immigration status continue to experience barriers to registering their children in public schools. Sooke School District does not currently have a policy in place describing sanctuary schools.

**Recommended Motion:**

That the Board of Education of School District 62 (Sooke) give Notice of Motion to draft new Policy and Regulations C-114 “Sanctuary Schools”.

Respectfully submitted,

D’Arcy Deacon, Associate Superintendent  
Laura Schwertfeger, District Principal – International  
Programs and ELL

**School District #62 (Sooke)**

<b>SANCTUARY SCHOOLS</b>	No.: C-114
	Effective: Revised: Reviewed: Apr. 9/24

**SCHOOL BOARD POLICY**

The Board of Education takes pride in its commitment to providing a safe and welcoming environment for all children and families who are ordinarily resident in the school district, including those with precarious immigration status or no immigration status.

All school age children who are ordinarily residents in the school district, including those with precarious immigration status or no immigration status in Canada, are entitled to admission in school. The personal information of enrolled students or their families shall not be shared with federal immigration authorities unless required by law. The Board shall not permit Canada Border Services Agency (CBSA) officials or immigration authorities to enter schools or district facilities unless required by law. All public-school employees and volunteers shall be informed of this policy, and it will be communicated to requisite stakeholders including immigrant communities.



**School District #62 (Sooke)**

<b>SANCTUARY SCHOOLS</b>	No.: C-114
	Effective: Revised: Reviewed: Apr. 9/24

**SCHOOL BOARD REGULATION**

The Board will implement communication protocols and admission procedures in accordance with these requirements:

1. This policy and relevant provisions of the *School Act* will be communicated annually to all school administrators and school office staff. Such materials will also be prominently displayed in school offices, and on the district's website.
2. The Board will provide orientation and training for all staff regarding the policy to promote expertise and sensitivity regarding the needs of students without immigration status in Canada.
3. A thorough communications plan will be developed to share this information in immigrant communities.
4. The appropriate instructions for staff and public information materials concerning admission procedures will be revised to reflect the policy. Such revisions will also be included in all training and orientation programs for staff and community agencies who have responsibilities in this area.
5. All student registration forms, including electronic databases, which refer to immigration status in Canada, will be deemed strictly confidential.
6. All student registration forms, including electronic databases, will provide clearly stated options for any family which does not wish to share proof of immigration status as a means of establishing that they are ordinarily resident in the area served by Sooke school district.
7. Where there is a need to verify a student's name, home address, or date of arrival in Canada, and where the usual supporting documentation is not available, the Board and schools will accept a combination of other documents outlined in the Ministry of Education and Child Care's Eligibility of Students for Operating Grant Funding Policy.
8. Schools will continue to comply with current Ministry of Education requirements in the case of students for whom ELL funding claims are made but will not disseminate students' personal information.
9. An independent or third-party based complaints mechanism will be set up to hear from families who have been denied admission based on immigration status and appropriate accountability measures developed to ensure that no child who is ordinarily resident is turned away.



**Committee Info Note**  
**Education-Policy Committee Meeting**  
**April 9, 2024**  
**Agenda Item 5b: Draft New Policy and Regulations**  
**F-329 “Records Management”**

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**Purpose**

To update the Education Policy Committee on due diligence conducted on existing Records Management policies.

**Background:**

SD62’s existing Student Records Policy (C-220) needs to be made consistent with the province’s *Permanent Student Record Instructions* and SD62’s Document Retention (F-330) is a regulation without a policy

Records Management practices in the district need to be updated to:

- 1) Reflect changes in legislation – e.g. FOIPPA, Accessibility of records,
- 2) Create clarity by identifying the Office of Primary Responsibility for each type of record,
- 3) Mitigate risk by establishing schedules for the retention and destruction of records.

**Process:**

A consultant who has worked with school districts and municipalities was hired to review our current policy and practices:

- Conducted 21 Interviews across Schools, Educational, and Business Departments
- A review of existing policies and practices was undertaken. Key deficiencies noted:
  1. Inconsistent Governance/Policy under multiple policies/regulations
  2. No formal Records Manager/Officer for program oversight
  3. The inability to find records decreases staff productivity
  4. A lack of appropriate records destruction leaves SD62 vulnerable to:
    - i. FOI/Legal requests
    - ii. business continuity gaps
    - iii. loss of preservation of SD62’s historical presence
  5. A gap in formalized records management training for staff
  6. The insufficient identification and protection of sensitive information including personal information within SD62 records
  7. Absence of Modern Physical and Electronic Records Management tools (EDRMS)
- 48 recommendations were identified to help remediate the deficiencies

**Management Response**

Staff refreshed existing policies that are outdated and are now in the process of formalizing our Records Management Program.

In support of establishing the Records Management Program, staff have prepared the following documents for committee consideration with any new text in **bold** and any text to be removed in ~~striketrough~~ for Committee consideration.

**Rescind/Retire Policy and Regulations C-220 “Student Records” – Outdated****Rescind/Retire Administrative Regulations F33 “Document Retention” - Outdated**

**Renamed and Revised DRAFT new Policy and Regulations F-329 “Records Management”** – consolidates multiple existing records management policies, regulations, and procedures under one Board Policy.

