

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


A public meeting of the Board of Education for School District 62 (Sooke) **will be held on April 30, 2024, at 7:00 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.**

Furthermore, the meeting will be livestreamed via MS teams, to encourage more public participation. To join the in meeting please click here: [Public Board Meeting | Sooke School District \(sd62.bc.ca\)](https://support.office.com/en-us/article/attend-a-live-event-in-teams-a1c7b989-ebb1-4479-b750-c86c9bc98d84) and click **Follow Link**.

To guide you, the following is information on how to join a live event in MS Teams.

<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). See link for upcoming and previous Board and Committee meetings [Public Meetings | Sooke School District \(sd62.bc.ca\)](#) materials.



**BOARD OF EDUCATION  
PUBLIC MEETING  
By Live Event  
April 30, 2024 – 7:00 p.m.**

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**AGENDA**

- 1. CALL TO ORDER AND ACKNOWLEDGEMENT 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. AGENDA (page 2)**
  - 2.1 Call for amendments and additional items  
Motion Requested: That the Board of Education of School District 62 (Sooke) adopt the public meeting agenda of April 30, 2024, as presented (or as amended).
  - 2.2 Report on In Camera Meeting – Amanda Dowhy  
This notice is to inform the public that prior to this meeting an “in-camera” meeting of the Board was held where issues of legal, land and personnel were discussed.
- 3. MINUTES (page 6)**
  - 3.1 Call for amendments to minutes  
Motion Requested: That the Board of Education of School District 62 (Sooke) adopt the public meeting minutes of the March 12, 2024, as presented (or as amended).
- 4. INFORMATION ITEMS AND ANNOUNCEMENTS**
  - 4.1 Board Chair Update – Amanda Dowhy
- 5. EDUCATIONAL PRESENTATIONS (page 12)**
  - 5.1 School Trip to Baltimore, MA, October 31-November 4, 2024 – Lucas MacNeil
  - 5.2 School Trip to Portland, OR, November 15-November 17, 2024 – Lucas MacNeil



- 5.3 School Trip to Seattle, WA, December 6-December 8, 2024 – Lucas MacNeil
- 5.4 School Trip to Huntington Beach CA, January 24-January 29, 2025 – Lucas MacNeil
- 5.5 School Trip to Portland OR, March 14-March 16, 2025 – Lucas MacNeil
- 5.6 School Trip to Sisters, OR, May 2-May 5, 2025 – Lucas MacNeil
- 5.7 School Trip to Denver, CO, June 12-June 16, 2025 – Lucas MacNeil

Motion Requested: That the Board of Education of School District 62 (Sooke) approve the Royal Bay Secondary School Lacrosse trips outlined in 5.1 to 5.7, subject to the oversight and direction of the Superintendent’s Office.

- 5.8 School Trip to Tokyo, Japan, Spring 2025 – John McIntosh

Motion Requested: That the Board of Education of School District 62 (Sooke) approve the Royal Bay Secondary School Trip to Tokyo, Japan Spring 2025, subject to the oversight and direction of the Superintendent’s Office.

- 5.9 Student Trip to Thailand, March 17-March 25, 2025 – Yvonne Clarke

Motion Requested: That the Board of Education of School District 62 (Sooke) approve the Spencer Middle School Trip to Thailand, March 17-March 30, 2025, subject to the oversight and direction of the Superintendent’s office.

- 5.10 Student Trip to Spain March 2025 – Tiffany Evans

Motion Requested: That the Board of Education of School District 62 (Sooke) approve the Belmont Secondary School Trip to Spain, Spring 2025, subject to the oversight and direction of the Superintendent’s Office.

## 6. CORRESPONDENCE & DELEGATIONS

- 6.1 Correspondence (page 87)
  - a. Email from Justine C, dated April 1, 2024, RE: Build Seamless Before & After School Childcare
- 6.2 Standing Delegations (STA, CUPE, PVP, SPEAC) – 5 minutes each



## 7. FINANCE, FACILITIES AND SERVICES

### 7.1 Resources Committee – Meeting of April 16, 2024 – Christine Lervold (page 88)

Motion Requested: That the Board of Education of School District 62 (Sooke) allow all three readings of the Capital Plan Bylaw 2024/25-CPSD62-01 at its meeting of April 30, 2024.

Motion Requested: That the Board of Education of School District 62 (Sooke) give first, second and third readings of the Capital Plan Bylaw 2024/25-CPSD62-01.

Motion Requested: That the Board of Education of School District 62 (Sooke) receive the report from the Resources Committee Meeting of April 16, 2024.

### 7.2 Education Committee of the Whole Meeting of April 23, 2024 – Amanda Dowhy (page 91)

Motion Requested: That the Board of Education of School District 62 (Sooke) receive the report from the Education Committee of the Whole meeting of April 23, 2024.

### 7.3 2024/25 Annual Budget Bylaw – Harold Cull (page 95)

Motion Requested: That the Board of Education of School District 62 (Sooke) give first reading to the 2024/25 Annual Budget Bylaw, specifying a total of \$221,123,327.

## 8. EDUCATION PROGRAM

### 8.1 Education-Policy Committee – Meeting of April 9, 2024 – Cendra Beaton (page 113)

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

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

Motion Requested: That the Board of Education of School District 62 (Sooke) receive the report from the Education-Policy Committee Meeting of April 9, 2024.

### 8.2 Adoption of Policy and Regulations – Paul Block (page 127)

Motion Requested: Given that the required period for Notice of Motion has been served, that the Board of Education of School District 62 (Sooke) adopt draft revised Policy and Regulations C-211 “Challenge and Equivalency”.



**9. STUDENTS**

- 9.1 Three-Year Rolling School Year Calendar – Monica Braniff (page 138)  
Motion Requested: That the Board of Education of School District 62 (Sooke) give Notice of Motion to draft a School Year Calendar for 2025-26 and 2026-27.

**10. FOUNDATIONS AND GOVERNANCE**

- 10.1 Na'tsa'maht Education Council Meeting of April 24, 2024 – Russ Chipps (page 144)
- 10.2 Trustee Liaison Reports – Board of Education
- Victoria Family Court and Youth Justice Committee – Christine Lervold
  - BCSTA Annual General Meeting – Christine Lervold
  - French Advisory Committee – Cendra Beaton

**11. ADMINISTRATION**

- 11.1 Board of Education 90 Day Work Plan – Amanda Dowhy (page 164)

**12. PERSONNEL**

- 12.1 Superintendent's Report – Paul Block

**13. UPCOMING EVENTS**

**14. FUTURE ITEMS**

**15. QUESTION PERIOD**

Members of the public have the opportunity to ask questions related to agenda items discussed at tonight's meeting using the QA function in MS Teams. Individuals must identify themselves and ask questions directed to the Chair. Members of the media can direct their questions to the Manager, Communications for response following the meeting.

**16. ADJOURNMENT**



**MINUTES**  
**BOARD OF EDUCATION**  
**PUBLIC MEETING**  
**March 12, 2024 – 7:00 p.m.**

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**TRUSTEES:** Amanda Dowhy, Board Chair  
Russ Chipps (virtual)  
Ebony Logins  
Allison Watson  
Cendra Beaton, Vice Chair (virtual)  
Christine Lervold  
Trudy Spiller

**STAFF:** Paul Block, Superintendent  
Harold Cull, Secretary-Treasurer  
Monica Braniff, Deputy Superintendent  
D’Arcy Deacon, Associate Superintendent  
David Strange, Associate Superintendent  
Fred Hibbs, Executive Director, HR  
Farzaan Nusserwanji, Executive Director, IT  
Steve Tonnesen, Manager, IT Operations

**REGRETS:**

**SECRETARY:** Kristina Ross

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

The meeting was called to order at 7:02 p.m. by the Board Chair, who acknowledged the traditional territories of the First Nations.

**2. AGENDA**

2.1 Call for amendments and additional items

41. MOVED Allison Watson/Trudy Spiller  
That the Board of Education of School District 62 (Sooke) adopt the public meeting agenda of March 12, 2024, as amended.  
CARRIED



2.2 Report on In Camera Meeting – Amanda Dowhy

This notice is to inform the public that prior to this meeting an “in-camera” meeting of the Board was held where issues of legal, land and personnel were discussed.

**3. MINUTES**

3.1 Call for amendments to minutes

42. MOVED Cendra Beaton/Trudy Spiller

That the Board of Education of School District 62 (Sooke) adopt the public meeting minutes of February 27, 2024, as presented.

CARRIED

**4. INFORMATION ITEMS AND ANNOUNCEMENTS**

4.1 Board Chair Update – Amanda Dowhy

The City of Langford officially opened its Progress Pride Flag Crosswalk on February 29<sup>th</sup> near Spencer Middle School. While it was disheartening to witness the repeat vandalism of this crosswalk, the District will continue to advocate strongly for all of our students regardless of their gender, sexual orientation, cultural or ethnic ancestry. Partners in the community were on hand to support and help celebrate this crosswalk including the RCMP, trustees and staff and students.

On Tuesday, March 5<sup>th</sup> the B.C. Government announced that Sooke-Westshore will receive a Foundry Centre which services young people aged 12-24 and gives access for mental health and well-being care, substances use, social support and services, and helps navigate assistance and self-care. The District welcomed this announcement and looks forward to working with its partners in the community.

On Tuesday, March 12<sup>th</sup> the B.C. Government announced \$12M rebuild of the Port Renfrew Elementary School; the new school expected to open in 2025 will have a 50-student capacity. The District and Pacheedaht First Nation Chief Arliss Daniels welcomed the news and look forward to furthering its partnership as the school progresses from plans to reality.

**5. EDUCATIONAL PRESENTATIONS**

**6. CORRESPONDENCE & DELEGATIONS**

6.1 Correspondence

Email from Vickie Heist, dated March 5, 2024, RE: PA System Usage at Ruth King



## Elementary School

43. **MOVED** Ebony Logins/Allison Watson  
That the Board of Education of School District 62 (Sooke) receive the email from Vickie Heist, dated March 5, 2024, RE: PA System Usage at Ruth King Elementary School.  
CARRIED

6.2 Standing Delegations (STA, CUPE, PVP, SPEAC) – 5 minutes each  
STA – Christina Kempenaar

Christina Kempenaar reported that there were 150 instances of violence reported by its members to the District in February; this is the highest number of instances reported ever in one month. It looks forward to working with the Employer in making schools safer. The STA noted that Human Resources is hiring a record number of TTOCs however, the District is still having an issue with failure to fill; teachers are being pulled from positions to backfill enrolling classes. The STA has a PRO D Day scheduled for April 19, 2024, featuring keynote speakers Anthony Johnson and Dr. James Makokis.

CUPE 459 – Amber Leonard

Amber Leonard acknowledged International Women’s Day held March 8, 2024, a global day to recognize and celebrate women’s and girls’ achievements. CUPE is celebrating its 60<sup>th</sup> anniversary, and is running local radio ads to acknowledge this milestone. CUPE 459 will host a PRO D Day on May 17<sup>th</sup> at Royal Bay Secondary School and is currently planning its programming. The President acknowledged the budget pressure of between \$1.424 to \$2.442M for the upcoming school year. CUPE 459 acknowledges that mitigation strategies looking at transportation fees and/or transportation service reductions may be required, in addition to walkable routes.

PVP – Kendra Laidlaw

Kendra Laidlaw thanked members of the Facilities Team who kept school grounds clear of ice and snow. The President of BCPVPA, Brian Leonard, was recently hosted by SD 62 at Centre Mountain Lellum Middle School and praised SD 62 for its valuable working relationships with its Indigenous Partners. PVP are currently developing 2024/25 school timetables and working through registration requests. She provided her thanks to Digital Solutions for their support in this.



SPEAC – Nevada Kaludjar

SPEAC indicated that they are fielding questions from parents on what the transportation fee model will look like for the upcoming year. Feedback from the community on the current transportation survey indicates that parents need specific fee amounts to properly provide comments. The Superintendent, Board Chair and Secretary-Treasurer are attending the SPEAC meeting on March 13, 2024, to help answer any questions.

**7. FINANCE, FACILITIES AND SERVICES**

7.1 Resources Committee Meeting of March 6, 2024 – Christine Lervold

Trustee Lervold provided an overview of the Resources Committee Meeting of March 6, 2024, to the Board of Education.

44. MOVED Ebony Logins/Trudy Spiller

That the Board of Education of School District 62 (Sooke) direct staff to bring back transportation service ~~reduction~~ models during the 2024/2025 budget development process.

CARRIED

45. MOVED Christine Lervold/Ebony Logins

That the Board of Education of School District 62 (Sooke) approve the Ethical Decision-Making Framework as presented at the Resources Committee meeting of March 6, 2024.

CARRIED

46. MOVED Christine Lervold/Cendra Beaton

That the Board of Education of School District 62 (Sooke) receive the report from the Resources Committee Meeting of March 6, 2024.

CARRIED

**8. EDUCATION PROGRAM**

8.1 Education-Policy Committee Meeting of March 5, 2024 – Cendra Beaton

Trustee Beaton provided an overview of the Education-Policy Committee Meeting of March 5, 2024, to the Board of Education.

47. MOVED Cendra Beaton/Allison Watson



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

CARRIED

48. MOVED Cendra Beaton/Trudy Spiller

That the Board of Education of School District 62 (Sooke) receive the report from the Education-Policy Committee Meeting of March 5, 2024.

CARRIED

## 9. STUDENTS

### 9.1 School Calendar – Monica Braniff

The Deputy Superintendent indicated that the District is working in coordination with SD 61 and SD 63 in the development of a rolling three year School Calendar. The calendar will be presented to the Education-Policy Committee in May, coming to the Board of Education for approval in June.

## 10. FOUNDATIONS AND GOVERNANCE

### 10.1 Trustee Liaison Reports – Board of Education

Trustee Lervold and the Board Chair attended the First Nations Regional Emergency Management Planning Gathering hosted by MLA Dean and Parmar on March 8<sup>th</sup>. The initial meeting was an opportunity to bring stakeholders together in the affected communities (Port Renfrew to Esquimalt) and speak about the purpose of developing a community emergency strategic plan.

### 10.2 Na'tsa'maht Education Council Meeting of February 28, 2024 – Paul Block

The Superintendent congratulated newly elected Chief Arliss Daniels of Pacheedaht First Nation and Chief Lawrence Underwood of T'Sou-ke First Nation. He thanked outgoing Chief Jeff Jones and Chief Gordon Planes for their leadership and contributions to their communities. Joe Heslip, the Equity in Action Liaison for the Ministry of Education, provided a presentation to the Na'tsa'maht Education Council, in addition to a presentation on the Proposed Elementary Blended Learning Program, by Heather Lait, Principal SD 62 Online & Continuing Education.

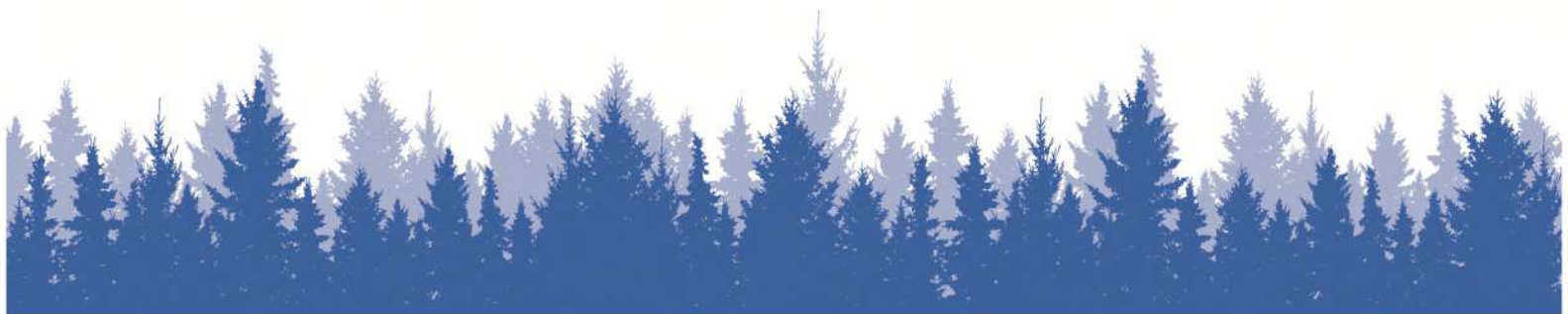
## 11. ADMINISTRATION

### 11.1 Board of Education 90 Day Work Plan – Amanda Dowhy

The Board Chair provided an overview of the work plan to the Board of Education.

## 12. PERSONNEL

### 12.1 Superintendent's Report – Paul Block



The Superintendent provided the Board of Education an update on Learning, Engagement and Growth. The District is supporting its students while they access and apply for the numerous scholarships that are available. A recap of previous scholarship awards for the school year will be made available to the Board of Education in June and September. The Superintendent will engage with students around the topic of transportation and budget concerns.

**13. UPCOMING EVENTS**

**14. FUTURE ITEMS**

March 18/April 2 – Spring Break  
March 31- Transgender Day of Visibility  
April 3 – Schools Reopen  
April 9 – Education-Policy Committee Meeting  
April 16 – Resources Committee Meeting  
April 17/21-BCSTA AGM  
April 18 – Early Dismissal  
April 19 - Non-Instructional Day  
April 23 – Education Committee of the Whole Meeting  
April 30-Public Board Meeting

**15. QUESTION PERIOD**

Members of the public have the opportunity to ask questions related to agenda items discussed at tonight’s meeting using the QA function in MS Teams. Individuals must identify themselves and ask questions directed to the Chair. Members of the media can direct their questions to the Manager, Strategic Communications for response following the meeting.

**16. ADJOURNMENT**

The meeting was adjourned at 8:29 p.m.

Certified Correct:

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Chairperson of the Board

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Secretary-Treasurer



INTERNATIONAL EDUCATIONAL TRIPS  
PRELIMINARY APPLICATION  
STEP ONE

This form must be completed as Step One of an approval process. It must be approved by the Principal and Associate Superintendent (outside Canada and continental USA) six months before the date of departure. Once this completed form has been approved, the trip details may be confirmed and communication to student and parents/guardians can commence.

Part A:

School: Royal Bay Date Submitted: Feb 22 2024

Principal: Mike Atchuck

Supervisor (Educator in charge): Lucy MacNeil / Cody Cook

Destination of Trip: Baltimore Maryland.

Departure Date: Oct 30 2024 Return Date: Nov 3 14

Grade level(s): 10-12 No. of students involved: 20-22

Approx. cost of tour: \$ 50,000 Approx. cost to students: \$ 1200 - 1400

Transportation: Flight + rental car

No. of school days missed (recommend 3 days maximum) 2-3

Source of Funding: Fundraising + family

Accommodation Arrangements:      Billet      Hotel/Motel      Camping      Other

- How has the proposed International Educational Trip been included in the overall plan for the year?

Students will miss 2-3 days of school. Work will be expected to be done during + after the trip.

- Unique Risk/Safety Considerations: Bumps, bruises, broken bones. Everyone

must have proof of medical + cancellation ins.

**Part B**

Please provide a detailed attachment with the following information:

1. Educational objectives/purpose of the trip
2. Proposed draft itinerary
3. Method of financing the trip
4. Plan for supervision (include number of supervisors and names - minimum 1:10)
5. Travel insurance and alternate destination planning to ensure minimal financial impact to participants should travel plan changes need to be made, to ensure student safety.
6. Any other pertinent information


*Permission is requested to plan the above International Educational Trip. I have read all applicable documents and addressed the responsibility of the supervisor. The preliminary International Educational Trip application form has been reviewed and parent/ legal guardian approval for student participation will be obtained. Volunteers as defined by Policy and Regulations D-111 Volunteers in Schools will obtain criminal record checks.*

  
\_\_\_\_\_  
Supervisor's Signature

Feb 15 2024  
Date

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**PERMISSION GRANTED TO PLAN THE PROPOSED  
INTERNATIONAL EDUCATIONAL TRIP**

  
\_\_\_\_\_  
Principal's Signature

FEB 26 2024

\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Associate Superintendent's Signature

\_\_\_\_\_  
Date

## **STEP 1 – PART B**

### **1. Educational objectives/purpose of the trip.**

- Purpose of the extracurricular trip is to take a grade 10-12 team to Baltimore for a lacrosse tournament. The lacrosse academy students work very hard in their academy/PHE class. Going to this tournament allows the students an opportunity to show/preform their development and learnings that they have worked on each day at school. This trip does have a curricular aspect to it, as we are teaching students how to travel appropriately within a group, during a school sanctioned event. Students will be participating against other high schools and teams of students the same age.
- During this trip, there will be a ratio of 1:10 adults (including teachers, supervisors and chaperones). Students will always be under supervision, even during “free time”. Students will be spending most of their time either at the playing fields or hotel. We may go for a team dinner if the restaurant allows large groups.

### **2. Proposed itinerary – please see last pages.**

### **3. Method of Financing the Trip – We will be using money from our academy fundraising account, as well as money from families that want to pay themselves.**

#### **\*\*Families will need to provide physical evidence of...**

- trip cancelation insurance
- trip medical insurance
- covid-19 vaccine proof (if required)
- 2 copies of student pass port (1 for the school and 1 for Lucas to have on the trip)

### **4. Supervisors.**

- Lucas MacNeil (staff), Armaan Sohi (coach), Cody Cook (staff)
- —All participants will comply with the school And District Codes of Conduct, acting as ambassadors of both the school and school district. They will be provided with a trip booklet and waiver form that outlines expectations for international travel.
- Activities include playing lacrosse, going for food, and staying at the hotel.

### **5. Travel Insurance**

- Families will be informed that they MUST have trip cancelation insurance, and travel medical insurance. The families will be accountable for any changes. Again, they must provide physical proof of this before the trip.
- Alternate destination plan for this trip is likely not needed. But in case of an issue arising, communication with both Mike Huck and Wayne Kelly will occur.

### **6. Pertinent information.**

- We have been to this event. It a HUGE recruiting showcase for students to be seen by NCAA coaches.
  - Due to the tournament having a waiver to be signed as a condition of participation, it is pertinent that students will have individual medical insurance to ensure they are taken care of and will safely get home.
7. All students will sign trip waivers promising to be good citizens as they are ambassadors of the school and school district. Students may be returned home with notification to the parents if the student compromises safety to self or others and does not follow expectations. In addition, if a student has to return home, parent/guardians will be responsible for the travel costs for both the child and the supervisor accompanying them. That said, cancelation insurance will be the responsibility of the parent/guardian. Trips can be cancelled or postponed and the cost will not be covered by the school district. Families are responsible for trip cancellation insurance as well as medical insurance. THIS WILL BE DISCUSSED WITH THE PARENTS.

8. All tournaments have waivers where it requires the participant to sign as a condition to participate. However, because it is mandatory that parents MUST have medical and cancelation insurance before travelling, this ensures that their child will be taken care of in case of a medical emergency.

**THURSDAY OCTOBER 31 2024**

- 5 AM – Everyone meet at Victoria airport. We will check in as a group and make this as easy as possible.
- At some point Thursday early evening we will land at Baltimore Washington International & get rentals.
- Check into Best western Hotel BWI Airport.

**FRIDAY NOVEMBER 1 2024**

- 8 am wake up
- Tour and practice at John's Hopkins. Hopefully get in a scrimmage.
- Return to hotel to clean up and eat.
- Have time for homework
- We will go to Sammy's Pasta with alumni and coaches.

**SATURDAY NOVEMBER 2**

- Games 9:30, 11:30 am and 1:30 pm
- We will clean up after and do an early dinner.

**SUNDAY NOVEMBER 3**

- Games 7:30, 10 am and 12:30 pm
- Lunch
- Homework time (if timer permits)
- Dinner and check into flights.

**MONDAY NOVEMBER 4**

- 11 am Check out of hotel
- Flu out of BWI Airport
- Depart BWI 3:50 pm, Air Canada Flight 1037
- Arrive Victoria, 8:53 pm

INTERNATIONAL EDUCATIONAL TRIPS  
PRELIMINARY APPLICATION  
STEP ONE

This form must be completed as Step One of an approval process. It must be approved by the Principal and Associate Superintendent (outside Canada and continental USA) six months before the date of departure. Once this completed form has been approved, the trip details may be confirmed and communication to student and parents/guardians can commence.

Part A:

School: Forest Bay Date Submitted: Feb 22 2024

Principal: Mike Buck

Supervisor (Educator in charge): Lucas MacNeil / Cody Cook

Destination of Trip: Portland, Oregon

Departure Date: Nov 15 2024 Return Date: Nov 17 2024

Grade level(s): 9-11 No. of students involved: approx 45

Approx. cost of tour: \$ 18,000 Approx. cost to students: \$ 250-400

Transportation: ferry, charter bus.

No. of school days missed (recommend 3 days maximum) 1-2 max

Source of Funding: fundraise + family.

Accommodation Arrangements:  Billet  Hotel/Motel  Camping  Other

- How has the proposed International Educational Trip been included in the overall plan for the year?

Students will miss 1-2 days of school. work will be made up during + when they are back.

- Unique Risk/Safety Considerations: Bumps, bruises, broken bones, Everyone

must have proof of medical + cancellation insurance

**Part B**

Please provide a detailed attachment with the following information:

1. Educational objectives/purpose of the trip
2. Proposed draft itinerary
3. Method of financing the trip
4. Plan for supervision (include number of supervisors and names - minimum 1:10)
5. Travel insurance and alternate destination planning to ensure minimal financial impact to participants should travel plan changes need to be made, to ensure student safety.
6. Any other pertinent information

*Permission is requested to plan the above International Educational Trip. I have read all applicable documents and addressed the responsibility of the supervisor. The preliminary International Educational Trip application form has been reviewed and parent/ legal guardian approval for student participation will be obtained. Volunteers as defined by Policy and Regulations D-111 Volunteers in Schools will obtain criminal record checks.*

  
\_\_\_\_\_  
Supervisor's Signature

Feb 15 2024  
\_\_\_\_\_  
Date

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**PERMISSION GRANTED TO PLAN THE PROPOSED  
INTERNATIONAL EDUCATIONAL TRIP**

  
\_\_\_\_\_  
Principal's Signature

FEB 26 2024  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Associate Superintendent's Signature

\_\_\_\_\_  
Date

## STEP 1 – PART B

### **1. Educational objectives/purpose of the trip.**

- Purpose of the extracurricular trip is to take a grade 9/10 and a 11 team to Portland for a lacrosse tournament. The lacrosse academy students work very hard in their academy/PHE class. Going to this tournament allows the students an opportunity to show/preform their development and learnings that they have worked on each day at school. This trip does have a curricular aspect to it, as we are teaching students how to travel appropriately within a group, during a school sanctioned event. Students will be participating against other high schools and teams of students the same age.
- During this trip, there will be a ratio of 1:10 adults (including teachers, supervisors and chaperones). Students will always be under supervision, even during “free time”. Students will be spending most of their time either at the playing fields or hotel. We may go for a team dinner.

### **2. Proposed itinerary – please see last pages.**

### **3. Method of Financing the Trip – We will be using money from our academy fundraising account, as well as money from families that want to pay themselves.**

**\*\*Families will need to provide physical evidence of...**

- trip cancelation insurance, trip medical insurance, 2 copies of student pass port (1 for the school and 1 for Lucas to have on the trip)

### **4. Supervisors.**

- Lucas MacNeil (staff),
- Cody Cook
- Armaan Sohi (coach)
- All participants will comply with the school And District Codes of Conduct, acting as ambassadors of both the school and school district. They will be provided with a trip booklet and waiver form that outlines expectations for international travel.
- Activities include playing lacrosse, going for food, and staying at the hotel.

### **5. Travel Insurance**

- Families will be informed that they MUST have trip cancelation insurance, and travel medical insurance. The families will be accountable for any changes. Again, they must provide physical proof of this before the trip.
- Alternate destination plan for this trip is likely not needed. But in case of an issue arising, communication with both Mike Huck and Wayne Kelly will occur. Because we are driving over the border, we can still have the opportunity to get home via Black Ball Ferry Line, or Anacortes Ferry Terminal.

### **6. Pertinent information.**

- We have been to this event several times. It is a great event for family to watch and for students to spend time together on the bus to build a positive/inclusive culture.
- Due to the tournament having a waiver to be signed as a condition of participation, it is pertinent that students will have individual medical insurance to ensure they are taken care of and will safely get home.

### **7. All students will sign trip waivers promising to be good citizens as they are ambassadors of the school and school district. Students may be returned home with notification to the parents if the student compromises safety to self or others and does not follow expectations. In addition, if a student has to return home, parent/guardians will be responsible for the travel costs for both the child and the supervisor accompanying them. That said, cancelation insurance will be the responsibility of the parent/guardian. Trips can be cancelled or postponed and the cost will not be covered by the school district. Families are responsible for trip cancellation insurance as well as medical insurance. THIS WILL BE DISCUSSED WITH THE PARENTS.**

8. All tournaments have waivers where it requires the participant to sign as a condition to participate. However, because it is mandatory that parents MUST have medical and cancellation insurance before travelling, this ensures that their child will be taken care of in case of a medical emergency.

### **Field Trip Itinerary – Can change based on schedule**

#### **Estimated times**

#### **Friday NOVEMBER 15<sup>th</sup> 2024**

8:05 am. Students will meet at BC Walk on Ferry Terminal - Swartz Bay

9:00 am. Coaches and Students will board the ferry to Vancouver, Tsawwassen Terminal as walk ons.

10:50 am. Group will board a 54 seat charter bus.

12:30 pm. Group stop off at 10600 Quil Ceda Blvd, Tulalip, WA 98271, United States for lunch and an hour of shopping.

1:30 pm. Re-board the bus.

4:30 pm. Arrive at Hotel.

5 pm. Students will be playing games anywhere between, 5 pm and 9 pm.

11:00 pm. Curfew. Kids are in bed.

All times and events are flexible, depending on game schedule.

#### **Saturday NOVEMBER 16<sup>th</sup> 2024**

7am Wake up for JR team.

We will have games all day and be at the fields.

\*\*There are food trucks and a warm field house for players to stay during the day. There are also change rooms with warm showers if needed\*\*

#### **Sunday NOVEMBER 17<sup>th</sup> 2024**

Estimated times. Games can go from 8am – 3pm

Pending on game time, we will be up an hour and a half before start time.

7:00 am Wake up and go for breakfast.

8:45 am check out and leave hotel for playing field.

Remainder of day we will be finishing off our games to be played.

1:30-4:00 pm leave field to head back to Tsawwassen Terminal as walk ons.

7 or 9:00 pm catch the ferry back to Victoria.

9:30 or 10:30 arrive to Swartz Bay ferry terminal where students will be picked up by parents.

#### **Supplies and Equipment for Staff to Bring**

- Cell phone
- First aid kit
- Garbage bags for bus
- Students medical card information and emergency contact information
- DOWN LOAD "TOURNEY MACHINE" ON YOUR PHONE FOR ALL SCHEUDLES AND UPDATES

**INTERNATIONAL EDUCATIONAL TRIPS  
PRELIMINARY APPLICATION  
STEP ONE**

This form must be completed as Step One of an approval process. It must be approved by the Principal and Associate Superintendent (outside Canada and continental USA) six months before the date of departure. Once this completed form has been approved, the trip details may be confirmed and communication to student and parents/guardians can commence.

**Part A:**

School: Mike Huck ↑ Date Submitted: Feb 22 2024

Principal: ↓ Payal Bai

Supervisor (Educator in charge): Leah Mankin + Cody Cook

Destination of Trip: Seattle.

Departure Date: Dec 6 Return Date: Dec 8.

Grade level(s): 9-12 No. of students involved: max 50

Approx. cost of tour: \$ 15,000 Approx. cost to students: \$ 200-300

Transportation: ferry + rental bus.

No. of school days missed (recommend 3 days maximum) 1

Source of Funding: fundraising + family.

Accommodation Arrangements:  Billet  ~~Hotel~~ Motel  Camping  Other

- How has the proposed International Educational Trip been included in the overall plan for the year?

Students will miss 1 day of <sup>school</sup> ~~work~~. They will have time @ school to catch up.

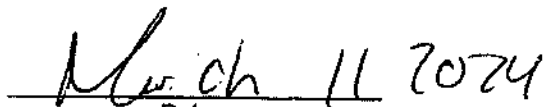
- Unique Risk/Safety Considerations: Bumps, bruises, broken bones. Everyone must have proof of medical + cancellation ins.

**Part B**

Please provide a detailed attachment with the following information:

1. Educational objectives/purpose of the trip
2. Proposed draft itinerary
3. Method of financing the trip
4. Plan for supervision (include number of supervisors and names - minimum 1:10)
5. Travel insurance and alternate destination planning to ensure minimal financial impact to participants should travel plan changes need to be made, to ensure student safety.
6. Any other pertinent information

*Permission is requested to plan the above International Educational Trip. I have read all applicable documents and addressed the responsibility of the supervisor. The preliminary International Educational Trip application form has been reviewed and parent/ legal guardian approval for student participation will be obtained. Volunteers as defined by Policy and Regulations D-111 Volunteers in Schools will obtain criminal record checks.*


  
\_\_\_\_\_  
Supervisor's Signature  
\_\_\_\_\_  
Date

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**PERMISSION GRANTED TO PLAN THE PROPOSED  
INTERNATIONAL EDUCATIONAL TRIP**

  
\_\_\_\_\_  
Principal's Signature

FEB 26 2024  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Associate Superintendent's Signature  
\_\_\_\_\_  
Date

## STEP 1 – PART B

### 1. Educational objectives/purpose of the trip.

- Purpose of the extracurricular trip is to take a grade 9/10 and a 11/12 team to Seattle for a lacrosse tournament. The lacrosse academy students work very hard in their academy/PHE class. Going to this tournament allows the students an opportunity to show/preform their development and learnings that they have worked on each day at school. This trip does have a curricular aspect to it, as we are teaching students how to travel appropriately within a group, during a school sanctioned event. Students will be participating against other high schools and teams of students the same age. We will be going with a grade 9/10 group, and a grade 11/12 group.
- During this trip, there will be a ratio of 1:10 adults (including teachers, supervisors and chaperones). Students will always be under supervision, even during "free time". Students will be spending most of their time either at the playing fields or hotel. We may go for a team dinner if the restaurant allows large groups.

### 2. Proposed itinerary – please see last pages.

### 3. Method of Financing the Trip – We will be using money from our academy fundraising account, as well as money from families that want to pay themselves.

\*\*Families will need to provide physical evidence of...

- trip cancelation insurance, trip medical insurance, 2 copies of student pass port (1 for the school and 1 for Lucas to have on the trip)

### 4. Supervisors.

- Lucas MacNeil (staff), Armaan Sohi (coach), Cody Cook (staff) plus 2 more
- All participants will comply with the school And District Codes of Conduct, acting as ambassadors of both the school and school district. They will be provided with a trip booklet and waiver form that outlines expectations for international travel.
- Activities include playing lacrosse, going for food, and staying at the hotel.

### 5. Travel Insurance

- Families will be informed that they MUST have trip cancelation insurance, and travel medical insurance. The families will be accountable for any changes. Again, they must provide physical proof of this before the trip.
- Alternate destination plan for this trip is likely not needed. But in case of an issue arising, communication with both Mike Huck and Wayne Kelly will occur. Because we are driving over the border, we can still have the opportunity to get home via Black Ball Ferry Line, or Anacortes Ferry Terminal.

### 6. Pertinent information.

- We have been to this event several times. It is a great event for family to watch and for students to spend time together on the bus to build a positive/inclusive culture.
- Due to the tournament having a waiver to be signed as a condition of participation, it is pertinent that students will have individual medical insurance to ensure they are taken care of and will safely get home.

### 7. All students will sign trip waivers promising to be good citizens as they are ambassadors of the school and school district. Students may be returned home with notification to the parents if the student compromises safety to self or others and does not follow expectations. In addition, if a student has to return home, parent/guardians will be responsible for the travel costs for both the child and the supervisor accompanying them. That said, cancelation insurance will be the responsibility of the parent/guardian. Trips can be cancelled or postponed and the cost will not be covered by the school district. Families are responsible for trip cancellation insurance as well as medical insurance. THIS WILL BE DISCUSSED WITH THE PARENTS.

8. All tournaments have waivers where it requires the participant to sign as a condition to participate. However, because it is mandatory that parents MUST have medical and cancelation insurance before travelling, this ensures that their child will be taken care of in case of a medical emergency.

**Field Trip Itinerary – Can change based on schedule**

**Estimated times**

**Friday December 6 2024**

8:05 am. Students will meet at 8C Walk on Ferry Terminal - Swartz Bay

9:00 am. Coaches and Students will board the ferry to Vancouver, Tsawwassen Terminal as walk ons.

10:50 am. Group will board a 54 seat charter bus.

12:30 pm. Group stop off at 10600 Quil Ceda Blvd, Tulalip, WA 98271, United States for lunch and an hour of shopping.

1:30 pm. Re-board the bus.

4:30 pm. Arrive at Hotel

5 pm. Students will be playing games anywhere between, 5 pm and 9 pm.

11:00 pm. Curfew. Kids are in bed.

All times and events are flexible, depending on game schedule.

**Saturday December 7<sup>th</sup> 2024**

7am Wake up for JR team.

Games will be all day. If we can, we will do a team dinner.

\*\*There are food trucks and a warm field house for players to stay during the day. There are also change rooms with warm showers if needed\*\*

**Sunday December 8 2024**

Estimated times. Games can go from 8am – 3pm

Pending on game time, we will be up an hour and a half before start time.

7:00 am Wake up and go for breakfast.

8:45 am check out and leave hotel for playing field.

Remainder of day we will be finishing off our games to be played.

1:30-4:00 pm leave field to head back to Tsawwassen Terminal as walk ons.

7 or 9:00 pm catch the ferry back to Victoria.

9:30 or 10:30 arrive to Swartz Bay ferry terminal where students will be picked up by parents.