Other documents and processes required for developing the Records Management Program are identified as Administrative Procedures linked back to the draft policy and draft regulations.

- Records Classification and Retention Schedule
- Executive Records
- Legal Requests
- Managing Email
- Records Destruction
- Remote Access and Records Transfer
- Transitory Records
- Version Control and Naming Conventions
- Vital Records
- Correction of Personal Information

**Next Steps**

That the Board of Education of SD62 supports the further development and implementation of the SD62 Records Management Program.

**Recommended Motions:**

Recommended Motion: That the Board of Education for School District #62 (Sooke) RESCIND Policy and Regulations C-220 “Student Records”.

Recommended Motion: That the Board of Education for School District #62 (Sooke) RESCIND Regulations F-330 “Document Retention”.

Recommended Motion: That the Board of Education for School District #62 (Sooke) give Notice of Motion to draft new Policy and Regulations F-329 “Records Management”.

Respectfully submitted,

Farzaan Nusserwanji  
Chief Information Officer and Executive Director – Digital Solutions

**School District #62 (Sooke)**

<b><del>STUDENT RECORDS</del></b>	No.: C-220
	Effective: Aug. 24/82 Revised: Apr. 14/92 July 5/05

**~~SCHOOL BOARD POLICY~~**

1. ~~The Board of School Trustees regards documents which the district has received or which it has prepared in the course of the conduct of its business to be the property of School District No. 62 (Sooke).~~
2. ~~It is the position of the Board of School Trustees that the Board shall establish and maintain a record for each student and for each child registered with the Board's schools. Such records will include only items of legitimate interest to the school district and the individual.~~  
~~Note: "Student Record" means a record of information in written or electronic form pertaining to~~  
~~\_\_\_\_\_ (a) a student, or~~  
~~\_\_\_\_\_ (b) a child registered under Section 13 of the School Act with a school,~~  
~~\_\_\_\_\_ but does not include a record prepared by a person if that person is the only person who will have access to the record.~~
3. ~~Such student records shall be kept so long as they can be of benefit to the student.~~
4. ~~Schools will regularly provide to parents information prepared on students by providing report cards, academic transcripts, and statements of standing as required by the School Act.~~
5. ~~The Board of School Trustees shall ensure the confidentiality of the information and ensure privacy for students and their families. Notwithstanding the above, the Board of School Trustees shall permit a person providing support services for the school access to information in student records required to carry out that service. The Board may also release student records to the Board's insurer to the extent necessary to meet any claim against the Board's insurance (Minister's Order 14/91).~~
6. ~~Release of the information derived from aptitude, personality or other clinical measures of the student to any outside agency other than those covered under Section 79 of the School Act, will be permitted only following the written approval of the parents/guardians of students who have not reached the age of legal majority (19). A student and the parents of a student are entitled to examine all student records kept by the Board of School Trustees pertaining to the student while accompanied by the principal or a person designated by the principal to interpret the records.~~

~~NOTE: Section 27(7) of the Interpretation Act sets out that "where in an enactment power is given to a person to inspect or to require the production of records, the power includes power to make copies or extracts of the records".~~

**School District #62 (Sooke)**

<b>STUDENT RECORDS</b>	No.: C-220
	Effective: Aug. 24/82 Revised: Apr. 14/92

**ADMINISTRATIVE REGULATIONS**Ownership of Records

1. — Files and records used during special sessions, conferences or interviews must remain within the control of the professional staff of the Board.
2. — District professional staff shall have access to records as required in the carrying out of their duties.

Retention of Records

3. — The following records will be retained in the school for 55 years: student attendance records, school registers, B.C. Permanent Student Records, and copies of Dogwood Certificates. Each school shall have a policy on retention of other records.
4. — Pupil record file folders shall move with the student from school to school and shall be retained only until the student has graduated or has reached 19 years of age, at which time they shall be destroyed in a manner appropriate to confidential documents.
5. — Confidential student records held in the school district office shall be retained only until the student has reached 21 years of age, at which time they shall be destroyed in a manner appropriate to confidential documents.

Requests for Information

6. — Schools will regularly issue report cards pursuant to Ministerial Order M191/94. The student's academic transcript and statements of standing, once prepared, will be provided to the student and to the parents or guardians. Where the student is no longer registered in the school, he/she may be required to present appropriate identification.
7. — Requests for information regarding students should be conducted as "parent teacher interviews" with appropriate staff member(s) present.
8. — Raw data, working records and materials which are the professional working material of the teacher, school, or district, may, upon request to the principal, be shared with the student and/or parent in conference but shall not become part of the permanent record of the student.

9. ~~Upon request through the principal or designate, standardized test and assessment data and results from diagnostic testing which are entered in a student's file or record are accessible to the student and/or parent. The principal shall ensure that such information is provided in a conference with professional staff qualified to interpret the data in its proper and intended context.~~
10. ~~Requests for student records from educational institutes other than School District No. 62 (Sooke) schools shall be made in writing and directed to the principal.~~
11. ~~Requests for information from outside agencies other than support services for school (School Act Section 97(2)) shall be received in writing and must be accompanied by a waiver, signed by the parent/guardian or the student of legal majority, authorizing the release of this information.~~
12. ~~Teaching and non-teaching employees shall be instructed on the ethics of confidentiality applicable to their role in the schools.~~

**School District #62 (Sooke)**

<b>DOCUMENT RETENTION</b>	No.: F-330
	Effective: Mar. 9/82 Revised: May 28/82 Nov. 24/92 July 5/05

**ADMINISTRATIVE REGULATIONS**DOCUMENT RETENTION

The Secretary-Treasurer is authorized to destroy documents after the minimum retention period has passed according to the Schedule of Retention Periods approved by the Board (attached).