**Supplies and Equipment for Staff to Bring**

- Cell phone
- First aid kit
- Garbage bags for bus
- Students medical card information and emergency contact information
- DOWN LOAD "TOURNEY MACHINE" ON YOUR PHONE FOR ALL SCHEUDLES AND UPDATES

Cali (4)

INTERNATIONAL EDUCATIONAL TRIPS  
PRELIMINARY APPLICATION  
STEP ONE

This form must be completed as Step One of an approval process. It must be approved by the Principal and Associate Superintendent (outside Canada and continental USA) six months before the date of departure. Once this completed form has been approved, the trip details may be confirmed and communication to student and parents/guardians can commence.

Part A:

School: Royal Bay Date Submitted: Feb 27 2024

Principal: Mike Hinch

Supervisor (Educator in charge): Lucas MacNeil + Cory Cook

Destination of Trip: California

Departure Date: TBD Jan 2025 Return Date: TBD Jan 2025

Grade level(s): 9-11 No. of students involved: 20-30

Approx. cost of tour: \$ TBD Approx. cost to students: \$ TBD

Transportation: flight + rental car

No. of school days missed (recommend 3 days maximum) 2-3

Source of Funding: family + fundraise

Accommodation Arrangements:  Billet  Hotel/Motel  Camping  Other

- How has the proposed International Educational Trip been included in the overall plan for the year?

Students will miss 2-3 days of school. They will have mandatory work time.

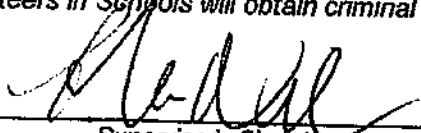
- Unique Risk/Safety Considerations: Bumps, bruises, broken bones. Everyone must have proof of medical + accident insurance.

**Part B**

Please provide a detailed attachment with the following information:

1. Educational objectives/purpose of the trip
2. Proposed draft itinerary
3. Method of financing the trip
4. Plan for supervision (include number of supervisors and names - minimum 1:10)
5. Travel insurance and alternate destination planning to ensure minimal financial impact to participants should travel plan changes need to be made, to ensure student safety.
6. Any other pertinent information

*Permission is requested to plan the above International Educational Trip. I have read all applicable documents and addressed the responsibility of the supervisor. The preliminary International Educational Trip application form has been reviewed and parent/ legal guardian approval for student participation will be obtained. Volunteers as defined by Policy and Regulations D-111 Volunteers in Schools will obtain criminal record checks.*

  
\_\_\_\_\_  
Supervisor's Signature

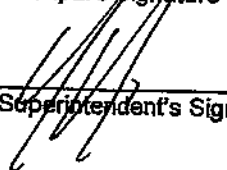
March 11 2024  
Date

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**PERMISSION GRANTED TO PLAN THE PROPOSED  
INTERNATIONAL EDUCATIONAL TRIP**

  
\_\_\_\_\_  
Principal's Signature

FEB 26 2024  
Date

  
\_\_\_\_\_  
Associate Superintendent's Signature

March 11/2024  
Date

## STEP 1 – PART B

### 1. Educational objectives/purpose of the trip.

- Purpose of the extracurricular trip is to take a team of grade 9-11's to California for a lacrosse tournament. The lacrosse academy students work very hard in their academy/PHE class. Going to this tournament allows the students an opportunity to show/preform their development and learnings that they have worked on each day at school. This trip does have a curricular aspect to it, as we are teaching students how to travel appropriately within a group, during a school sanctioned event. Students will be participating against other high schools and teams of students the same age.
- During this trip, there will be a ratio of 1:10 adults (including teachers, supervisors and chaperones). Students will always be under supervision, even during "free time". Students will be spending most of their time either at the playing fields or hotel.

### 2. Proposed itinerary – please see last pages.

### 3. Method of Financing the Trip – We will be using money from our academy fundraising account, as well as money from families that want to pay themselves.

\*\*Families will need to provide physical evidence of...

### 4. Supervisors.

- Lucas MacNeil (staff), Cody Cook (staff), Armaan Sohi (coach)
- And 1-2 more chaperones or coaches. TBD still on who exactly they will be.
- All participants will comply with the school And District Codes of Conduct, acting as ambassadors of both the school and school district. They will be provided with a trip booklet and waiver form that outlines expectations for international travel.
- Activities include playing lacrosse, going for food, and staying at the hotel.

### 5. Travel Insurance

- Families will be informed that they **MUST** have trip cancelation insurance, and travel medical insurance. The families will be accountable for any changes. Again, they must provide physical proof of this before the trip.
- Alternate destination plan for this trip is likely not needed. But in case of an issue arising, communication with both Mike Huck and Wayne Kelly will occur.

### 6. Pertinent information.

- This is a new event so we have not yet been. It is a great experience for students to fly, and for students to spend time together on the bus to build a positive/inclusive culture.
- Due to the tournament having a waiver to be signed as a condition of participation, it is pertinent that students will have individual medical insurance to ensure they are taken care of and will safely get home.

### 7. All students will sign trip waivers promising to be good citizens as they are ambassadors of the school and school district. Students may be returned home with notification to the parents if the student compromises safety to self or others and does not follow expectations. In addition, if a student has to return home, parent/guardians will be responsible for the travel costs for both the child and the supervisor accompanying them. That said, cancelation insurance will be the responsibility of the parent/guardian. Trips can be cancelled or postponed and the cost will not be covered by the school district. Families are responsible for trip cancellation insurance as well as medical insurance. THIS WILL BE DISCUSSED WITH THE PARENTS.

### 8. All tournaments have waivers where it requires the participant to sign as a condition to participate. However, because it is mandatory that parents **MUST** have medical and cancelation insurance before travelling, this ensures that their child will be taken care of in case of a medical emergency.

## **Field Trip Itinerary – Can change based on schedule**

Estimated times and dates – pending what event we go to.

### **Friday January 24 2024**

4:45 am. Students will check in at Victoria Air Port, Coaches and chaperones take attendance and check in.

6:30 am. Take off for Vancouver. Flight \_\_AC8146\_ with Air Canada. Take attendance before boarding.

7 am Land in Vancouver.

9:56 am. Take off for John Wayne International. Flight \_\_AC598\_ with Air Canada. Take attendance.

12:44 am Land in Huntington Beach and go through customs, together. Collect bags together and wait for shuttle bus to get rentals from AVIS.

2:00 pm. Check into Hotel – TBD

3 pm. Go to Huntington Beach Pier

5 pm Dinner @ \_\_Sea Cliff Village Shopping Center\_\_

7:30 pm. Students will be taken to Target store for snacks and water

10:15 pm. Student's rooms will be checked for curfew.

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### **Saturday January 25<sup>th</sup> 2025**

Pending on game time, we will be up 2 hours before start time.

9:00 am Wake up and go for breakfast.

9:45 am breakfast

Games will run all day. We will stick together at the fields or back to the hotel with supervision.

Lunch and dinner will be bought at the fields from the vendors, as games that day will be from morning to evening.

All times and events are flexible, depending on game schedule.

### **Sunday January 26<sup>th</sup>, 2025**

Pending on game time, we will be up 2 hours before start time.

9:00 am Wake up and go for breakfast.

9:45 am breakfast

Games will run all day. We will stick together at the fields or back to the hotel with supervision.

Lunch and dinner will be bought at the fields from the vendors, as games that day will be from morning to evening.

If given the opportunity, we will organize a team dinner Sunday evening depending on final game time.

\*\*Before bed, rooms will be cleaned and bags packed to make the morning easier.

### **Monday, January 29<sup>th</sup>, 2024 \*\*Please note, we may also come home Sunday Jan 28<sup>th</sup> if needed.**

9 am – Wake up

10 am leave hotel to return rentals. Attendance taken by coaches and chaperones.

11:40 pm - Check in for Flights at John Wayne Int. Attendance taken by coaches and chaperones.

1:40 pm – Flight leaves California for \_\_Vancouver\_\_ . Flight \_\_AC 599\_\_ with Air Canada. Take attendance before boarding.

4:38 pm – Land in Vancouver.

8:25pm – Leave Vancouver for Victoria. Flight \_\_AC 8167\_\_ with Air Canada. Take attendance before boarding.

8:54 pm – Land in Victoria and go through customs.

Oregon/Wash  
⑤

INTERNATIONAL EDUCATIONAL TRIPS  
PRELIMINARY APPLICATION  
STEP ONE

This form must be completed as Step One of an approval process. It must be approved by the Principal and Associate Superintendent (outside Canada and continental USA) six months before the date of departure. Once this completed form has been approved, the trip details may be confirmed and communication to student and parents/guardians can commence.

Part A:

School: Royal Bay Date Submitted: Feb 22 2024  
Principal: Mike Hock  
Supervisor (Educator in charge): Lucas Maxwell + Cody Cook  
Destination of Trip: Oregon or Washington  
Departure Date: March or April 2024 Return Date: March or April 2024  
Grade level(s): 9-12 No. of students involved: max 50  
Approx. cost of tour: \$ 15000 Approx. cost to students: \$ 300  
Transportation: Grey + Rental Bus  
No. of school days missed (recommend 3 days maximum) 1-2  
Source of Funding: family / fundraise

Accommodation Arrangements:  Billet  Hotel/Motel  Camping  Other

- How has the proposed International Educational Trip been included in the overall plan for the year?

Students will miss 1-2 days of school. They will have mandatory work time.

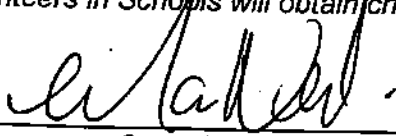
- Unique Risk/Safety Considerations: Bumps, bruises, broken bones. Everyone must have proof of medical + travel ins.

**Part B**

Please provide a detailed attachment with the following information:

1. Educational objectives/purpose of the trip
2. Proposed draft itinerary
3. Method of financing the trip
4. Plan for supervision (include number of supervisors and names - minimum 1:10)
5. Travel insurance and alternate destination planning to ensure minimal financial impact to participants should travel plan changes need to be made, to ensure student safety.
6. Any other pertinent information

*Permission is requested to plan the above International Educational Trip. I have read all applicable documents and addressed the responsibility of the supervisor. The preliminary International Educational Trip application form has been reviewed and parent/ legal guardian approval for student participation will be obtained. Volunteers as defined by Policy and Regulations D-111 Volunteers in Schools will obtain criminal record checks.*



Supervisor's Signature

Feb 15 2024

Date

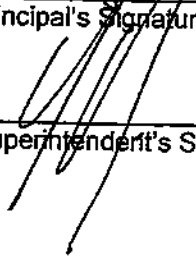
**PERMISSION GRANTED TO PLAN THE PROPOSED  
INTERNATIONAL EDUCATIONAL TRIP**



Principal's Signature

FEB 25 2024

Date



Associate Superintendent's Signature

Date

## STEP 1 – PART B

### 1. **Educational objectives/purpose of the trip.**

- Purpose of the extracurricular trip is to take a grade 9/10 and 11/12 team to Portland, Oregon for a lacrosse tournament. The lacrosse academy students work very hard in their academy/PHE class. Going to this tournament allows the students an opportunity to show/preform their development and learnings that they have worked on each day at school. This trip does have a curricular aspect to it, as we are teaching all students how to travel appropriately within a group, during a school sanctioned event. Students will be participating against other high schools and teams of students the same age.
- During this trip, there will be a ratio of 1:10 adults (including teachers, supervisors and chaperones). Students will always be under supervision, even during "free time". Students will be spending most of their time either at the playing fields or hotel. We may go for a team dinner if the restaurant allows large groups.

### 2. **Proposed itinerary** – please see last pages.

### 3. **Method of Financing the Trip** – We will be using money from our academy fundraising account, as well as money from families that want to pay themselves.

### 4. **Supervisors.**

- Lucas MacNeil (staff), Cody Cook (staff), Armaan Sohi (coach)
- Additional Chaperones as needed (coach)
- All participants will comply with the school And District Codes of Conduct, acting as ambassadors of both the school and school district. They will be provided with a trip booklet and waiver form that outlines expectations for international travel.
- Activities include playing lacrosse, going for food, and staying at the hotel.

### 5. **Travel Insurance**

- Families will be informed that they MUST have trip cancelation insurance, and travel medical insurance. The families will be accountable for any changes. Again, they must provide physical proof of this before the trip.
- Alternate destination plan for this trip is likely not needed. But in case of an issue arising, communication with both Mike Huck and Wayne Kelly will occur. Because we are driving over the border, we can still have the opportunity to get home via Black Ball Ferry Line, or Anacortes Ferry Terminal.

### 6. **Pertinent information.**

- ~~We have been to this area before.~~ It is a great chance for students to spend time together on the bus to build a positive/inclusive culture, and compete Vs some of the top high schools in Oregon.
7. All students will sign trip waivers promising to be good citizens as they are ambassadors of the school and school district. Students may be returned home with notification to the parents if the student compromises safety to self or others and does not follow expectations. In addition, if a student has to return home, parent/guardians will be responsible for the travel costs for both the child and the supervisor accompanying them. That said, cancelation insurance will be the responsibility of the parent/guardian. Trips can be cancelled or postponed and the cost will **not** be covered by the school district. Families are responsible for trip cancellation insurance as well as medical insurance. **THIS WILL BE DISCUSSED WITH THE PARENTS.**
8. All tournaments have waivers where it requires the participant to sign as a condition to participate. However, because it is mandatory that parents MUST have medical and cancelation insurance before travelling, this ensures that their child will be taken care of in case of a medical emergency.

## Field Trip Itinerary – ~~Sisters~~ Portland Tournament Games

Estimated times And dates

### Friday March 14 2025

- 6:20 am. Students will meet at BC Walk on Ferry Terminal - Swartz Bay
- 7 am. Coaches and Students will board the ferry to Vancouver, Tsawwassen Terminal as walk ons.
- 8:45 am. Coaches and students will walk off the ferry and pick up their baggage.
- 9 am. Group will board charter bus which will take us to Oregon.
- 1:30 pm. – Arrive @ Tumwater and get food at grocery store
- 2 pm Leave Tumwater
- 4:30 pm – Arrive Best western Lake Oswego/Portland Hotel and Suites – Check in
- 5:15 Get dinner across the road at Olive Garden
- 7:30 pm Game at Lake Ridge High school
- All times and events are flexible, depending on game schedule.

### Saturday March 15 2025

- 9 am. Wake up.
  - 7:45 am. Go for breakfast at hotel
  - 10 am. Leave for Nike Head Quarters with the kids
  - 2:30 pm. JV group plays vs Jesuit
  - 4:30 pm. Varsity group plays vs Jesuit
  - 6 pm. Dinner with all groups after provided by Jesuit.
  - 7:30 pm. If desired, we go to top golf. Otherwise, we return to hotel to relax for the evening.
- All times and events are flexible, depending on game schedule.

### Sunday March 16<sup>th</sup> 2025

- 8:00 am. Wake up.
  - 8:20 am. Go for breakfast.
  - 9:15 am. Leave hotel to go to lacrosse fields. Check out.
  - 10:15 am JV plays vs Lake Oswego
  - 11:45 am Varsity plays Lake Oswego
  - 1:30 pm leave Lake Oswego and return to Tsawwassen ferry to come home to Swartz Bay. Likely on the 7 or 9 pm boat back to Victoria
- All times and events are flexible, depending on game schedule.

### Supplies and Equipment for Staff to Bring

- Cell phone
- First aid kit
- Garbage bags for bus
- Students medical card information and emergency contact information

Sisters

6

INTERNATIONAL EDUCATIONAL TRIPS  
PRELIMINARY APPLICATION  
STEP ONE

This form must be completed as Step One of an approval process. It must be approved by the Principal and Associate Superintendent (outside Canada and continental USA) six months before the date of departure. Once this completed form has been approved, the trip details may be confirmed and communication to student and parents/guardians can commence.

Part A:

School: Royal Bay Date Submitted: Feb 22 2024

Principal: Mike Arch

Supervisor (Educator in charge): Lucias MacDon & Cody Cook

Destination of Trip: Sisters, Oregon

Departure Date: May 2 2025 Return Date: May 5 2025

Grade level(s): 9-12 No. of students involved: 20-45

Approx. cost of tour: \$ 16,000 Approx. cost to students: \$ 300-400

Transportation:  ferry & rental bus

No. of school days missed (recommend 3 days maximum) 1-2

Source of Funding: family & fundraising

Accommodation Arrangements:  Billet  Hotel/Motel  Camping  Other

• How has the proposed International Educational Trip been included in the overall plan for the year?

Students will miss 1-2 days of school. They will have mandatory work time during & after the trip.

• Unique Risk/Safety Considerations: Bumps, bruises, broken bones. Everyone

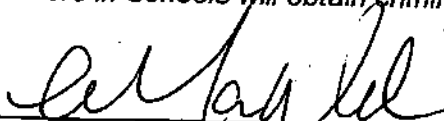
must have proof of medical & cancel. insurance

**Part B**

Please provide a detailed attachment with the following information:

1. Educational objectives/purpose of the trip
2. Proposed draft itinerary
3. Method of financing the trip
4. Plan for supervision (include number of supervisors and names - minimum 1:10)
5. Travel insurance and alternate destination planning to ensure minimal financial impact to participants should travel plan changes need to be made, to ensure student safety.
6. Any other pertinent information

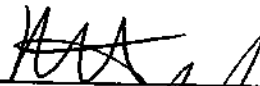
*Permission is requested to plan the above International Educational Trip. I have read all applicable documents and addressed the responsibility of the supervisor. The preliminary International Educational Trip application form has been reviewed and parent/ legal guardian approval for student participation will be obtained. Volunteers as defined by Policy and Regulations D-111 Volunteers in Schools will obtain criminal record checks.*

  
\_\_\_\_\_  
Supervisor's Signature

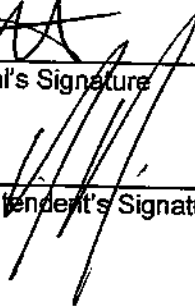
Feb. 15 2024  
Date

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**PERMISSION GRANTED TO PLAN THE PROPOSED  
INTERNATIONAL EDUCATIONAL TRIP**

  
\_\_\_\_\_  
Principal's Signature

FEB 26 2024  
Date

  
\_\_\_\_\_  
Associate Superintendent's Signature

\_\_\_\_\_  
Date

## STEP 1 – PART B

### 1. **Educational objectives/purpose of the trip.**

- Purpose of the extracurricular trip is to take 2 grade 9/10 team to Sisters, Oregon for a lacrosse tournament. The lacrosse academy students work very hard in their academy/PHE class. Going to this tournament allows the grade 9 and 10 students an opportunity to show/preform their development and learnings that they have worked on each day at school. This trip does have a curricular aspect to it, as we are teaching the grade 9 students how to travel appropriately within a group, during a school sanctioned event. Students will be participating against other high schools and teams of students the same age.
- During this trip, there will be a ratio of 1:10 adults (including teachers, supervisors and chaperones). Students will always be under supervision, even during “free time”. Students will be spending most of their time either at the playing fields or hotel. We may go for a team dinner if the restaurant allows large groups.

### 2. **Proposed itinerary – please see last pages.**

### 3. **Method of Financing the Trip – We will be using money from our academy fundraising account, as well as money from families that want to pay themselves.**

### 4. **Supervisors.**

- Lucas MacNeil (staff), Armaan Sohi (coach), Cody Cook
- All participants will comply with the school And District Codes of Conduct, acting as ambassadors of both the school and school district. They will be provided with a trip booklet and waiver form that outlines expectations for international travel.
- Activities include playing lacrosse, going for food, and staying at the hotel.

### 5. **Travel Insurance**

- Families will be informed that they MUST have trip cancelation insurance, and travel medical insurance. The families will be accountable for any changes. Again, they must provide physical proof of this before the trip.
- Alternate destination plan for this trip is likely not needed. But in case of an issue arising, communication with both Mike Huck and Wayne Kelly will occur. Because we are driving over the border, we can still have the opportunity to get home via Black Ball Ferry Line, or Anacortes Ferry Terminal.

### 6. **Pertinent information.**

- We have been to this event once before. It is a great event for students to spend time together on the bus to build a positive/inclusive culture.
  - Due to the tournament having a waiver to be signed as a condition of participation, it is pertinent that students will have individual medical insurance to ensure they are taken care of and will safely get home.
7. All students will sign trip waivers promising to be good citizens as they are ambassadors of the school and school district. Students may be returned home with notification to the parents if the student compromises safety to self or others and does not follow expectations. In addition, if a student has to return home, parent/guardians will be responsible for the travel costs for both the child and the supervisor accompanying them. That said, cancelation insurance will be the responsibility of the parent/guardian. Trips can be cancelled or postponed and the cost will not be covered by the school district. Families are responsible for trip cancellation insurance as well as medical insurance. THIS WILL BE DISCUSSED WITH THE PARENTS.
8. All tournaments have waivers where it requires the participant to sign as a condition to participate. However, because it is mandatory that parents MUST have medical and cancelation insurance before travelling, this ensures that their child will be taken care of in case of a medical emergency.

## **Field Trip Itinerary – Sisters Oregon Tournament**

Estimated times and dates.

### **Friday May 2 2025**

- 6:20 am. Students will meet at BC Walk on Ferry Terminal - Swartz Bay
- 7 am. Coaches and Students will board the ferry to Vancouver, Tsawwassen Terminal as walk ons.
- 8:45 am. Coaches and students will walk off the ferry and pick up their baggage.
- 9 am. Group will board charter bus which will take us to Sisters.
- 1 pm – Stop for 10 minutes to stretch and walk around
- 3:30 pm. – Arrive @ Woodburn Premium Outlets for an hour to shop and eat quickly
- Woodburn Premium Outlets, 1001 N Arney Rd, Woodburn, OR 97071, USA
- 4:30 pm – Leave Woodburn Shopping Centre
- 6:30 pm – Arrive at Sisters Inn and Suites
- 10:15 pm. Student's rooms will be checked for curfew.

All times and events are flexible, depending on game schedule.

### **Saturday May 3, 2025**

- 7:30 am. Wake up.
- 7:45 am. Go for breakfast.
- 8:45 am. Leave hotel to go to lacrosse fields. Will spend most of the day at the field where there will be food vendors. The hotel is .7 of a mile from the field so we will walk.
- BOYS PLAY between 10 and 4pm
- If needed, parent drivers driver can head back to the hotel with a chaperone and group of students if they need to get food.
- 6:00 pm. If done games, we will go for team dinner.

All times and events are flexible, depending on game schedule.

### **Sunday May 4, 2025**

- 8:00 am. Wake up.
- 8:20 am. Go for breakfast.
- 9:45 am. Leave hotel to go to lacrosse fields. Will spend most of the day at the field where there will be food vendors. The hotel is .7 of a mile from the field so we will walk.
- BOYS PLAY between 9 and 3
- If needed, parent drivers driver can head back to the hotel with a chaperone and group of students if they need to get food.
- 6:00 pm. If done games, we will go for team dinner.

All times and events are flexible, depending on game schedule.

### **Monday May 5<sup>th</sup> 2025**

- 7:00 am Wake up
- 8:00 am check out and leave hotel for home
- 11 am Stop off at Nike Outlet centre in Portland
- 7 or 9 pm catch the ferry back to Victoria.
- 8:30 or 10:30 arrive to Swartz Bay ferry terminal where students will be picked up by parents.

Denver  
⑦

INTERNATIONAL EDUCATIONAL TRIPS  
PRELIMINARY APPLICATION  
STEP ONE

This form must be completed as Step One of an approval process. It must be approved by the Principal and Associate Superintendent (outside Canada and continental USA) six months before the date of departure. Once this completed form has been approved, the trip details may be confirmed and communication to student and parents/guardians can commence.

Part A:

School: Royal Bay Date Submitted: Feb 22 2024  
Principal: Plim Huch.  
Supervisor (Educator in charge): Lucas MacNeil + Cody Cook.  
Destination of Trip: Denver, Colorado.  
Departure Date: June 12 2025 Return Date: June 16 2025  
Grade level(s): 9-12 No. of students involved: 45 max  
Approx. cost of tour: \$ 56-60k. Approx. cost to students: \$ 1200-1400 / student.  
Transportation: flight + rental vehicle  
No. of school days missed (recommend 3 days maximum) 2-3  
Source of Funding: fundraise + Awley

Accommodation Arrangements:  Billet  Hotel/Motel  Camping  Other

- How has the proposed International Educational Trip been included in the overall plan for the year?

Students will miss 2-3 days of class. They will have mandatory study hall during trip.

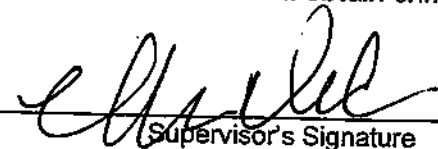
- Unique Risk/Safety Considerations: Bumps, bruises, broken bones. Everyone must have proof of medical + travel insurance.

**Part B**

Please provide a detailed attachment with the following information:

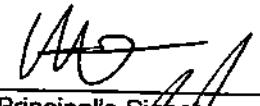
1. Educational objectives/purpose of the trip
2. Proposed draft itinerary
3. Method of financing the trip
4. Plan for supervision (include number of supervisors and names - minimum 1:10)
5. Travel insurance and alternate destination planning to ensure minimal financial impact to participants should travel plan changes need to be made, to ensure student safety.
6. Any other pertinent information

*Permission is requested to plan the above International Educational Trip. I have read all applicable documents and addressed the responsibility of the supervisor. The preliminary International Educational Trip application form has been reviewed and parent/ legal guardian approval for student participation will be obtained. Volunteers as defined by Policy and Regulations D-111 Volunteers in Schools will obtain criminal record checks.*

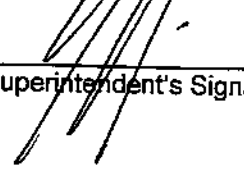
  
\_\_\_\_\_  
Supervisor's Signature

  
\_\_\_\_\_  
Date

**PERMISSION GRANTED TO PLAN THE PROPOSED INTERNATIONAL EDUCATIONAL TRIP**

  
\_\_\_\_\_  
Principal's Signature

**FEB 26 2024**  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Associate Superintendent's Signature

\_\_\_\_\_  
Date

## STEP 1 – PART B

### 1. Educational objectives/purpose of the trip.

- Purpose of the extracurricular trip is to take a team (19-23 students) to Denver for a lacrosse tournament that will have several colleges looking for future student athletes. The lacrosse academy students work very hard in their academy/PHE class. Going to this tournament allows the students an opportunity to show/preform their full year development and learnings that they have worked on each day at school. This trip does have a curricular aspect to it, as we are teaching students how to travel appropriately within a group, during a school sanctioned event. Students will also be showing what they have learned from class all year. Students will be participating against other high schools and teams of students the same age.
- During this trip, there will be a ratio of 1:10 adults (including teachers, supervisors and chaperones). Students will always be under supervision, even during "free time". Students will be spending most of their time either at the playing fields or hotel. We may go for a team dinner if the restaurant allows large groups.

### 2. Proposed itinerary – please see last pages.

### 3. Method of Financing the Trip – We will be using money from our academy fundraising account, as well as money from families that want to pay themselves.

### 4. Supervisors.

- Lucas MacNeil (staff), Cody Cook (teacher), 1 additional parent if needed
- All participants will comply with the school And District Codes of Conduct, acting as ambassadors of both the school and school district. They will be provided with a trip booklet and waiver form that outlines expectations for international travel.
- Activities include playing lacrosse, going for food, and staying at the hotel.

### 5. Travel Insurance

\*\*Families will need to provide physical evidence of...

- trip cancelation insurance, trip medical insurance, covid-19 vaccine proof (if required)
- 2 copies of student pass port

### 6. Pertinent information.

- I have been to this event several times. It is a great event for students to play and perform against several other programs in North America. Coming from this, students build an positive/inclusive culture after travelling and playing amongst their peers.
  - Due to the tournament having a waiver to be signed as a condition of participation, it is pertinent that students will have individual medical insurance to ensure they are taken care of and will safely get home.
7. All students will sign trip waivers promising to be good citizens as they are ambassadors of the school and school district. Students may be returned home with notification to the parents if the student compromises safety to self or others and does not follow expectations. In addition, if a student has to return home, parent/guardians will be responsible for the travel costs for both the child and the supervisor accompanying them. That said, cancelation insurance will be the responsibility of the parent/guardian. Trips can be cancelled or postponed and the cost will **not** be covered by the school district. Families are responsible for trip cancellation insurance as well as medical insurance. **THIS WILL BE DISCUSSED WITH THE PARENTS.**
8. All tournaments have waivers where it requires the participant to sign as a condition to participate. However, because it is mandatory that parents **MUST** have medical and cancelation insurance before travelling, this ensures that their child will be taken care of in case of a medical emergency.

## Denver, June 2025 Field Trip Itinerary

### Estimated times and dates

#### Thursday June 12<sup>th</sup>, 2025

4 am. Students will check in at Victoria Air Port, Coaches and chaperones take attendance and check in.  
5:30 am. Take off for Seattle. Flight AS2353 with Alaska. Take attendance before boarding.  
6:18 am Land in Seattle and go through customs, together.  
9:35 am take off for Denver. Flight AS0674 with Alaska. Take attendance before boarding.  
1:20 pm Land in Denver. Collect bags together and wait for shuttle bus to Budget Rental.  
3:30 pm Leave Budget Rental with 4 vans. 40 students and 4 adults and drivers.  
4:15 pm – Check into Hotel – TBD \_\_\_\_\_  
6 pm. Dinner @ North Field Shopping Center  
7:30 pm. Students will be taken to Target store for snacks and water  
10:15 pm. Student's rooms will be checked for curfew.

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#### Friday June 13<sup>th</sup>, 2025

9:00 am. Wake up  
9:30 am. Breakfast @ hotel, or students can eat breakfast from the groceries.  
11:00 am. Leave hotel to go to lacrosse fields for practise @ Dicks Sporting Good's Field  
1:00 pm. Team lunch at North Field Shopping Center. Return to hotel when done.  
2:30 pm. Study session for those who have work or finals. 1.5 hours  
5:30 pm. Games can start at Dicks sporting goods field – may be later game but guaranteed we play Friday evening. Will leave the hotel an hour before the game starts.  
10 pm. Lights out and room checks.

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#### Saturday June 14<sup>th</sup>, 2025

Pending on game time, we will be up 2 hours before start time.  
9:00 am Wake up and go for breakfast.  
9:45 am breakfast  
Games will run all day. We will stick together at the fields or back to the hotel with supervision.  
Lunch and dinner will be bought at the fields from the vendors, as games that day will be from morning to evening.

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#### Sunday June 15<sup>th</sup>, 2025

Pending on game time, we will be up 2 hours before start time.  
9:00 am Wake up and go for breakfast.  
9:45 am breakfast  
Games will run all day. We will stick together at the fields or back to the hotel with supervision.  
Lunch and dinner will be bought at the fields from the vendors, as games that day will be from morning to evening.

If given the opportunity, we will organize a team dinner Sunday evening depending on final game time.

\*\*Before bed, rooms will be cleaned and bags packed to make the morning easier.

#### Monday, June 16<sup>th</sup>, 2025

5 am – Wake up  
5:30 am leave hotel to return rentals at Budget Rental. Attendance taken by coaches and chaperones.  
6:00 am - Check in for Flights at Denver International. Attendance taken by coaches and chaperones.  
8:10 am – Flight leaves Denver for Seattle. Flight AS1173 with Alaska. Take attendance before boarding.  
10:09 am – Land in Seattle.  
11:35 am – Leave Seattle for Victoria. Flight AS2384 with Alaska. Take attendance before boarding.  
12:29 pm – Land in Victoria and go through customs.

**INTERNATIONAL EDUCATIONAL TRIPS APPLICATION INFORMATION STEP ONE** This form must be **completed** as part of a detailed approval process. It must be reviewed and supported by the Principal and Associate Superintendent (for trips outside of Canada and continental USA) and submitted to the Board of Education for approval at least six months prior to date of departure. Once the field trip has been approved, trip details may be confirmed and communication to student and parents/guardians can commence.

Part A: School: Royal Bay Secondary School

Date Submitted: \_\_\_\_\_

Principal: Mike Huck

Supervisor (Educator in charge): John McIntosh

Destination of Trip: Japan

Departure Date: **TBD** (SPRING 2025)

Return Date: **TBD** (SPRING 2025)

Grade level(s): 10-12

No. of students involved: 16

**Part B: SUPERVISION:**

1 a) Name of Lead Supervisor:

- John McIntosh (male teacher)

b) Names of Supervisors (indicate male/female/other, teacher, parent/guardian, volunteer, etc.):

- Jouelle Brick (female teacher)

(Note: Volunteers have obtained Criminal Record Checks (as per Policy E-118). Copies filed with school principal prior to trip departure.)

c) Names of Supervisor or tour company representative with firsthand knowledge of customs and culture of country being visited:

- EF Tours

TRAVEL: 2. Method of travel/transportation:

- Travel arrangements are organized by EF Tours and include flights, trains, private buses, and public transportation.

1-6

## ITINERARY:

### 3. Brief Itinerary and Details:

- **Day 1: Fly overnight to Japan**  
Students will meet at the airport where teachers will confirm all documents are in order.
- **Day 2: Tokyo**  
Meet your Tour Director at your destination
- **Day 3: Tokyo**  
Tour Tokyo with an expert local guide  
Walking Tour in Harajuku Shopping District  
Visit the Meiji Shinto Shrine  
Take a walking tour of Shibuya  
Visit the Asakusa Kannon Temple  
Take a tour of Akihabara Electric Town  
Sumo-style Hot Pot Dinner
- **Day 4: Tokyo**  
Disneyland Tokyo
- **Day 5: Tokyo • Kamakura • Hakone**  
Travel to Hakone via Kamakura  
Visit the Hachimangu shrine  
Visit the Great Buddha of Kamakura  
Explore Kamakura on your own
- **Day 6: Hakone • Odawara • Kyoto**  
Travel to Odawara via Owakudani and Fuji-Hakone-Izu National Park  
Visit Fuji-Hakone-Izu National Park  
Visit the Hakone Open Air Museum  
Ride the Mount Komagatake cable car  
Enjoy free time in Owakudani  
See Odawara Castle  
Travel by bullet train to Kyoto
- **Day 7: Kyoto**  
Tour Kyoto with an expert local guide  
Visit the Gold Pavillion  
Visit the Nishijin Textile Centre  
Visit Nijō Castle  
Tour the Arashiyama Bamboo Forest  
Walking tour of Arashiyama Forest
- **Day 8: Kyoto • Osaka**  
Visit the Fushimi Inari-taisha shrine  
Take a guided tour of Nara  
Visit Todaiji Temple  
Visit Kasuga-taisha, Nara's most celebrated shrine  
Travel to Osaka  
Take a tour of Osaka's Dotonbori canal street  
Enjoy dinner at the Dotonbori Canal Street Market
- **Day 9: Depart for home**

**PLANNING DETAILS:**

**4 Educational Objectives:**

**a. Describe the curricular and/or extra-curricular relevance students will receive from the International Education trip:**

This educational journey is carefully crafted to not only provide a memorable experience for our students but also to enhance their learning in line with provincial educational goals. By immersing students in the rich cultural, historical, and linguistic aspects of Japan, we aim to reinforce classroom learning and deepen their understanding of global perspectives.

**Social Studies:**

- Learning Goal: Develop an understanding of world geography, history and cultures.
- Trip Component: Visits to historical landmarks, museums, and cultural institutions in Japan, providing hands-on experience aligned with the Social Studies curriculum.

**Language Arts:**

- Learning Goal: Enhance communication skills and appreciation for diverse literary traditions.
- Trip Component: Interaction with local students, opportunities for journaling, and engagement with Japanese literature, promoting language development and cultural appreciation.

**Modern Languages (Japanese):**

- Learning Goal: Develop introductory proficiency in the Japanese language.
- Trip Component: Real-life language application through interactions with native speakers, reinforcing language skills acquired in the classroom.

**Career Education:**

- Learning Goal: Foster global citizenship and prepare students for an interconnected world.
- Trip Component: Exposure to international environments, promoting adaptability, intercultural communication, and a sense of global responsibility.

**Fine Arts:**

- Learning Goal: Appreciation and awareness of eastern art motifs and styles
- Trip Component: Traditional art seen in the temples, architecture, watercolour, sculpture, fashion, etc... will be appreciated in contrast with contemporary, art expression such as anime, sakura viewing, digital media and "futuristic" urban planning.

### Physical Education:

- **Learning Goal:** Encourage active and healthy lifestyles.
- **Trip Component:** Incorporation of physical activities such as walking tours, traditional martial arts experiences, and outdoor exploration, aligning with the Physical Education curriculum.

#### b. Follow-up activities for students.

- Students will write a guided reflection and host a debrief open to the school to share curated photos, artifacts, and tell their community what they learned while immersing themselves in another culture.

#### 5. Supervision:

##### a. Proposed adult/gender/student ratio: (minimum 1:10)

- 8:1, 1 Male and 1 Female supervisor

##### b. Evidence of experience for supervising staff:

- **Jouelle Brick:** : EF Employee, Tour supervisor for St. Margret's International Students Summer Program, 8 years international teaching experience including supervising local, national, and international student trips.

##### c. Arrangements or coverage of supervising staff's assignment (if necessary):

- TTOC costs are included in the final calculation. Trip is over Spring so TTOCs should not be required.

##### d. First Aid Arrangements:

- EF guides are First Aid Trained, at least one teacher will have current first aid certification.

#### 6. Accommodation Arrangements: Billet Hotel/Motel Camping Other:

- Organized by EF Tours (Hotels and motels.)

#### 7. Student Participation Selection process for participating students:

Students will submit an application that will include:

- A letter of recommendation from a teacher
- A summary of current academic standing,
- A brief essay explaining why they would be a good candidate for the trip, how this experience would support their personal and academic growth.

Applications will be reviewed by the supervising teachers and submitted to the principal for final approval.

(Parents/guardians have been notified that if a student compromises safety of self or others and does not adhere to previously established expectations, that said student and (if required) a supervisor may be returned home at the expense of the parent/guardian.)