The following may be used as a guide to disposal and retention of documents.

General Considerations

1. Federal and Provincial Acts, e.g. U.I.C., W.C.B., Income Tax, Customs and Excise, etc., require that certain documents be retained for audit and other purposes. It should be understood, therefore, that where an Act specifies a period longer than that given in this appendix, the Act takes precedence. If there is any doubt as to what procedure is necessary, the appropriate authority should be contacted.
2. It is understood documents in the "indefinite" and other classifications may be microfilmed, provided written permission is received from the governing authority.
3. Documents not listed in this appendix and not required to be retained for periods specified by law should be considered for retention/disposal taking into account their future value for legal, historical or statistical purposes and the availability of similar data elsewhere.

Minimum Period of Retention

<u>Type of Document</u>	<u>Period</u>
<u>1. Secretarial</u>	
Board policy	Indefinite
Committee reports	Indefinite
Minutes	Indefinite
Wages and salary agreements	Indefinite
List of Electors	Two years
General notices	One year
Oaths and declarations	Specified term of office
<u>2. Financial</u>	
Budgets	Indefinite
Audit reports	Indefinite
Debenture by laws and register	Indefinite
Books of original entry	Indefinite

Payrolls	Six years
Accounts payable and receivable	Six years
Cancelled cheques	Six years
Purchase orders	Six years
Cash receipts	Six years
Bank statements and related documents	Six years
Debenture and coupons redeemed	Three years
Form A (payroll NOT capital)	Three years
Payroll remittances	Three years
Time cards	Three years
3. <u>Buildings and Property</u>	
Appraisal and inventory records	Indefinite
Capital expenditure authorization	Indefinite
Plans and specifications and related documents	Indefinite
Titles and deeds	Indefinite
Borrowing authority, e.g., Orders in Council	Indefinite
Leases	Indefinite
4. <u>General Administration</u>	
Insurance claims	Indefinite
Miscellaneous reports, e.g., W.C.B., Fire Marshall, Health, boiler inspection, etc.	Indefinite
Student records	Indefinite
School registers	Indefinite
General correspondence	One year
Accident reports	One year
Annual statistical forms	One year
Ministry of Education circulars	Useful life
Insurance policies	Useful life



**School District #62 (Sooke)**

<b>RECORDS MANAGEMENT</b>	No.: F-329
	Effective: Revised: Reviewed: Apr. 9/24;

**SCHOOL BOARD POLICY****Rationale**

This policy establishes School District #62's (Sooke) commitment to the effective management of administrative and operational records, information, and data assets which are essential to support the strategic goals of the School District.

**Policy**

The Board of Education believes that it is essential to ensure that critical records are preserved and protected for as long as required. Therefore, it is the policy of School District 62 to establish a framework and accountabilities for records management policies, schedules, systems, and procedures to implement a records management program.

**Principles that guide Records Management at SD62**

Records and information management policy, regulations, procedures, and practices will be based on and comply with all applicable regulatory and legislative requirements

All School District #62 (Sooke) employees and contracted service providers who create, receive, and use records have records and information management responsibilities and are accountable for the management of records and information generated in the course of their duties in their physical and virtual environment.

Records and information management practices should be linked to organizational goals, objectives, and administration, with a coordinated approach across School District #62 (Sooke).

This policy is accompanied by a records management regulation, retention schedule, and associated procedures

**Related Policies and Legislation:**

*Freedom of Information and Protection of Privacy Act*  
 Permanent Student Record Instructions  
*School Act*

**School District #62 (Sooke)**

<b>RECORDS MANAGEMENT</b>	No.: F-329
	Effective:
	Revised:
	Reviewed: Apr. 9/24

**ADMINISTRATIVE REGULATIONS****Purpose**

This regulation establishes School District #62's (Sooke) regulations concerning records management.

**Regulation**

Records management regulations include:

- 1.1 Definition of a Record
- 1.2 Records Management Governance
- 1.3 Records Retention Schedules
- 1.4 Transitory Records
- 1.5 Records Destruction
- 1.6 Records Access, Storage, and Security
- 1.7 Remote Access and Records Transfer
- 1.8 Version Control and Naming Conventions
- 1.9 Executive Records
- 1.10 Vital Records
- 1.11 Archival Records
- 1.12 Digitization of Records
- 1.13 Managing Email
- 1.14 Legal Requests for Records
- 1.15 Office of Primary Responsibility
- 1.16 Correction to Personal Information

**1.1 Definition of a Record**

Records include books, documents, maps, drawings, photographs, letters, vouchers, papers, and any other thing on which information is recorded or stored by graphic, electronic, mechanical, or other means, but does not include a computer program or any other mechanism that produces records.