## FINANCES

8. Total per student cost for the International Education trip:

- $16 \times \$5259 = \$841449$ .

Total per student cost to be paid by each student:

- \$5259

10. Source of funds (include amounts when there is a difference between total cost and amount paid per student):

- Fundraising and family funds

11. TTOC time required?

- No

12. Total per staff cost for International Field Trip:

- \$5,719

13. Total per staff cost to be paid by each staff member:

- \$0 (EF covers the cost of two supervisors)

14. Total overall cost of the International Educational trip:

- ~~$16 \times \$5259 = \$84144$~~

15. Commercial tour company assisting with arrangements (if applicable):

a. Company name: EF Tours

b. Contact person: Audra Cowe

Phone: 778-372-2073

E-mail: Audra.Cowe@ef.com

## LIABILITY COVERAGE

16. Describe the arrangements that have been made to ensure that all applications have adequate health and cancellation insurance for travelling out of the country:

- EF has health, travel, and cancellation insurance included in their cost, families will be given documentation as to what this does and **does not cover**.

**17. What provisions have been made regarding proof of citizenship or immigration status and/or required vaccinations?**

- All documents will be collected and scanned ahead of time to ensure we are in compliance with international laws.

**18. Unique Risk/Safety Considerations:**

- Laws and customs that differ from those in Canada, students will attend an information session so they can be properly informed how to behave themselves in a way that positively represents their school and their country.
- Students will be expected to learn a list of key phrases in Japanese for cultural immersion, respect, and to keep themselves safe.
- Meeting points in every city will be established ahead of time, students will have the names of these places written in both English and Japanese before leaving for the day.
- Specific boundaries are established for every outing that includes exploration time.
- Students will be required to carry sufficient emergency funds to cover any transportation to reunite in case of unexpected separation from the main group.
- Families will be informed ahead of time of the protocols in place regarding tardy returns to meeting points to ensure expectations and consequences are clearly understood.

(Parents/guardians have been notified in writing that should the tour/program be cancelled for any reason; the district is not responsible for any costs involved.)

**20. Information to Parents/Guardians:**

Please see sample of proposed letter to parents/guardians.

Please see sample of proposed parental/guardian consent forms.

Supervisor's Signature  Date January 10<sup>th</sup> 2024  
 Principal's Signature  Date Feb 22 / 2024  
 Associate Superintendent's Signature  Date Feb 22 / 2024

[School Letterhead]

[Date]

Re: Exciting School Trip Opportunity to Japan in 2025

Dear Parents and Guardians,

We hope this letter finds you well and full of anticipation for the exciting news we have to share. We are delighted to inform you about a unique educational opportunity for your child – a school trip to Japan in 2025! Japan is an ever evolving juxtaposition of nature and technology, the ancient and the contemporary existing alongside each-other in a unique cultural mosaic. We look forward to exploring this exceptional place with RBSS students.

Teacher Supervisors:

Mr. McIntosh and Mme Brick, experienced educators committed to the well-being and safety of our students, will be supervising the trip.

Organizer:

The trip is organized through the reputable company EF Tours, known for their expertise in educational travel. EF Tours has a longstanding history of providing students with enriching and memorable experiences.

**Itinerary:**

The 9-day journey will take place during the spring break, departing from Victoria and landing in Tokyo. The itinerary includes visits to Kamakura, Hakone, Odawara, Kyoto, and returning to Tokyo before heading back to Victoria. This comprehensive itinerary is crafted to provide students with a diverse and immersive cultural experience.

- **Day 1: Fly overnight to Japan**
  - Students will meet at the airport where teachers will confirm all documents are in order.
- **Day 2: Tokyo**
  - Meet your Tour Director at your destination
- **Day 3: Tokyo**
  - Tour Tokyo with an expert local guide
  - Walking Tour in Harajuku Shopping District
  - Visit the Meiji Shinto Shrine
  - Take a walking tour of Shibuya
  - Visit the Asakusa Kannon Temple
  - Take a tour of Akihabara Electric Town
  - Sumo-style Hot Pot Dinner
- **Day 4: Tokyo**
  - Disneyland Tokyo
- **Day 5: Tokyo • Kamakura • Hakone**
  - Travel to Hakone via Kamakura
  - Visit the Hachimangu shrine
  - Visit the Great Buddha of Kamakura

- Explore Kamakura on your own
- **Day 6: Hakone • Odawara • Kyoto**
  - Travel to Odawara via Owakudani and Fuji-Hakone-Izu National Park
  - Visit Fuji-Hakone-Izu National Park
  - Visit the Hakone Open Air Museum
  - Ride the Mount Komagatake cable car
  - Enjoy free time in Owakudani
  - See Odawara Castle
  - Travel by bullet train to Kyoto
- **Day 7: Kyoto**
  - Tour Kyoto with an expert local guide
  - Visit the Gold Pavillion
  - Visit the Nishijin Textile Centre
  - Visit Nijō Castle
  - Tour the Arashiyama Bamboo Forest
  - Walking tour of Arashiyama Forest
- **Day 8: Kyoto • Osaka**
  - Visit the Fushimi Inari-taisha shrine
  - Take a guided tour of Nara
  - Visit Todaiji Temple
  - Visit Kasuga-taisha, Nara's most celebrated shrine
  - Travel to Osaka
  - Take a tour of Osaka's Dotonbori canal street
  - Enjoy dinner at the Dotonbori Canal Street Market
- **Day 9: Depart for home**
  - Parents will collect students from Victoria International Airport

**Cost:**

The total cost for this trip is \$5259 per student. This covers all major costs such as flights, transportation, tours, meals, accommodation, guides and group activities. While the cost is primarily the responsibility of families, we are pleased to announce that there will be fundraising opportunities for interested students. These opportunities will allow families to offset some of the trip costs through various events and activities.

**Student Selection:**

To ensure a meaningful and responsible participation, interested students are required to submit applications expressing their interest and demonstrating their sense of responsibility. The selection process will take into consideration these applications, making the trip accessible to students who are genuinely interested in embracing this unique educational adventure.

**Important Details:**

- Upon selection a non-refundable deposit of \$ \_\_\_\_\_ is due by \_\_\_\_\_ to secure your child's spot on the trip.
- Further information about fundraising opportunities and application submissions will be shared in upcoming parent meetings and through our school communications.

Information Session:

We invite you to attend an informational meeting on [Date] at [Time] in [Location]. This meeting will provide detailed insights into the trip, fundraising opportunities, and the application process. It will also be an opportunity for you to ask any questions you may have.

We believe that this trip will be a transformative and educational experience for your child, fostering personal growth and global awareness. If you have any immediate questions or concerns, please do not hesitate to contact us

Thank you for considering this incredible opportunity for your child.

Sincerely,

*Mme Jovette Brick*

*I acknowledge that I live, work, play and learn on the ancestral, unceded, and occupied territories of the Coast Salish peoples, the Łək̓ʷəŋən peoples of the Songhees and Esquimalt first nations.*

**SCHOOL CONSENT FORM FOR CHILD PARTICIPATING IN MODERATE RISK  
INTERNATIONAL EDUCATIONAL TRIP**

**Date:** \_\_\_\_\_

**Re:** \_\_\_\_\_ (Student Name)

**I hereby give my consent and acknowledge by my signature that:**

Students will be travelling to Japan landing in Tokyo and continuing on to Kamakura Hakone, Odawara, Kyoto, and back to Tokyo. We will be travelling on an educational trip from March \_\_\_\_\_, 2025 (final dates and times to be determined). They will be travelling by plane, coach bus, boat, and train on a program organized through EF Educational Tours.

\_\_\_\_\_  
Initial

On this field trip, 16 students will be: walking, hiking

\_\_\_\_\_  
Initial

The students will be supervised by 2 teacher chaperones (1:8 ratio). Students will not necessarily be supervised by an adult at all times (ie hotel rooms or free time at the hotel). In some emergencies and unforeseen circumstances, the ratio of supervision may be reduced.

\_\_\_\_\_  
Initial

My child has no illnesses, allergies or disabilities that may require special attention, except as described here & on the personal information sheet provided to the group leader.

\_\_\_\_\_  
Initial

I am aware of the usual risks and dangers inherent in participation in all of the activities associated with this trip and of the possibility of personal injury, death, property damage or loss resulting from the activities. The dangers and risks may include, but are not limited to:

\_\_\_\_\_  
Initial

- Unorthodox or high-risk travel arrangements (boat, water taxi, trains, and small ferries).
- Remote locations.
- Rugged terrain.
- Moderate risk activities provided by a 3rd Party operator - all with adult supervision.
- Rock fall and avalanches.
- Weather.
- Equipment breakage, failures.
- Delayed rescue, accessibility.
- Insect bites or injury from other animals
- Sunburn
- Conduct of the guide, chaperone or other group members.
- The possibility that your child may not heed safety instructions or restrictions given to the group.

I acknowledge that if the Superintendent of Schools deems the trip unsafe, they can recall students back at any time, change the trip program or itinerary, postpone or cancel the trip. The cost for such a decision will not be covered by the school district and will be the responsibility of the participant and parents/guardians.

\_\_\_\_\_  
Initial

I will supply suitable equipment and clothing for my child's participation in all activities associated with the field trip, including: suitable walking shoes, swim clothing, sun protection, insect repellent.

\_\_\_\_\_  
Initial

I am aware that I should contact the school for further information if I am unaware what clothing and equipment is required for the activities or possible weather conditions of this field trip.

\_\_\_\_\_  
Initial

My child and I understand that it is our responsibility to ensure my child has all necessary equipment and clothing.

My child and I understand that the school's Code of Conduct applies during this field trip. I will be responsible for any costs caused by my child's failure to abide by the Code of Conduct, including any costs to send my child home.

\_\_\_\_\_  
Initial

Accidents can be the result of the nature of the activity and can occur with or without any fault on either part of the student, or the School Board or its employees or agents, or the facility where the activity is taking place. By allowing your son/daughter to participate in this activity, you are accepting the risk of an accident occurring, and agree that this activity, as described above, is suitable for your child.

\_\_\_\_\_  
Initial

In signing this Consent, I am not relying on any oral or written representation or statements made by the School Board and its servants, agents, employees, or authorized volunteers, or the Ministry of Education, to induce me to permit my child to take the trip, other than those set out in this Consent.

\_\_\_\_\_  
Initial

I am 19 years of age or more and have read and understand the terms of this Consent and understand that it is binding upon me, my heirs, executors and administrators, executors and administrators.

\_\_\_\_\_  
Initial

Date:

\_\_\_\_\_  
Signature of Witness

\_\_\_\_\_  
Signature of Parent/Guardians

\_\_\_\_\_  
Printed Name of Witness

\_\_\_\_\_  
Printed Names of Parent/Guardians

\_\_\_\_\_  
Address

\_\_\_\_\_  
Address

**NOTE: This Consent must be signed by ALL custodial parents or guardians of a child who is under the age of 19 years.**

**INTERNATIONAL EDUCATIONAL TRIPS  
APPLICATION INFORMATION  
STEP ONE**

**This form must be completed as part of a detailed approval process. It must be reviewed and supported by the Principal and Associate Superintendent (for trips outside of Canada and continental USA) and submitted to the Board of Education for approval at least six months prior to date of departure. Once the field trip has been approved, trip details may be confirmed and communication to student and parents/guardians can commence.**

**Part A:**

School: Spencer Date Submitted: April 3, 2024  
Principal: Jen Nixon  
Supervisor (Educator in charge): Yvonne Clarke  
Destination of Trip: Thailand  
Departure Date: March 17, 2025 Return Date: March 30, 2025  
Grade level(s): 7-9 No. of students involved: 18-20

**Part B:**

**SUPERVISION:**

- 1 a) Name of Lead Supervisor: Yvonne Clarke (F)  
b) Names of Supervisors (indicate male/female/other, teacher, parent/guardian, volunteer, etc.):  
Jessica Hussey EA. (F)  
Todd Robertson Counselor (M)

*(Note: Volunteers have obtained Criminal Record Checks (as per Policy E-118). Copies filed with school principal prior to trip departure.)*

- c) Names of Supervisor or tour company representative with firsthand knowledge of customs and culture of country being visited:

EF Tours. Amanda Dadds, Lindsay Winch.

**TRAVEL:**

2. Method of travel/transportation:

Plane, Bus, Train

7. Student Participation

Selection process for participating students:

Talk to students about why they want to go on the tour. Ask teachers about their maturity/behaviour ability to handle the tour, final decision will be made by Admin.

(Parents/guardians have been notified that if a student compromises safety of self or others and does not adhere to previously established expectations, that student and possibly a supervisor may be returned home at the expense of the parent/guardian.)

FINANCES

8. Total per student cost for the International Education trip: \$5,868.

9. Total per student cost to be paid by each student: \$5,868.

10. Source of funds (include amounts when there is a difference between total cost and amount paid per student): Parents, Fundraising

11. TIOC time required?  Yes  No

12. Total per staff cost for International Field Trip: None.

13. Total per staff cost to be paid by each staff member: \$199 Insurance.

14. Total overall cost of the International Educational trip: \$5868 + tips (TBD)

15. Commercial tour company assisting with arrangements (if applicable):

- a. Company name: EF Tours.
- b. Contact person: Amanda Dodds, Lindsay Winch.
  - Phone: 604 334 8985.
  - E-mail: lindsay.winch@ef.com, amanda.dodds@ef.com.

LIABILITY COVERAGE

16. Describe the arrangements that have been made to ensure that all applications have adequate health and cancellation insurance for travelling out of the country:

All travelers are required to purchase Global Protection Plan attached.

17. What provisions have been made regarding proof of citizenship or immigration status and/or required vaccinations?

All travelers are required to submit passport, travel documents to EF tours. I go to travel clinic + explain to parents what is recommended.

18. Unique Risk/Safety Considerations: Health forms/allergies need to be submitted to me. All EF activities have been tested by EF staff. and approved as safe.

April 2024

Dear Parent/Guardian

We have just returned from an Educational Ecosystems Tour of Ecuador and the Galapagos Islands where 19 students and 4 chaperones had an incredible experience exploring this ecologically diverse and culturally unique country. We will have a display of our adventures in one of the glass cases in the front entrance of Spencer very soon so that students, parents and guardians can get a feel for what an amazing opportunity it is to travel to International destinations.

In the coming weeks, please watch out for information about our next international tour during Spring Break 2025. We will be exploring the Treasures of Thailand tour with EF Tours. We will invite students, parents/guardians to an information meeting in the school library. It is mandatory for all interested travelers and their parents/guardians to attend this meeting in order to register. Once registered, students will need approval by the school principal to take part in the tour. In the meantime, you can check out the EF Tours website to explore the itinerary of the Treasures of Thailand Tour.

Yvonne Clarke

Tour Leader

yclarke@sd62.bc.ca

## **Curricular Relevance**

### ***Curricular Competencies***

#### ***Positive Personal and Cultural Identity***

- I understand my values are influenced by my life experiences and my choices.
- I understand my identity is shaped by my relationships and cultures

#### **Personal Awareness and Responsibility**

- I can advocate for myself and my ideas
- I can make decisions and take steps to support my well-being, including a healthy and balanced lifestyle

#### ***Critical and Reflective Thinking***

- I can consider perspectives and implications

#### ***Creative Thinking***

- I can generate new ideas through explorations and interactions
- I can evaluate my ideas and determine which ones will have the greatest impact

#### ***Social Awareness and Responsibility***

- I can value diversity and advocate for human rights
- I can develop diverse and intergenerational relationships

#### ***Communicating***

- I can actively listen, make connections and ask questions

#### **First Peoples Principles of Learning**

- Learning is holistic, reflexive, reflective, experiential and relational
- Learning recognized the role of indigenous knowledge
- Learning is embedded in memory, history and story

#### **I believe the tour will also address Goal 1 of SD62's Strategic Plan:**

- Develop and support adaptive learners who are creative, critical and social thinkers with the capacity to be educated citizens.

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EF offers a Global Travel Protection Plan which gives you all the benefits below, and the option to add the Cancel For Any Reason Insurance Add-On for additional flexibility and peace of mind. With this plan, you have access to representatives knowledgeable of these benefits 24 hours a day, so you can relax and enjoy your trip of a lifetime!

### **The Global Travel Protection Plan includes:**

- Illness and Accident Coverage
- Baggage and Property Coverage
- Tour Cancellation and Interruption Coverage
- School Board Tour Cancellation Coverage
- 24-hour Emergency Assistance by World Travel Protection Canada Inc.

### **Cancel For Any Reason (CFAR) Insurance Add-On:**

The optional CFAR Insurance Add-On provides additional tour cancellation protection. It allows you to cancel up to 24 hours or more before departure for any reason not covered under the Global Travel Protection Plan and you will be eligible to claim up to 80% of your non-refundable cancellation fees.

*Consultez la page en [Français ici](#).*

The Global Travel Protection Plan and CFAR Insurance Add-On must be purchased or removed no later than 30 days after enrolment. The CFAR Insurance Add-On cannot be added to the Global Travel Protection Plan if you enrol on your EF Tour within 109 days prior to your departure.

# Tour Itinerary

## *Treasures of Thailand*

11 or 14 days

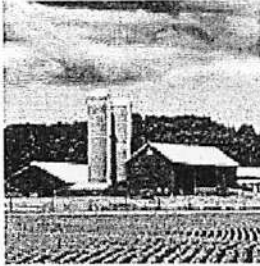
X

- **Day 1: Fly overnight to Thailand**
- **Day 2: Bangkok**

Meet your Tour Director at your destination

- **Day 3: Bangkok**  
Visit the Grand Palace and see the Emerald Buddha  
Take a boat tour of Chao Phraya River and Thonburi klongs  
Visit the enormous Reclining Buddha at Wat Pho  
Learn about Thai culture and history at the Museum of Siam
- **Day 4: Bangkok**  
Enjoy a tour of Ayutthaya's old town and visit the temples

*Add this in-depth excursion:*



**Organic Farm  
Experience**

- **Day 5: Bangkok | Ratchaburi | Kanchanaburi**  
Transfer via Ratchaburi to Kanchanaburi  
Explore Damnoen Saduak floating market  
Visit the Death Railway Museum  
Enjoy a Thai cooking class
- **Day 6: Kanchanaburi**  
Walk to the beautiful Saiyoke Yai Waterfall  
Experience a train ride on the "Death Railway"
- **Day 7: Kanchanaburi | Phitsanulok**  
Travel to Phitsanulok  
Visit Bo Ya Cave

*Add this in-depth excursion:*

### **Night Market Rickshaw Tour**

- **Day 8: Phitsanulok | Chiang Mai**  
Active guests can tour by bike with a local guide  
Visit the Sukhothai Historical Park, a UNESCO World Heritage Site  
Strike a bargain at the lively Chiang Mai Night Market
- **Day 9: Chiang Mai**  
Visit Mae Taeng Valley and Elephant Nature Park  
Enjoy an authentic Thai dinner and classical dance show
- **Day 10: Chiang Mai | Bangkok**

Visit a monastery for a local exchange with one of the head monks  
Visit Wat Phra That Doi Suthep  
Fly back to Bangkok

- **Day 11: Depart for home**

*Add 3 more days*

- **Day 11: Bangkok | Hua Hin**  
Travel to Hua Hin  
Visit Khao Luang cave
- **Day 12: Hua Hin**  
Enjoy free time at Hua Hin beach

*Add this in-depth excursion:*



**Day Tour Kaeng Krachan  
Nature Reserve**

- **Day 13: Hua Hin | Bangkok**  
Enjoy free time at Hua Hin beach  
Return to Bangkok
- **Day 14: Depart for home**

April 2024

Dear Parent/Guardian

You have expressed interest in having your child attend Spencer Middle School's Treasures of Thailand Tour during Spring Break 2025. Please read and initial each segment below and complete with your witnessed signature.

**I hereby give my consent and acknowledge by my signature that:**

My child will be going on an international school trip to Thailand during Spring Break 2025. They will be travelling by plane, bus and train. \_\_\_\_\_

Initial

On this International trip, up to 20 – 24 students will be: walking, cycling. \_\_\_\_\_

Initial

The students will be supervised by the tour leader, Yvonne Clarke and Chaperones to the ratio of 1:6.

\_\_\_\_\_  
Initial

My child has no illnesses, allergies or disabilities that may require special attention, except as described here: \_\_\_\_\_

Initial

I am aware of the usual risks and dangers inherent in participation in all of the activities associated with this trip and of the possibility of personal injury, death, property damage or loss resulting from the activities. \_\_\_\_\_

Initial

I acknowledge that if the Superintendent of Schools deems the trip unsafe, they can recall students back at any time. \_\_\_\_\_

Initial

I will supply suitable clothing for my child's participation in all activities associated with the field trip.

\_\_\_\_\_  
Initial

My child and I understand that the school's Code of Conduct applies during this field trip. I will be responsible for any costs caused by my child's failure to abide by the Code of Conduct, including any costs to send my child home. \_\_\_\_\_

Initial

Accidents can be the result of the nature of the activity and can occur with or without any fault on either part of the student, or the School Board or its employees or agents, or the facility where the activity is taking place. By allowing your son/daughter to participate in this activity, you are accepting the risk of an accident occurring, and agree that this activity, as described above is suitable for you child.

\_\_\_\_\_  
Initial

In signing this Consent, I am not relying on any oral or written representation or statements made by the School Board and its servants, agents, employees, or authorized volunteers, of the Ministry of

Education, to induce mt to permit my child to take the trip, other than those set out in this Consent.

\_\_\_\_\_  
Initial

I am 19 years of age or more and have read and understand the terms of this Consent.

Date: \_\_\_\_\_

Signature of Witness: \_\_\_\_\_

Printed Name of Witness: \_\_\_\_\_

Address: \_\_\_\_\_

Date: \_\_\_\_\_

Signature of Parent/Guardian: \_\_\_\_\_

Printed Name of Parent/Guardian: \_\_\_\_\_

Address: \_\_\_\_\_

**NOTE: This Consent must be signed by ALL custodial parents or guardians of a child who is under the age of 19 years.**

**INTERNATIONAL EDUCATIONAL TRIPS  
APPLICATION INFORMATION  
STEP ONE**

**This form must be completed as part of a detailed approval process. It must be reviewed and supported by the Principal and Associate Superintendent (for trips outside of Canada and continental USA) and submitted to the Board of Education for approval at least six months prior to date of departure. Once the field trip has been approved, trip details may be confirmed and communication to student and parents/guardians can commence.**

**Part A:**

School: Belmont Secondary Date Submitted: April 20, 2024

Principal: Laura Fulton

Supervisor (Educator in charge): Tiffany Evans

Destination of Trip: Spain

Departure Date: TBD (Spring Break 2025) Return Date: TBD (9 days after departure)

Grade level(s): 9-12 No. of students involved: TBD once approved approx. 30

**Part B:**

**SUPERVISION:**

1 a) Name of Lead Supervisor: Tiffany Evans

b) Names of Supervisors (indicate male/female/other, teacher, parent/guardian, volunteer, etc.):  
Supervisors will formally sign on once trip is approved. Regina Elizondo (female; teacher),  
Paul Bendall (male; teacher), Blake Brown (male; teacher), are currently interested supervisors.

*(Note: Volunteers have obtained Criminal Record Checks (as per Policy E-118). Copies filed with school principal prior to trip departure.)*

c) Names of Supervisor or tour company representative with firsthand knowledge of customs and culture of country being visited:

Our tour director will be assigned by EF tours closer to departure.

**TRAVEL:**

2. Method of travel/transportation:

Airplane and private bus. EF tours provides a 50 person private bus with driver.

**ITINERARY:**

3. Brief Itinerary and Details (attach a detailed itinerary):

Destination	Accommodation	Contact Person	Phone Number	Date
We will be arriving in Madrid and will depart from Costa del Sol nine days later. At this moment there are no specific accommodations, Person or contact, or dates. See attached detailed itinerary.				

**PLANNING DETAILS:**

4 Educational Objectives:

- a. Describe the curricular and/or extra-curricular relevance students will receive from the International Education trip.

The trip to Spain will provide language students and those interested in intercultural proficiency with the chance to immerse themselves in a new cultural and linguistic environment, thereby enriching their language skills and global awareness. By engaging with local communities and exploring historic sites, they will also enhance their personal growth and intercultural competence.

- b. Follow-up activities for students.

Students will be encouraged to keep a reflective journal, in any format they prefer, both during and after the trip. They'll reflect on their expectations vs. reality, personal growth, and how the trip changed their worldview. They'll also be encouraged to share what they've learned with their peers, helping to build a community of global learners.

5. Supervision:

- a. Proposed adult/gender/student ratio: 1:8 (minimum 1:10)
- b. Evidence of experience for supervising staff:

Tiffany Evans and Blake Brown have previously successfully travelled internationally with students.

- c. Arrangements or coverage of supervising staff's assignment (if necessary):

Not necessary. The trip will take place during Spring Break 2025.

- d. First Aid Arrangements:

Tiffany has First Aid training and certification. EF tours provides support during emergencies. See Risk Management and Safety Plan attached.

6. Accommodation Arrangements:

Billet  Hotel/Motel  Camping  Other: \_\_\_\_\_

7. Student Participation

Selection process for participating students:

Students need to attend an information session, fill out an application form with two teacher references and signatures, go through an interview with supervisors, sign a code of conduct and behaviour agreement, and get a parental consent form signed. To promote diversity and inclusion, the trip will be advertised to all Belmont students. There will be up to 30 spots available for students. A student will be considered a participant once they make their first payment to EF tours.

(Parents/guardians have been notified that if a student compromises safety of self or others and does not adhere to previously established expectations, that student and possibly a supervisor may be returned home at the expense of the parent/guardian.)

FINANCES

- 8. Total per student cost for the International Education trip: approx. \$5,334
- 9. Total per student cost to be paid by each student: approx. \$5,334
- 10. Source of funds (include amounts when there is a difference between total cost and amount paid per student): student payments, student's family payments, student lead fundraisers
- 11. TTOC time required?  Yes  No
- 12. Total per staff cost for International Field Trip: approx. \$113
- 13. Total per staff cost to be paid by each staff member: approx \$113
- 14. Total overall cost of the International Educational trip: TBD once students have been selected
- 15. Commercial tour company assisting with arrangements (if applicable):
  - a. Company name: EF Educational Tours
  - b. Contact person: Lindsay Winch
    - Phone: 604-334-8985
    - E-mail: lindsay.winch@ef.com

LIABILITY COVERAGE

16. Describe the arrangements that have been made to ensure that all applications have adequate health and cancellation insurance for travelling out of the country:

All participants will be required to purchase EF tours Insurance Plan. See attached.

17. What provisions have been made regarding proof of citizenship or immigration status and/or required vaccinations?

Students will provide a copy at the time of participant selection.

18. Unique Risk/Safety Considerations: See attached Risk Management and Safety Plan

(Parents/guardians have been notified in writing that should the tour/program be cancelled for any reason; the district is not responsible for any costs involved.)

INSURANCE AND ALTERNATE DESTINATION PLANS

- Cancellation Insurance Options Communicated to Parents and Students  Yes
- Medical and Trip Insurance Options Communicated to Parents and Students  Yes

Details (attach documentation):

All participants will be required to purchase EF tours Insurance Plan. See attached.

Information to Parents/Guardians:

Please include a sample of proposed letter or notices to parents/guardians.

Parental Consent Forms:

Please include a sample of proposed parental/guardian consent forms.



\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
April 20, 2024

Date



\_\_\_\_\_  
Principal's Signature

\_\_\_\_\_  
APRIL 23, 2024

Date

\_\_\_\_\_  
Associate Superintendent's Signature

\_\_\_\_\_  
Date



## Adventure in Spain

9 or 10 DAYS

### Included in the program fee:

- Round trip airfare
- Transfers to and from the airport and hotel and between destination cities (as per program itinerary)
- Overnight in hotels with private bathrooms
- Continental breakfast daily
- Dinner daily
- Full-time services of an EF Tour Director

### Not included in the program fee:

- Customary gratuities for your tour director, local guide and driver
- Porterage
- Personal Insurance
- Beverages and lunches
- Public transportation to free time activities

**Overnight stays:** Madrid (3); Granada (1); Seville (1); Costa del Sol (2 or 3).

**Sightseeing tours led by an expert:** Madrid; Granada; Seville.

**Entrances included:** Royal Palace; Prado Museum; Don Quixote Windmills; Alhambra; Granada City Challenge; Seville Cathedral; Spirit of Andalusia.

**Optional Excursions:** Toledo with Ziplining Experience; Granada Flamenco Evening; Gibraltar.

**Day 1: Fly overnight to Spain**

**Day 2: Madrid**

**Morning: Arrive in Madrid and meet your Tour Director at the airport**

Welcome to Madrid! At 2,100 feet, this is Europe's highest capital, a hub for art-lovers, and home to one of the world's most famous soccer teams.

**1:00pm: Time for lunch in small, supervised groups**

With the support of the Tour Director, the Group Leader will determine boundaries of where groups can go during this time.

**3:00pm: Walking tour of Madrid**

Your Tour Director will introduce you to Madrid during a walking tour. Together, you might see the impressive Puerta del Sol, stand in Madrid's historic Plaza Mayor or stroll down the chic and trendy Gran Via.

**5:00pm: Group dinner at a restaurant in central Madrid**

**7:00pm: Travel by private motorcoach to the hotel in Madrid**

**9:00pm: Group Leaders and Chaperone team will facilitate room checks and lights out**

**Day 3: Madrid**

**6:00am: Wake-up call**

**7:00am: Breakfast at the hotel**

**8:00am: Travel by private motorcoach to central Madrid**

**10:00am: Guided Sightseeing of Madrid**

Your expert local guide will introduce you to Madrid, the capital and largest city in Spain. During your panoramic bus tour, see the Plaza Mayor and the Puerta del Sol. Get a taste of royal Madrid as you visit the extravagant Palacio Real.

**12:00pm: Group lunch at a restaurant in central Madrid**

Savour some authentic Spanish food for lunch today. Traditional meals often consist of small tapas plates or delicious paella.

**4:00pm: Visit the Prado Museum**

Explore the Museo del Prado which houses an astonishing 3,000 paintings collected by Spanish royalty. This massive building is constantly expanding in order to accommodate its impressive catalogue of Velezquez and Goya.

**5:00pm: Time for dinner in small, supervised groups**

With the support of the Tour Director, the Group Leader will determine boundaries of where groups can go during this time.

**7:00pm: Travel by private motorcoach to the hotel in Madrid**

**9:00pm: Group Leaders and Chaperone team will facilitate room checks and lights out**

**Day 4: Madrid | Toledo**

**6:00am: Wake-up call**

**7:00am: Breakfast at the hotel**

**8:00am: Travel by private motorcoach to central Madrid or Toledo for those participating in the optional activity**

*10:00am: Optional Activity – Toledo with Ziplining Experience*

This guided optional excursion takes you to Toledo, the 'city of three cultures.' Explore its diverse artistic and cultural legacy on a panoramic drive around the city, stopping at the iconic cathedral and the famed Church of Santo Tomé. After seeing Toledo, ride Europe's longest urban zip-line over the Tagus River. Enjoy supervised exploration time before returning to Madrid. Note: Comfortable walking shoes are recommended. Duration is approx. 6 hours. Travellers must weigh below 200lbs to zip line.

**5:00pm: Group dinner at a restaurant in central Madrid**

**7:00pm: Travel by private motorcoach to the hotel in Madrid**

**9:00pm: Group Leaders and Chaperone team will facilitate room checks and lights out**

**Day 5: Madrid | Consuegra | Granada**

**6:00am: Wake-up call**

**7:00am: Breakfast at the hotel**

**8:00am: Travel by private motorcoach to Granada via Consuegra**

**10:00am: Visit the Don Quixote Windmills**

Before continuing to Granada, stop in the small town of Consuegra, where you will view the Windmills of La Mancha.

**12:00pm: Time for lunch in small, supervised groups**

With the support of the Tour Director, the Group

Please note that the following is a sample itinerory for the EF tour with approximate addresses, activity durations, and transfer times. Exact timing may vary based on available flights, hotel location, scheduled activity bookings, traffic, etc. Your EF Tour Director is available to the group 24/7 while on tour. EF works with Group Leaders to ensure that travellers have a safe and memorable experience while on tour.

**7:30pm: Optional Activity – Granada Flamenco Evening**

Encounter the drama, rhythm, and heartbeat of Spain at an optional Flamenco performance. Born of Indian, Moorish, Arabian and gypsy influences, Flamenco dance is a passionate blend of intricate heelwork and clapping, accompanied by songs and guitar.

**9:00pm: Travel by private motorcoach to the hotel**

**10:00pm: Group Leaders and Chaperone team will facilitate room checks and lights out**

**Day 6: Granada | Seville**

**6:00am: Wake-Up call**

**7:00am: Breakfast at Hotel**

**8:00am: Travel by private motorcoach to central Granada**

**10:00am: Guided visit of the Alhambra**

Visit this magnificent complex that was originally built as a fortress in 889 and later converted into a royal palace in 1333 by Yusuf I, Sultan of Granada. Though it experienced long periods of disrepair, it was rediscovered and restored in the 19th century by European scholars. The theme of Alhambra is "paradise on earth," and the geometrical patterns typical of Muslim art are found in the arabesques and tiles throughout the palace. *(Please note the visit includes the Gardens of Generalife, the Summer Palace, Alcazaba Fortress, the Medina Arab baths, the Palace of Charles V and the Partal Palace.)*

**12:00pm: Granada city challenge**

After visiting the Alhambra, your local guide will lead you on a scavenger hunt throughout the city. Using maps, photographs and a list of challenges, you will scour the city for some of Granada's hidden treasures.

**1:00pm: Time for lunch in small, supervised groups**

With the support of the Tour Director, the Group Leader will determine boundaries of where groups can go during this time.

**3:00pm: Travel by private motorcoach to Seville**

Welcome to Seville, city of flamenco dancing, Velazquez, Don Juan and Carmen, and the heartbeat of Andalusian culture.

**6:00pm: Group dinner at the hotel in Seville**

**10:00pm: Group Leaders and Chaperone team will facilitate room checks and lights out**

**Day 7: Seville | Costa del Sol**

**6:00am: Wake-Up call**

**7:00am: Breakfast at Hotel**

**8:00am: Travel by private motorcoach to central Seville**

**10:00am: Guided sightseeing of Seville**

Hispalis, as Seville was called in Roman times, rests on the banks of the Rio Guadalquivir and is Spain's only river port. See the Old Tobacco Factory, setting of Bizet's opera, *Carmen*, and pass the Plaza de Toros, one of Spain's preeminent bullrings. Then, visit Maria Luisa Park to view the beautiful mosaics of Plaza de España, built for the 1929 Ibero-American Fair. Next, walk through the geranium-strawed alleys of the Barrio de Santa Cruz, an aesthetic treat you'll always remember. As you wind your way through this historic Jewish Quarter, notice the whitewashed houses with sand-colored trim-this is typical of Sevillian-style architecture. Top off your tour with a guided visit to the Seville Cathedral, the world's third largest church.

**1:00pm: Time for lunch in small, supervised groups**

With the support of the Tour Director, the Group Leader will determine boundaries of where groups can go during this time.

**2:00pm: Walking tour of Seville**

Join your Tour Director on a walking tour that will introduce you to Seville. Together, you might see the imposing Giralda Tower, the popular Plaza del Salvador or Seville's historic defensive tower, Torre del Oro, overlooking the Guadalquivir river.

**3:00pm: Travel by private motorcoach to Costa del Sol**

Welcome to the cosmopolitan Costa del Sol. This blue-skied coast is a treasure trove of small coved fishing villages and family holiday resorts popular with seafood lovers, water sports enthusiasts and beach-goers alike.

**6:00pm: Group dinner at the hotel in Costa del Sol**

**10:00pm: Group Leaders and Chaperone team will facilitate room checks and lights out**

**Day 8: Costa del Sol**

**6:00am: Wake-Up call**

**7:00am: Breakfast at Hotel**

**8:00am: Transfer from the hotel to Gibraltar**

**10:00am: Optional Activity - Full-day Excursion to Gibraltar**

Experience Gibraltar, a British territory situated on a 2.6-mile stretch of limestone that rises from the entrance of the Mediterranean Sea. You'll visit the Punta Europa to learn about natural gas production, discover the peninsula's fascinating network of caves and grottos, and see the remains of the once dominating Moorish Castle. Get a firsthand look at the playful Barbary macaque-Europe's only wild monkey population- while taking in the spectacular views from the "Top of the Rock". From here, glimpse the influence of British traders and merchants as you peruse the goods of Gibraltar's bustling shopping district.

**5:00pm: Travel by private motorcoach to the hotel**

**7:00pm: Group dinner at the hotel in Costa del Sol**

**10:00pm: Group Leaders and Chaperone team will facilitate room checks and lights out**

**Day 9: Depart for Home**

**4:30am: Wake-Up Call**

**5:30am: Breakfast at Hotel**

**6:30am: Transfer to the airport for your return flight**

Your tour director assists with your transfer to the airport, where you will check in for your return flight home.

*The itinerary is subject to change.*

*For complete financial and registration details, please refer to the Booking Conditions at [www.vistourgroup.com](http://www.vistourgroup.com).*

➔ For an additional cost add the following 1-day extension:

**Day 9: Costa del Sol**

**6:00am: Wake-Up call**

**7:00am: Breakfast at Hotel**

**8:00am: Travel by private motorcoach to a local village for a full-day excursion**

**10:00am: Spirit of Andalusia**

From rolling hills to postcard-perfect pueblos, the allure of Andalusia is hard to ignore. Your full-day excursion begins as you explore whitewashed villages and centuries-old farmland spotted with almond and oak trees. Head to a local factory to taste the history, practices, and flavors of regional olive oil production before continuing on to the home of a local family to savor all kinds of delicious Andalusian treats. Cap off your day at the charming Historic House Museum, where you'll have the chance to shop for local crafts.