**1.2 Records Management Governance**

School District #62 (Sooke) is responsible for establishing the framework and accountabilities for records management policies, schedules, systems, standards, and guidelines in alignment with legislative and regulatory requirements, including the *Freedom of Information and Protection of Privacy Act* and the *School Act*, etc. This is to ensure the proper management of records, preserving and protecting the integral properties of records. The School District #62

(Sooke) Records Officer (if one has been formally appointed) is responsible for implementing a records management program as a best practice to ensure records within their respective portfolio are effectively managed.

All employees and third-party service providers are responsible for managing and securing the records they create, collect, amend, and receive in the context of their functional responsibilities in accordance with the requirements identified in this document.

### 1.3 Records Retention Schedules

Records will be retained, managed, and disposed of according to approved records retention schedules. Records retention schedules will prescribe timetables that govern the records lifecycle and will be required before records can be destroyed, transferred to the legal custody of another organization, or retained in perpetuity. Key subject matter expert review will be required to ensure retention periods are reflected accurately in the records retention schedules.

This regulation is accompanied by a procedure/schedule, School District #62 (Sooke) *Records Classification and Retention Schedule*.

### 1.4 Transitory Records

Transitory records may be immediately disposed of as soon as their business use ends.

This regulation is accompanied by a procedure.

### 1.5 Records Destruction

Records will be eligible for final disposition when their scheduled retention period has expired as prescribed by School District #62 (Sooke) *Records Classification and Retention Schedule*. Authorized disposal of records will be done in such a way that information cannot be retrieved or reconstructed. Destruction of records will be done securely and confidentially and, if required, with the issuance of an official "Certificate of Destruction" from third-party service providers once destruction has been completed.

This regulation is accompanied by a procedure.

### 1.6 Records Access, Storage, and Security

Records will be accessible to all authorized users to fulfill the duties of their role. Therefore, School District #62 (Sooke) will provide access to, manage, preserve, and dispose of records in compliance with records management legislative and regulatory requirements, including the *Freedom of Information and Protection of Privacy Act* and *School Act*, etc.

Records access will be assigned based on least privilege need-to-know principles meaning that employees and service providers will be given access to the minimum amount of records/data required to fulfill the duties of their position. User access will be reviewed every 6 months to ensure access is current and accurate.

Sensitive, personal, and confidential records will be stored in secure areas. All records will be managed and preserved to remain authentic, trustworthy, complete, and accessible throughout their lifecycle regardless of location, media, or format. Records will be protected from unauthorized disclosure, modification, removal, or destruction at all times.

Records that are no longer required to be stored on-site at School District #62 (Sooke) premises will be stored offsite at a secure and bonded storage facility where they will be protected against theft, water damage, fire damage, and earthquake damage. Accurate records listings will be maintained for all records stored offsite to assist with the identification and timely retrieval of records should they be required by School District #62 (Sooke). The Records Officer (if one has been formally appointed) or designate must approve all offsite records transfers and records retrievals.

When employees access and remove physical records currently being stored in semi-active storage areas at a designated workplace, they must follow a pre-defined logging system that is administered by the office of the primary responsibility for the records as determined by School District #62 (Sooke) *Records Classification and Retention Schedule*.

#### 1.7 Remote Access and Records Transfer

When working remotely School District #62 (Sooke) employees and third-party service providers will ensure the protection and security of all records. Whenever possible physical records should not be removed from the worksite. Any exceptions to this must be pre-approved by the employees'/service provider's manager or administrator. A record documenting the approval and the records involved must be kept.

School District #62 (Sooke) acknowledges the need to disclose or transfer student records to schools both within and external to the district. At all times these transfers/disclosures must be made with the strictest of security measures to ensure the records maintain their integrity and our requirements to protect privacy are not impaired. Measures to safeguard records from risks such as unauthorized collection, use, disclosure, access, and destruction are imperative in maintaining the integrity of records when offsite or in transit.

This regulation is accompanied by a procedure.

#### 1.8 Version Control and Naming Conventions

To ensure the correct version of an electronic document is being used and managed appropriately, version control and naming conventions are required and will be administered in compliance with the *Records Classification and Retention Schedule*.

This regulation is accompanied by a procedure.

#### 1.9 Executive Records

Executive records are the administrative and operational records (in all formats) of the offices of the Superintendent, Deputy Superintendent, Associate Superintendent, Secretary-Treasurer, Executive Director of Human Resources, Executive Director of Digital Solutions, and the Trustees of the Board of Education. These records often document the development, implementation, operation, and evaluation of School District #62 (Sooke) policies, programs, and services. Such records are unique primary source documents and will be retained.

A specialized retention schedule is required that governs the lifecycle of Executive records from inception to final disposition. This special Executive schedule takes precedence over all other retention periods in the *Records Classification and Retention Schedule for this class of records*.

This regulation is accompanied by a procedure.

### 1.10 Vital Records

Vital records will be securely protected so that re-establishing the legal, financial, and functional responsibilities of School District #62 (Sooke) is achieved quickly after a catastrophic event. The identification and management of vital records is included in the Business Continuity Plan. Due to their significance, paper vital records should not be stored onsite but rather offsite storage should be used using a provincially recognized records storage service provider. In addition, a secure electronic offsite backup of these records must be kept.

This regulation is accompanied by a procedure.

### 1.11 Archival Records

Records that meet the criteria of archival will be those that both document the activities, decisions, and responsibilities of School District #62 (Sooke) and contribute to an understanding of the history and culture of the organization. Records that meet archival requirements will be appraised by their information content and the context of their creation which should be reflected in the *Records Classification and Retention Schedule*. Archival records will provide the best evidence of the activities and responsibilities of School District #62 (Sooke), and/or have significant intrinsic value.

### 1.12 Digitization of Records

School District #62 (Sooke) is committed to storing records in their digital format whenever possible. Digitization replaces paper records with digital copies to provide online access or provides a digitized copy destined for digital archives. The digitization of records will include planning, assessing, preparing, digitizing, compiling metadata, conducting quality assurance mechanisms, and storing and managing the digitized records.

### 1.13 Managing Email

Email is the most common form of written communication when conducting business and often represents administrative, operational, legal, evidentiary, archival, or historical value. Email meets the formal definition of a record and is equally subject to the *Freedom of Information and Protection of Privacy Act* (FIPPA). All records present significant business risk and expense if stored beyond their retention period and must be managed in accordance with the *Records Classification and Retention Schedule*.

This regulation is accompanied by a procedure.

### 1.14 Legal Requests for Records

Records in the custody and/or control of School District #62 (Sooke) may be subject to legal requests from time to time including document discoveries and requests made under the *Freedom of Information and Protection of Privacy Act*. Once a legal request has been received it is essential that all responsive records eligible for final disposition and destruction that have reached the final stage of their respective lifecycle (e.g., when the scheduled active and semi-active retention periods have expired) do not proceed. All records must be held by School District #62 (Sooke) until all legal proceedings have been completed.

This regulation is accompanied by a procedure.

### 1.15 Office of Primary Responsibility

The Office of Primary Responsibility (OPR) is the office within School District #62 (Sooke) that is responsible for the business function related to the records. The OPR retains the official records to meet operational, financial, legal, audit, and other requirements.

School District #62 (Sooke) identifies the OPR for all records in our custody and control within the *Records Classification and Retention Schedule*.

Non-OPR departments are not required to maintain the records of OPR departments which supports the reduction and elimination of duplicate copies of records throughout School District #62 (Sooke). If you are ever unsure which department is the OPR for a particular record, please review the *Records Classification and Retention Schedule* or contact the Records Officer (if one has been formally appointed).

### 1.16 Correction to Personal Information

Under Section 29 of the *Freedom of Information and Protection of Privacy Act*, an individual whose information is in a public body's custody or control who believes there is an error or omission in their personal information can request the Head (or designate) of the public body to correct the information when the individual is unable to correct the information themselves.

School District #62 (Sooke) is therefore required to correct or annotate personal information in its custody or control when it receives notification of a correction or annotation of personal information (once identity is verified and correction request is validated). School District #62 (Sooke) is also required to correct or annotate personal information in its custody or control when it receives notification of a correction or annotation of personal information from another public body.

This regulation is accompanied by a procedure.



**Committee Info Note**  
**Education-Policy Committee Meeting**  
**April 9, 2024**  
**Agenda Item 6a: Academies Update**

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**Background**

Each year the District Principal provides a report on the current status of the Academy Programs that are running in the Sooke School District. Included in this report will be an update on the new academies running in the 2023-24 school year and updates on the registrations for the 2024-25 school year, including any new academies that have been approved.

**Current Context**

Current status for 2023-24 school year:

- 1) Enrollment: current enrollment – 1,376 students enrolled in 21 Academy Programs.
- 2) New academies for the 2023-24 year: EMCS Softball and District Mountain Bike. Both academies are currently running in the second semester.
- 3) New academies for 2024-25 school year: Middle School Lacrosse. This academy will begin on April 9, 2024.
- 4) Enrollment for 2024-25 – 1,100 students. This number compared to April 4 last year we had 853 registered, so for next year we are 250 students ahead.
- 5) Musical Performance Survey for Sooke (Milnes Landing) area students. 93% of the 166 respondents would like to see this program running and 80% as an after-school academy program. 88% would like to attend an info session.
- 6) Academy programs continue to see growth. Examples are the applications to the Royal Bay Soccer and Dance programs. With 100 spaces in RBSS Dance, we had 143 applications and with Soccer we had 124 applications for 100 spaces.

Respectfully submitted,

Wayne Kelly, District Principal  
District Sports Academy Programs and PACE Academies  
Principal Qelensen À Len Secondary School



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## Current Status for 2023/24

- 1376 Students Currently Enrolled
- 21 Academy Programs
- 23% of Mid/Sec

New Academies added for this school year:

- 1) EMCS Softball
- 2) District Mountain Bike
- 3) District Middle School Lacrosse

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### Enrollment for 2024-25 School Year

- Registrations opened on February 12<sup>th</sup>
- Currently, we have 1102 registrations as of April 4<sup>th</sup>, 2024
- Compared to last year on this date we had 853 meaning an increase of 250 registrations to date.