**5:00pm: Travel by private motorcoach to the hotel**

**7:00pm: Group dinner at the hotel in Costa del Sol**

**10:00pm: Group Leaders and Chaperone team will facilitate room checks and lights out**

**Day 10: Depart for Home**

**4:30am: Wake-Up Call**

**5:30am: Breakfast at Hotel**

**6:30am: Transfer to the airport for your return flight**

Your tour director assists with your transfer to the airport, where you will check in for your return flight home.

*The itinerary is subject to change.*

*For complete financial and registration details, please refer to the Booking Conditions at [www.ef-tours.ca](http://www.ef-tours.ca).*



## The world leader in international education

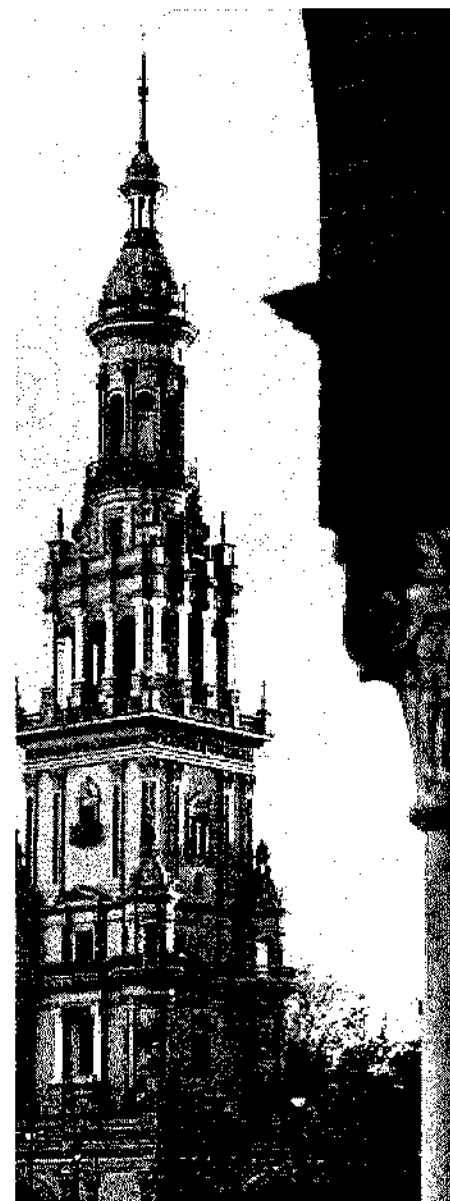
For over 55 years, EF has been working toward one global mission: Opening the World Through Education. Your teacher has partnered with EF because of our unmatched worldwide presence, our focus on affordability, and our commitment to providing experiences that teach critical thinking, problem-solving, collaboration, and global competence.

### THE EASIEST WAYS TO ENROL TODAY

Enrol by phone  
1-800-387-1460

Enrol by website  
[eftours.ca/enroll](http://eftours.ca/enroll)

Enrol by mail  
EF Educational Tours  
80 Bloor Street West  
Toronto, ON M5S 2V1





January 1<sup>st</sup>, 2023

## Risk Management and Safety Plan

EF's Risk Management and Safety Plan covers procedures, protocols, and roles and responsibilities for known potential events that could occur while travelling both nationally and internationally. Due to the extensive detail included in our plan, we have provided a summary of some of the key areas of our risk management and safety plan below:

EF's Risk Management, Safety Plan and Crisis Response Plan work together to making safety the number one priority on all educational tours. EF's network of countries with a staff of 52,000, enables us to respond to any concern, quickly. EF Emergency Service is available 24 hours a day, 7 days a week, 365 days of the year. EF staff members, their parents/guardians, and Tour Directors.

Every EF Emergency Service staff member receives intensive training in communication (internal and external), crisis management, and customer and supplier relations. Staff also have extensive experience and receive continued training throughout the year. EF has a detailed protocol for all emergencies and on tour issues. Therefore, we have developed a protocol to ensure all situations are triaged to the right teams with the right skills and the level of support needed.

- **Action plan for missing students:** Prior to the group departing for each day of activities, the Tour Director will provide them with his/her contact information, an itinerary, and the contact information for each hotel the group stays at for the day. Detailed instructions related to separation and/or missing students are provided at this time. If unscheduled time is planned for the day, the Tour Director will work with the group to designate a meeting place.
- **Safety guidelines for using public transit:** Prior to boarding public transit, the Tour Director will review with travelers EF's procedures for using public transit as a group. They will clarify where the group is on a transit map, where they are going and which stop is the end destination. Additional instructions are also provided to ensure that everyone understands what to do in case of missed stops or group separation.
- **Alternate arrangement plan for flight delay / cancellation and/or arrival emergencies:** EF has a range of processes and procedures in place in the event that there are any issues that arise for groups upon arrival in the country/city. Flight delays/cancellations are managed, and communication protocol is followed, to minimize disruption.
- **Alternate arrangement plan for road travel:** EF has a range of processes and procedures in place to minimize disruptions and maximize communication in the event that alternate arrangements for road travel are needed.

- **Transport safety:** Prior to a group embarking on a bus transfer, Tour Directors will provide participants EF's information on transportation safety. Additionally, Tour Directors complete safety checks including, but not limited to, asking travelers to wear seat belts, reviewing emergency exits, explaining proper luggage storage and reviewing COVID-19 health and safety protocols (e.g. mask-wearing as per local regulations).
- **Hotel and accommodation safety for students:** Upon arrival at a hotel, Tour Directors will provide participants EF's development information and protocols on fire safety and egress in the event of an emergency (i.e., highlight closest exits, establish a meeting place outside of hotel). They will also address security and personal safety. Any concerns related to hotel safety will be escalated to the regional office and operations teams to address the issues as required.
- **Detainment or immigration issues:** In the event a traveler is detained for immigration issues, they will be supervised by the Group Leader (Lead Educator) who will stay behind with the traveler. A clear communication protocol will be followed to ensure that parents/guardians are notified. EF will also help facilitate discussions with local embassies if necessary. EF will support any additional logistics that may arise, such as securing new flights, flights for family, and hotels.
- **Individual and/or group behavior issues:** Before departure and on tour, the Group Leader (Lead Educator) will set clear expectations for behavior on tour, including curfew, rules about alcohol consumption, etc. The Group Leader (Lead Educator) will be the one to take disciplinary action should there be any infractions of the rules. The Tour Director is trained to act as support in such situations. Should an individual and/or group be sent home, EF will support any logistics required to return to the home destination.
- **Crisis management related to minor and major incidents:** EF has a range of processes and procedures in place to support students in the event of an incident, help secure any necessary medical care, and notify and communicate with the student's emergency contact. The communication protocol is followed as well as steps related to follow-up care.
- **Handling and reporting in case of weather and/or natural disaster:** If a Tour Director hears of a world issue (such as natural disaster, terrorism, bus/train accident, strike etc.) in an area where they are on tour with a group, they are required to contact their Regional Office even if no participants are involved and there is no direct effect on the tour at that time. EF's global support system (Regional Office, Operations Department and Montréal/Toronto offices) will work together to deal with each world issue on a case-by-case basis taking into consideration the degree of the issue, the group's location in reference to the event and its effect on global travel.
- **Medical care and first aid:** All Tour Directors are familiar with the locations of the nearest hospitals in each city visited. A list of sample hospitals for your specific destinations is available upon request. If a school board requires an individual with first aid to be on tour, EF recommends that the Group Leader (Lead Educator) or a chaperone be trained in First Aid.

- **COVID Care:** Prior to travelling, EF will ensure Group Leaders (Lead Educators) will be given up-to-date information on all vaccination, masking, and testing requirements of the countries they are visiting.

While on tour, EF requires all travelers to adhere to local health regulations. All our local staff and your expert Tour Director will be ready to explain the guidelines of the destinations you are travelling to.

Prior to returning home from tour, if testing is required by federal or provincial policies, EF will provide information about facilitating the testing process.

If a traveler is diagnosed with or requires quarantine because of COVID-19 while on tour, EF will provide or arrange for the following, consistent with local requirements, at no additional expense to the traveler throughout the duration of any on-tour quarantine period:

- Lodging and meals
- EF representatives are available to support the traveller and to coordinate with local authorities on their behalf where necessary
- Assistance connecting with local health care providers
- Translation services
- Communication between the traveller and the traveller's family back home
- EF arranged flights home, based on existing itinerary, for the traveller once cleared to return
- If the diagnosed traveller is a minor, flights for their parent or guardian to join them at the tour location

If a traveller or group is not diagnosed with, yet is required to quarantine because of COVID-19 while on tour, EF will provide or arrange for the following, consistent with local requirements, at no additional expense to the travellers throughout the duration of any on-tour quarantine period:

- Lodging and meals
- EF representatives available to support the traveller and to coordinate with local authorities on their behalf where necessary
- **Assistance connecting with local health care providers**
- Translation services
- Communication between the traveller and the traveller's family back home
- EF arranged flights home for the traveller or group once cleared to return

**EF Educational Tours –  
Global Travel Protection Plan  
Certificate of Insurance**



Zurich Insurance Company Ltd (Canadian Branch) provides the insurance for this Certificate of Insurance under Group Policy #8451414 issued to EF Travel Canada Ltd.

**This certificate contains clauses which may limit the amounts payable.**

READ this Certificate CAREFULLY

Policy No. 8451414

**Who to Contact**

Zurich Insurance Company Ltd (Canadian Branch)  
100 King Street West, Suite 5500, P.O. Box 290  
Toronto, ON M5X 1C9

For information regarding the EF Educational Tours Insurance Program, please contact:

EF Institute for Cultural Exchange Ltd. (also operating as EF Educational Tours)  
1 (800) 263-2806  
80 Bloor Street West, 16th Floor Toronto, Ontario M5S 2V1

**Emergency assistance while on Tour**

World Travel Protection Canada Inc.  
1-888-253-1627 toll-free within USA & Canada  
1-416-250-2301 worldwide; collect calls accepted

**Claims Handling:**

Crawford & Company (Canada) Inc.  
100 Milverton Drive, Suite 300  
Mississauga, Ontario L5R 4H1  
Attention: Zurich A&H Claim

Website: <https://ca-fno1.claims.global/ef-tours>  
Email: [newhumanriskclaims@crowco.ca](mailto:newhumanriskclaims@crowco.ca)

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## Global Travel Protection Plan – Schedule of Coverage

### Maximum Compensation Payable\*

#### ILLNESS & ACCIDENT

A. Medical Expenses	Up to \$1,000,000*
B. Emergency Home Evacuation	Up to \$50,000**
C. Family Member Reimbursement	Up to \$50,000**
D. Home Repatriation	Up to \$50,000**
• Local Burial	Up to \$10,000
E. Accidental Death	Up to \$35,000***
F. Accidental Disability	Up to \$35,000***

#### BAGGAGE AND PROPERTY

G. Baggage and Property	Up to \$2,800
• Valuable Property	Up to \$1,400
H. Cash	Up to \$400
I. Valuable Documents	Up to \$700

#### BAGGAGE DELAY

J. Baggage Delay	Up to \$75 every 24 hours or part thereof, up to a maximum of \$225 (24 hour waiting period for Baggage Delay)
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#### TOUR CANCELLATION AND INTERRUPTION

K. Tour Cancellation	EF Tour price
L. Tour Interruption	Unused part of EF Tour price****
• Transportation extra cost	Up to \$1,400
M. School Board Tour Cancellation	EF Tour price
N. Additional Costs for Return Home due to Violent Outbreak	Up to \$2,500
O. Accommodation Extra Cost	Up to \$140 per day, up to a maximum of \$800
P. Delay due to Theft of Valuable Documents	Up to a maximum of \$100 every 24 hours or part thereof, up to a maximum of \$500

\* If You are not covered under a Canadian government health insurance plan on the date the claim is incurred, reimbursement for eligible Medical Expenses incurred will be limited to a maximum compensation of \$50,000.

\*\* \$50,000 is the combined maximum compensation for B) Emergency Home Evacuation, C) Family Member Reimbursement and D) Home Repatriation.

\*\*\* Payments available under E) Accidental Death and F) Accidental Disability are not subject to a combined limit of coverage per Accident or injury and each provide separate limits of coverage.

\*\*\*\* "Unused" means the Participant's financial loss of any whole, partial or prorated prepaid "Non-Refundable Tour Payments."

If more than one claimant suffers a covered Accidental Death in the same event on the same EF Tour, then the Insurance Company will not pay more than \$10,000,000. If an event results in benefit amounts becoming payable, which when in total, exceed \$10,000,000, then that amount will be divided proportionally among the claimants.

All amounts shown are in Canadian dollars.

## General Information

### Introduction

This Certificate of Insurance is issued under Group Policy #8451414 underwritten by Zurich Insurance Company Ltd (Canadian Branch) issued to EF Travel Canada Ltd. (the "Group Policy Holder"). All Participants travelling with an EF tour operator who have enrolled under the Group Policy and have received a Certificate of Insurance are covered for the insurance benefits described in this Certificate of Insurance. You and any claimant under this Certificate have the right, as determined by law applicable in Your province or territory of residence, to obtain a copy of the Group Policy, upon request, subject to certain access limitations. The insurance benefit amounts are set out on the Schedule of Coverage page (page 4). **This Certificate of Insurance contains clauses which may limit the amounts payable.**

In the Group Policy and in the Certificate of Insurance ("Certificate"), certain words have specific and defined meanings. For example, "Participant", "You" and "Your" means the Participant travelling with an EF tour operator, the "Insurance Company" means Zurich Insurance Company Ltd (Canadian Branch), "EF" means EF Educational Tours, and "EF Tour" means the trip You have purchased through EF. Please refer to the **Terms You Should Know** section below for other definitions.

You are expected to act responsibly and take all reasonable measures to prevent a loss or to limit a loss already incurred. This Certificate is designed to cover losses arising from sudden, unexpected and unforeseeable circumstances. It is important that You read and understand Your Certificate before You travel. There are certain steps You must follow to be sure that You receive the full benefits available to You. These steps are explained in detail in the section below entitled **What to do if a Loss Occurs/How to File a Claim**.

If You have any questions, You should contact EF or the Insurance Company. To file a claim, please call a Claims Agent at one of the numbers provided on page 1.

### Protecting Your Personal Information

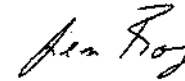
By submitting the requested information, which may include, but is not limited to, name, address, date of birth and medical information You are providing consent to Zurich Insurance Company Ltd and its subsidiaries and affiliates located in Your country of residency or abroad (collectively, "Zurich"), for the collection, storage, use, disclosure, and processing of Your personal information as may be necessary for the purposes of securing and administering the requested insurance coverage(s). Including but not limited to, risk evaluation, policy execution, premium setting, premium collection, claims administration, investigation and settlement, fraud detection, and/or statistical evaluation. You are also providing consent to Zurich for the disclosure of Your personal information to third parties, as required for and in relation to the above-stated purposes, including reinsurers, third party administrators, brokers, agents, claims adjusters, regulators or other governmental or public bodies, taxing authorities, other insurers, and other third parties involved in providing insurance services ("Third Parties"). If Your policy is being arranged by a broker or an agent, You authorize Zurich to collect, store, use, disclose, and process personal information received from such broker or agent in relation to the above-stated purposes. Additionally, by providing information about a third party, including but not limited to, a family member, director, officer, or employee, You hereby covenant and warrant that You have obtained the appropriate consent from such third party to disclose their personal information to Zurich and for Zurich to use and disclose such information for any of the above-stated purposes.

Zurich is committed to protecting the privacy and confidentiality of information provided. Your personal information may be processed by and is securely stored within the offices of Zurich and authorized Third Parties, both in domestic and foreign jurisdictions outside Canada and is subject to applicable laws.

Zurich may retain Your personal information as needed for any of the above-stated purposes or as necessary to comply with Zurich's legal and regulatory obligations, resolve disputes, and enforce Zurich's agreements. You may request to review the personal information Zurich maintains about You and make corrections by writing to: Privacy Officer, Zurich Insurance Company Ltd (Canadian Branch), 100 King Street West, Suite 5500, P.O. Box 290, Toronto, ON M5X 1C9 or by emailing [privacy.zurich.canada@zurich.com](mailto:privacy.zurich.canada@zurich.com).

You may refuse to consent or withdraw Your consent to the collection, storage, use, disclosure or processing of Your personal information; however, Your refusal to provide consent may result in Zurich being unable to offer and administer insurance coverage or prevent Zurich from being able to pay claim benefits.

Please contact the Zurich Privacy Officer if You require further information regarding the collection, use, disclosure, processing and storage of Your personal information or if You have any complaints via email at [privacy.zurich.canada@zurich.com](mailto:privacy.zurich.canada@zurich.com). You can also review our Privacy Policy at <https://www.zurichcanada.com/en-ca/about-zurich/privacy-statement>. For the purpose of the Insurance Companies Act (Canada), this document was issued in the course of the Company's insurance business in Canada.



Head of Underwriting, Canada  
Authorized representative

### Eligibility for Coverage

To be eligible for coverage under the Global Travel Protection Plan, You must meet the following conditions:

- A) You are enrolled on an EF Tour;
- B) You are a resident of Canada; and
- C) You are travelling to any country worldwide excluding Iran, Syria, Sudan and North Korea.

### Application for Coverage

When You enroll on Your EF Tour, You will be enrolled under the Group Policy for coverage under the Global Travel Protection Plan. You may call EF to opt out of coverage within 30 days after You enrolled on Your EF Tour.

You can apply for the Global Travel Protection Plan up to 30 days after You enroll on Your EF Tour, except for certain separate coverages as described below.

You can apply for the coverages under the Group Policy separately: Tour Cancellation and Interruption coverage can only be purchased up to 30 days after You enroll Your EF Tour; and Accident & Illness, Baggage and Property, and Baggage Delay coverage can be purchased up until 1 day prior to departure of Your EF Tour.

### Cancellation of Coverage

You can cancel the insurance from Your EF Tours account up to 30 days after You are enrolled under the Group Policy or provide payment of the premium, whichever day is the latest, unless You have submitted a claim for the EF Tour. After this time the premium paid by You for the insurance is not refundable. The cost of the insurance is set out in Your EF Tours invoice.

### Period of Coverage

Coverage provided by the **Accident & Illness, Baggage & Property, Baggage Delay and Tour Interruption** sections of this Certificate is as follows:

Coverage begins from the moment You leave Your home to travel via direct route to the start of Your EF Tour. Coverage ends at the earliest of the following dates:

- when Your EF Tour has ended (including the time it takes You to travel via direct route to Your city of residence immediately after Your EF Tour ends);

- when You leave the EF Tour early if it is prior to the end of Your EF Tour; and
- when You return to Your city of residence.

If You have organized an optional EF stay ahead or stay behind coverage starts and ends based on Your requested travel dates organized by EF.

If the return from Your EF Tour is delayed or interrupted for reasons covered by this Certificate, coverage is extended until You return to Your city of residence. If You are unable to travel due to a medical condition at the time when Your EF Tour ends, coverage is extended for up to 30 days or until Your Doctor confirms that You are able to travel, whichever comes first, subject to the terms and conditions of this Certificate.