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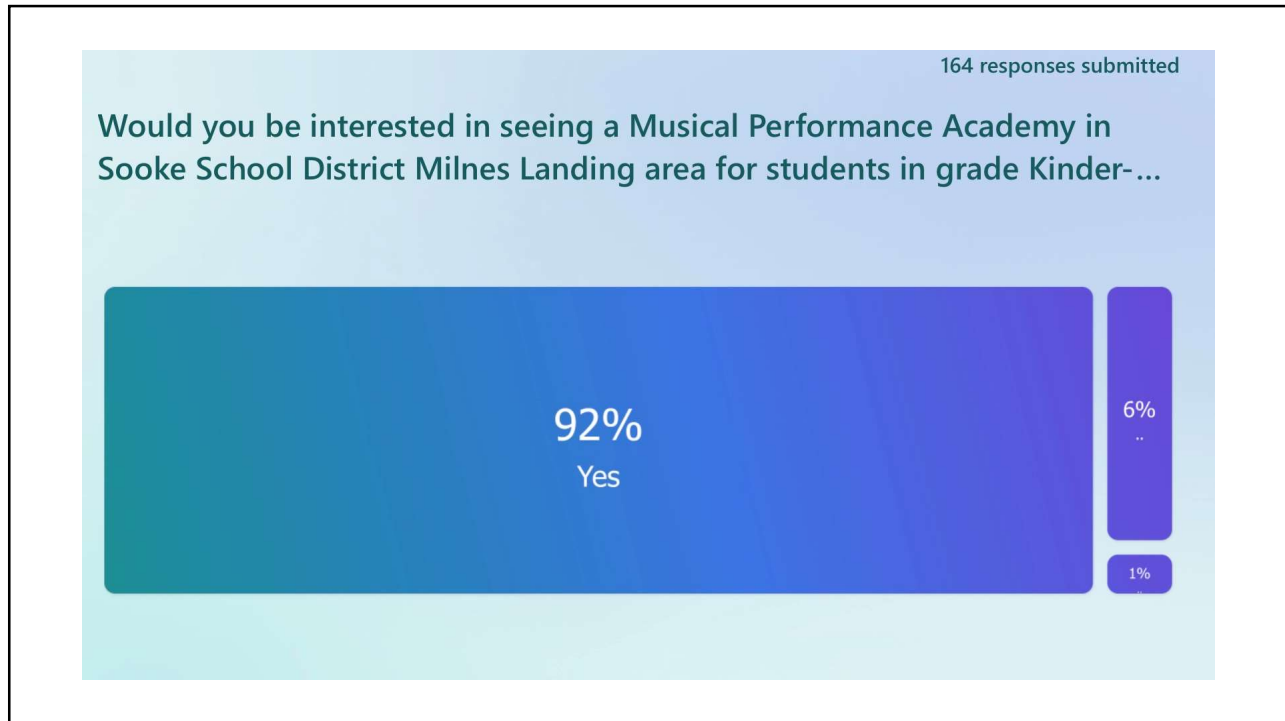
### SOOKE MUSICAL THEATRE ACADEMY SURVEY

164 responses submitted

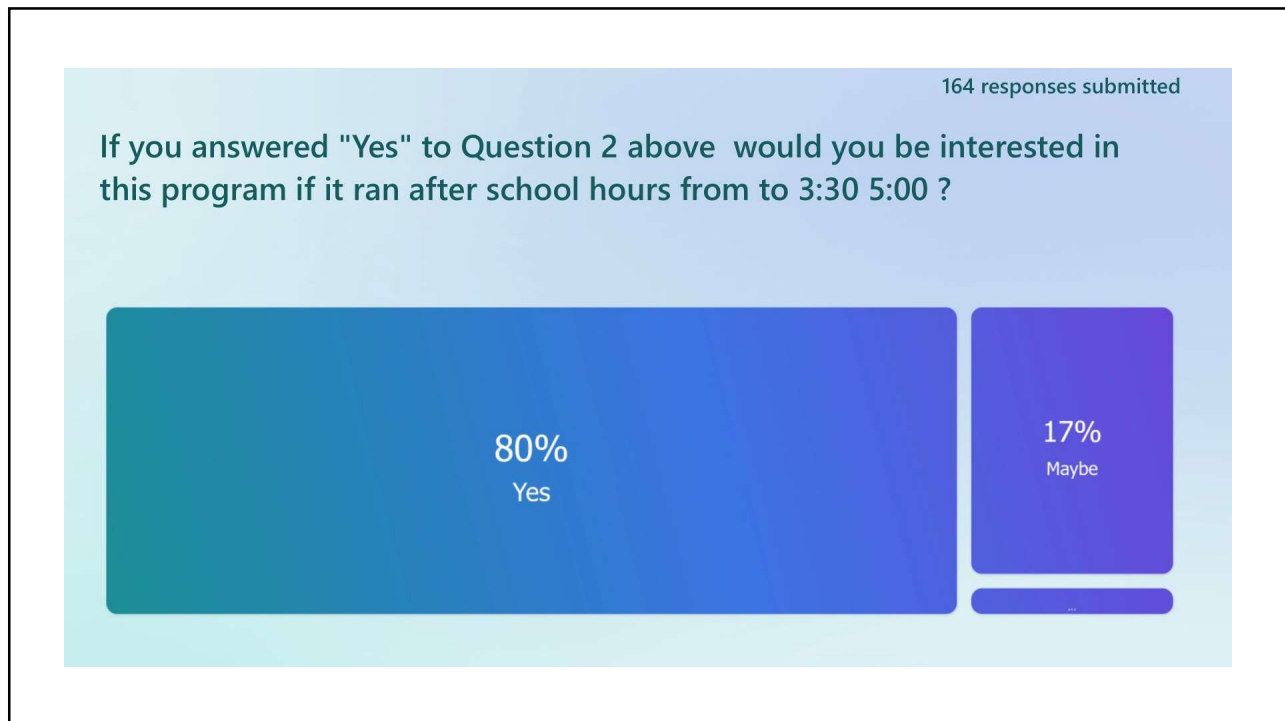
Does your child attend a Milnes Landing School?

Response	Percentage
Yes	70%
No	29%

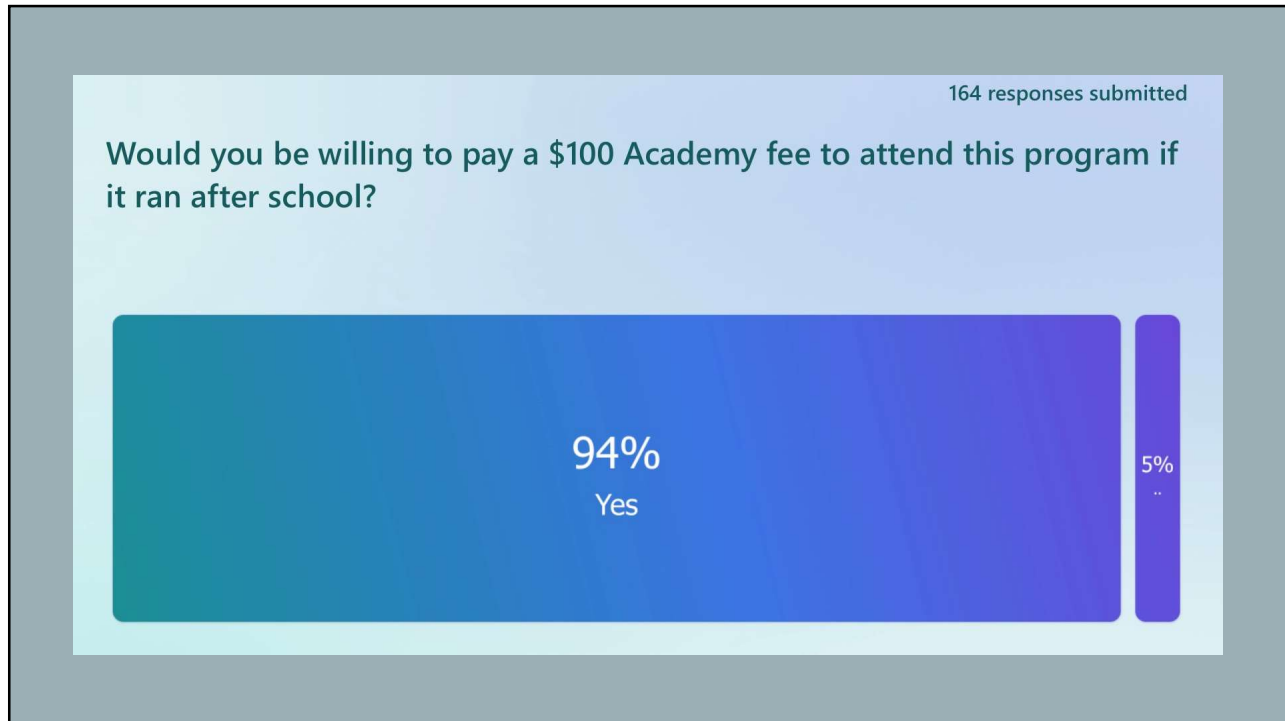
4



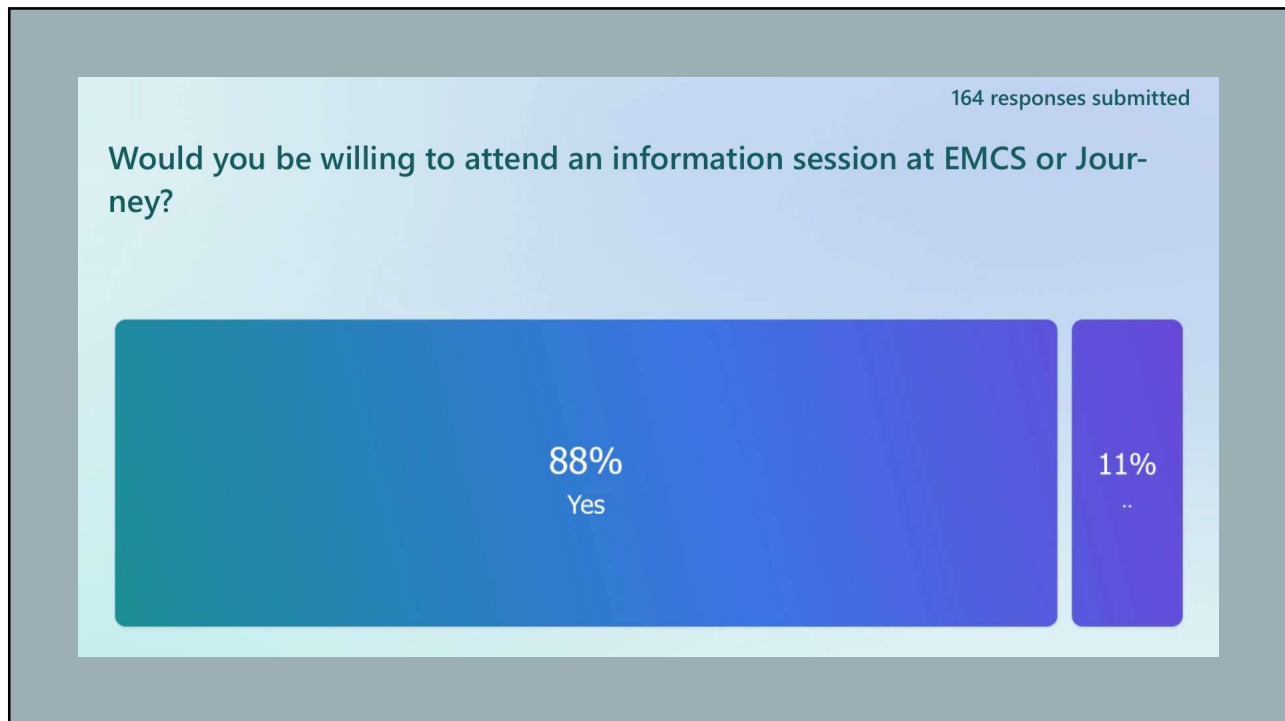
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Please comment below if you have any further thoughts on a Musical Theatre Academy for Sooke students

"We need more programming in Sooke "

"a school of rock style thing for the kids would be really cool"

"No further questions, your Honour."

"No further questions. Sounds like a great idea"

"n/a"

"I hope this happens thank you "

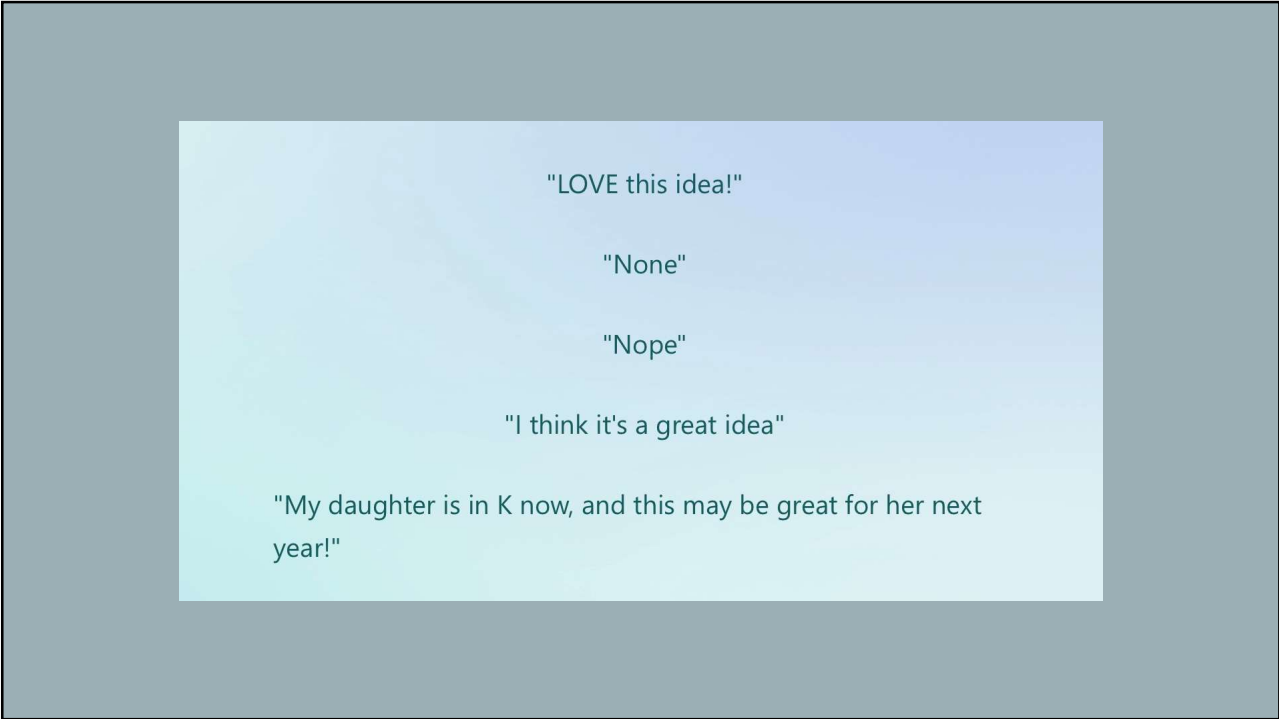
9

"Will the program be fully inclusive to who wants to join or will this be on a try-outs basis?"

"Please consider this program for the community of sooke my older children participated in PACE for many years and my youngest Son would really benefit from a similar program."

"I think this would be an amazing opportunity for kids in sooke my older children attended PACE and I would love to see this opportunity available to my youngest Son without the barrier of traveling from Sooke to parti"

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