Coverage provided under the **Tour Cancellation** section of this Certificate begins on the day EF receives payment of the premium and ends at the time of departure of Your EF Tour or when You cancel Your EF Tour, whichever date is earliest.

#### Terms You Should Know

##### **Accident**

Accident means a sudden, unexpected and unforeseeable cause of injury from an external source that occurs while You are covered under this Certificate.

##### **Act of Terrorism**

Act of Terrorism means an act or acts including, but not limited to, the use of force or violence and/or the threat thereof, including intimidating or terrorizing any government, group, association or the general public, for religious, political or ideological reasons or ends, or any attempt thereat, and does not include any Act of War.

##### **Act of War**

Act of War means war, whether declared or not, or any warlike activity, including using military force to achieve economic, geographic, nationalistic, political, racial, religious or other goals.

##### **Assault**

Unprovoked intentional physical violence.

##### **Claims Agent**

The agent shown in the Claims Handling section of Who to Contact who will handle the claim process for this Certificate.

##### **Common Carrier**

Common Carrier means any land, water or air conveyance that is licensed to carry passengers without discrimination and for hire, excluding courtesy transportation provided without a specific charge.

**Covered Trip** means a trip You undertake during the Period of Coverage

##### **Covid-19**

The coronavirus disease (COVID-19) caused by the severe acute respiratory syndrome coronavirus 2 (SARS-CoV-2).

##### **Doctor / Physician**

A qualified person who is a doctor of medicine, surgeon, osteopathy, psychology or other legally qualified practitioner of a healing art that are recognized by law, who is

1. licensed to practice in the jurisdiction where care is being given;

2. practicing within the scope of that license; and
3. not Your Immediate Family Member.

##### **Disability**

Permanent loss or reduction of bodily function as the result of an Accident.

##### **Family Member**

Your spouse, legal guardian or ward, son or daughter (includes adopted, foster, step or in-law), brother or sister (includes step or in-law), parent (includes step or in-law), grandparent (includes in-law), grandchild, aunt, uncle, niece or nephew, domestic partner, caregiver, or child caregiver.

##### **Hospital**

An institution that: 1) operates as a hospital pursuant to law for the care, treatment, and providing of inpatient services for sick or injured persons; 2) provides 24-hour nursing service by registered nurses on duty or call; 3) has a staff of one or more licensed Doctors available at all times; 4) provides organized facilities for diagnosis, treatment, and surgery, either: (i) on its premises; or (ii) in facilities available to it, on a prearranged basis; 5) is not primarily a nursing care facility, rest home, convalescent home, or similar establishment, or any separate ward, wing, or section of a hospital used as such; and 6) is not a place dedicated to the care and treatment of drug addicts, alcoholics, or the aged.

**Hospitalization or Hospitalized** means to be an inpatient in a Hospital.

##### **Illness**

Bodily sickness or disease that begins while You are covered under this Certificate and which causes a loss covered by this Certificate.

##### **Injury**

Injury means sudden bodily harm directly caused by external and Accidental means and that is independent of all other causes, including illness or disease.

##### **Medically Necessary**

A treatment, service, or supply that is: 1) required to treat an injury or sickness; 2) prescribed or ordered by a Doctor or furnished by a Hospital; 3) performed in the least costly setting required by Your condition; and 4) consistent with the medical and surgical practices prevailing in the area for treatment of the condition at the time rendered. Purchasing or renting 1) air conditioners; 2) air purifiers; 3) motorized transportation equipment; 4) escalators or elevators in private homes; 5) eyeglass frames or lenses; 6) hearing aids; 7) swimming pools or supplies for them; and 8) general exercise equipment are not Medically Necessary. A service or supply may not be Medically Necessary if a less intensive or more appropriate diagnostic or treatment alternative could have been used. We may consider the cost of the alternative to be the covered expense.

##### **Medical Condition**

Medical Condition means any illness, injury, or disease, or symptom or complications of pregnancy within the first 31 weeks of pregnancy.

##### **Non-Refundable Tour Payments**

All prepaid amounts You paid directly for the EF Tour at the time of cancellation, either in whole or on a partial or prorated basis, for which no refund is payable to You excluding non-refundable service fees and any non-refundable insurance premium. Non-Refundable Tour Payments do not include any value applied to Your account through redemption of a future travel voucher.

#### Pre-existing Condition

Any **Illness** or other condition during the 180-day period immediately prior to the coverage effective date for which You either a) received, or received a recommendation for, a test, examination or medical treatment for a condition which first manifested itself, worsened or became acute or had symptoms which would have prompted a reasonable person to seek diagnosis, care or treatment; or b) took or received a prescription for drugs or medicine. Item b) of this definition does not apply to a condition which is treated or controlled solely through the taking of prescription drugs or medicine and remains treated or controlled without any adjustment or change in the required prescription throughout the 180-day period before coverage is effective.

#### Reasonable and Customary Charges

The usual fees for services charged by professionals in the geographical area in which they practise.

#### School Board & Associations

School Boards, Private School Trustee, or Associations with a regulatory administrative body that is separate to the trip organizers and that is authorized by the travelers to make tour cancellation and other decisions related to the **EF Tour** on the insured traveler's behalf.

#### Treatment

Treatment means **Hospitalization**, medical, therapeutic, diagnostic or surgical services or procedures prescribed, performed or recommended by a **Physician** or other licensed medical practitioner including, but not limited to, prescribed medication, investigative testing and surgery related to any **Medical Condition, Injury, or Illness**.

#### Unforeseen Reasons

A covered reason which is sudden, not anticipated or expected and first occurring after the effective date of coverage.

#### Valuable Documents

Includes passports and visas.

#### Vehicle

Vehicle means any private or rental passenger automobile, motorcycle, mobile home, camper truck or trailer that You Uses during a **Covered Trip** exclusively for the transportation of passengers other than for hire.

#### War

Hostile or warlike action, whether declared or not, in a time of peace or war, whether initiated by a local government, foreign government or foreign group, civil unrest, insurrection, rebellion or civil war.

**We, Us, and Our** refers to Zurich Insurance Company Ltd (Canadian Branch).

#### What to do if a Loss Occurs/How to File a Claim

If a loss occurs, You should file a claim promptly. You should respond to all inquiries and follow any instructions provided by the **Insurance Company** or **Claims Agent**. In addition:

1. Take the necessary steps to prevent or minimize a further loss.
2. Document the claim details by outlining the time, place and circumstances, the extent of the loss and the names and addresses of available witnesses.

3. For property loss, obtain a police report, receipts, warranty documents or any notes from authorities. If Your property was lost or damaged while registered with an airline or other carrier, hotel, travel agency, spa or sports establishment, You must immediately notify that entity and obtain a report.
4. Do whatever is necessary to secure or enforce any right of recovery of any expenses or the property from those involved in causing or creating a loss of or damage to the property.
5. For medical expense or a claim arising from an accident, obtain medical care receipts and reports showing diagnosis and treatment periods, and other relevant information about the **Illness** or **injury**. You must notify the **Claims Agent** in the event of an **Accident, Injury or Illness** as soon as possible and no later than 30 days after Your initial treatment, or, if You are a **Quebec resident**, within the year of the **Accident, Injury or Illness** if You prove Your **Impossibility to act** within 30 days after Your initial treatment.
6. In the event that You need to cancel or interrupt Your **EF Tour**, contact **EF** and the **Claims Agent** as soon as reasonably possible after the event which causes the **Tour Cancellation** or **Tour interruption**. You will need to provide the following information:
  - a. Your name, address and telephone number;
  - b. proof of method of payment;
  - c. tour number and account number;
  - d. documentation detailing the reason for the cancellation or interruption of Your **EF Tour**;
  - e. original itemized bills, receipts, and proof of other insurance payments;
  - f. copies of invoices, proof of payments, and other documents that substantiate the cost of the trip;
  - g. copies of invoices, account statement, and other documentation of refunds received and/or the non-refundable amounts of the trip costs from the **Group Policy Holder**;
  - h. copy of the booking conditions;
  - i. any other document requested by the **Claims Agent**.
7. Complete a **Claim Form** and attach all the documentation (including but not limited to bills, medical reports, death certificate, police or insurance reports, receipts, etc.). Send the **Claim Form** to the **Claims Agent** as soon as possible and latest within one year of the time of the loss. If You wait longer than one year, Your claim may not be paid.

If You fail to comply with the above provisions without a reasonable explanation satisfactory to the **Insurance Company**, the **Insurance Company** shall not be liable under this Certificate in case of non-compliance for such portions of the loss as the **Insurance Company** deems You would have recovered by enforcement of Your right of recovery. The **Insurance Company** will pay: (a) such portion of the expense incurred for taking steps to prevent or minimize further extension of loss, as deemed by the **Insurance Company** to have been necessary or effective; and (b) expense necessarily incurred for securing or enforcing Your right of recovery.

The **Insurance Company** will not be liable under this Certificate in the event You fail to comply with the requirements of providing proof of Your claim in the time period set out in this Certificate or You make a false statement in the documents provided to the **Claims Agent**, or You commit or You have another person or persons commit forgery or alteration of such documents.

For further assistance or **Claim Forms**, contact the **Claims Agent**.

#### Payment of Your Claim

Payment of Your claim, if applicable, will be made to You; if You are deceased at the time the claim payment is made, the payment will be made to Your estate. Any benefits that are payable to a minor will be paid to the minor's legal parent or guardian.

This Certificate contains a provision removing or restricting the right of Participant to designate persons to whom or for whose benefit insurance money is to be payable.

If You do not Agree with the Outcome of Your Claim

If You file a claim and do not agree with the claim decision, You have six months to notify the Claims Agent in writing that You want to appeal the claim decision. Send Your appeal to the Claims Agent on page 1 in this Certificate.

**Illness & Accident**

Terms of Coverage

The Insurance Company will pay **Medically Necessary, Reasonable and Customary Charges** up to the maximum amount shown in the Schedule of Coverage for Medical Expenses and up to the combined maximum amount shown in the Schedule of Coverage for Emergency Home Evacuation, Family Member Reimbursement and Home Repatriation (and other care and supplies as described below) relating to an **Illness or Accident** which occurred during an **EF Tour**, subject to the terms and conditions of this Certificate. The **Illness or Accident** must have occurred during the period of coverage. Payments will be made for expenses for treatment carried out during the period of coverage. This Certificate does not pay for any expenses eligible for reimbursement by other means, including, but not limited to, reimbursement available under other insurance policies or government-sponsored programs.

The **Illness & Accident** section of this policy also contains benefits for Medical Expenses under subsection A and Accidental Death and Accidental Disability under subsections E and F. These benefits are not subject to a combined limit of coverage and provide their own separate limits of coverage.

The Insurance Company reserves the right to decide whether medical treatment following an **Illness or Accident** should be provided in the host or home country.

**A. Medical Expenses**

The Insurance Company will reimburse You, or in the event of death, Your estate, for the following acute, necessary **Reasonable and Customary Charges** up to the amount shown in the Schedule of Coverage for treatment provided during the period of coverage, for **Illness or Accident**:

- Outpatient Doctor's visits for non-routine care and inpatient hospital treatment;
- Prescription drugs and supplies – prescriptions written by a Doctor as treatment for a covered **Illness or Accident**;
- Physical therapy expenses for a covered **Illness or Accident** are covered if You have been referred by a Doctor and it has been pre-approved by the Claims Agent;
- Chiropractic care, acupuncture treatment or other alternative medicine practices up to a total maximum of \$1,400 if You have been referred by a Doctor as treatment for a covered **Illness or Accident**;
- Dental care – if Your sound and natural teeth are injured in an **Accident** during an **EF Tour**, You will receive full reimbursement for temporary treatment by a dentist. For any other acute and necessary dental treatment (not including orthodontic treatment), You are eligible for a total maximum benefit of \$300 during the period of coverage;
- Reasonable local travel expenses to a Doctor's office or hospital, but only when that travel was necessary to obtain medical or dental treatment relating to a covered **Illness or Accident** which occurred during an **EF tour**; and
- Telephone costs in relation to a covered claim, up to \$75, other than for telephone calls to **EF**, the Claims Agent or the Insurance Company.

**B. Emergency Home Evacuation**

If You have a life-threatening condition relating to an **Illness or Accident** that is covered and not excluded by this Certificate, and if You are unable to return on the scheduled **EF flight** due to such life-threatening condition, You will be reimbursed, up to the amount shown in the Schedule of Coverage, for the additional costs incurred for Your own transportation, if Your Doctor recommends that You return home earlier or later due to such life-threatening condition and not with Your **EF Tour**.

The Claims Agent must, wherever reasonably possible, pre-approve the necessity to return home and the mode of transportation. Without a pre-approval, costs will be compensated according to the necessity and reasonableness of the measures taken and the costs incurred, as deemed by the Insurance Company. The Insurance Company will not pay for the cost of a return to the place where the tour was interrupted.

**C. Family Member Reimbursement**

If You are confined in a hospital outside Your country of residence relating to an **Illness or Accident** that is covered and not excluded by this Certificate and Your Doctor requires the personal attendance of a Family Member, or if You die outside Your country of residence due to an **Illness or Accident** that is covered and not excluded by this Certificate and the presence of a Family Member is required by the police or a similar governmental authority, You or Your estate can be reimbursed, up to the amount shown in the Schedule of Coverage, for two round-trip airplane tickets and accommodations for two Family Members from Your home country to join You. Costs for accommodation for Your Family Member(s) will be reimbursed for up to 30 days from the time of Your first visit to the Doctor or hospital, or until Your Doctor certifies that Your condition is stable and the danger of death or deterioration is not imminent, whichever comes first. The costs incurred for accommodation will be reimbursed at the average hotel rate for the city in which You are located and a daily allowance of \$50 per person will be paid.

The Claims Agent must, wherever reasonably possible, pre-approve the necessity of Your Family Member to visit You, the mode of transportation and the costs involved. Without a pre-approval, costs will be compensated according to the necessity and reasonableness of the measures taken and the costs incurred, as deemed by the Insurance Company.

**D. Home Repatriation**

If You die and Your death was caused by an **Illness or Accident** that is covered and not excluded by this Certificate, Your estate will be reimbursed, up to the amount shown in the Schedule of Coverage for the expenses to return You body to Your city of residence, or if Your family so desires, the Insurance Company will pay up to the amount shown in the Schedule of Coverage for local burial in the country where the death occurred (excluding burial in the home country).

The Claims Agent must, wherever reasonably possible, pre-approve and provide the transportation. Without a pre-approval, costs will be compensated according to the necessity and reasonableness of the measures taken and the costs incurred, as deemed by the Insurance Company.

**E. Accidental Death**

In the event of Your death, as a result of an **Accident** which occurs during the period of coverage while participating in an **EF Tour**, the Insurance Company will pay Your estate the lump sum benefit amount shown in the Schedule of Coverage. Your death must occur within 365 days from the **Accident**.

**F. Accidental Disability**

If You sustain a **Disability** as a result of an **Accident** which occurs during the period of coverage while participating in an **EF Tour**, the Insurance Company will pay up to the amount shown in the Schedule of Coverage, regardless of the number of injuries You incur from the same **Accident**, depending on the extent of Your **Disability**. Your **Disability** must occur within 365 days from the **Accident**.

The degree of **Disability** is determined by the impairment percentage assigned by a Doctor. The impairment value is expressed as a percentage taking into account the body part(s) permanently impaired as that part(s) related to Your whole person. The Doctor will determine the impairment value by use of the American Medical

Association's "Guide to Evaluation of Permanent Impairment" most current at the time of claim. If You had a Pre-existing Condition prior to the Accident, the impairment value of the Pre-existing Condition will be deducted from the impairment value calculated after the Accident. The amount of Your benefit will be determined solely by the extent of Your injury and not by Your ability or inability to work.

In order for You to receive benefits due to a Disability, an Accident must lead to a Disability within one year from the date of the Accident. No payment for any Disability benefit shall be due or payable until at least 30 days have passed from the date of the receipt of the required proof of loss. As soon as the definite degree of Disability is determined, payment pursuant to this Certificate will be paid with a lump sum representing such portion of the sum covered as corresponds to the degree of Disability.

If the same Accident has resulted in injuries on several parts of the body, benefits will be paid with a calculated degree of Disability of a maximum of one hundred percent (100%).

#### Exclusions

The following medical, dental, travel and other expenses are not covered by this Certificate:

- Medical costs to the extent they can be indemnified by other means, including but not limited to another insurance policy, government-sponsored program, by reason of law or other decrees or conventions;
- All expenses resulting from or relating to treatment due to mental or psychological health disorders, including eating disorders or treatment of physical symptoms resulting from or related to mental or psychological health disorders, including eating disorders;
- All expenses for treatment or prescription drugs related to a Pre-existing Condition;
- All expenses for emergency home evacuation and family member reimbursement related to a Pre-existing Condition or a mental/ psychological health disorder;
- All expenses directly resulting from or relating to the abuse of alcohol, sleeping pills, narcotics or other intoxicants or relating to treatment for the abuse of alcohol, sleeping pills, narcotics or other intoxicants, except when used as prescribed by a Doctor;
- All expenses resulting from or relating to treatment of acne;
- All expenses resulting from or relating to tattoos, piercing and any other unnatural bodily change such as implants, Botox injections etc.;
- All expenses resulting from or relating to treatment due to a suicide, suicide attempt, criminal act or violent behaviour on Your part;
- Maternity expenses or any illness or treatment connected with pregnancy, including complications of pregnancy;
- All expenses resulting from or relating to treatment that was required before the effective date of this Certificate and would have made a prudent person seek care prior to such effective date;
- All expenses resulting from or relating to treatment for HIV disease or AIDS or any condition related thereto;
- All expenses resulting from or relating to endemic diseases, epidemics or pandemics of infectious diseases of whatsoever nature when the Government of Canada has issued a Level 3 or Level 4 health-related travel advisory due to that specific infectious disease prior to departure for the country or a region of the country that is a destination on Your EF Tour. This exclusion does not apply to claims for an emergency or a medical condition unrelated to the travel advisory or to claims incurred for COVID-19;
- All expenses resulting from or relating to orthodontic treatment;
- All expenses resulting from or relating to routine health and dental care, such as physical exams, vaccinations/inoculations, dental and orthodontic check-ups or routine eye exams;
- All expenses for elective treatment meaning medical treatment which is not necessitated by a pathological change in the function or structure in any part of the body. Elective treatment includes but is not limited to tubal ligation, vasectomy, breast reduction, sexual reassignment surgery, submucous resection or/and any other surgical correction for deviated nasal septum, other than necessary treatment of covered acute purulent sinusitis, treatment for weight reduction, learning disabilities, temporomandibular joint (TMJ) dysfunction, immunization vaccines and routine physical examinations;

- All expenses resulting from or relating to Accidents resulting from or related to extreme sports, including but not limited to: scuba diving to depths of more than 130 feet; skydiving; hang-gliding or para-gliding; parasailing other than over water; bungee jumping; mountaineering or rock climbing normally requiring the use of guides or ropes; or caving, unless these activities are a part of Your EF tour and have been pre-organized by the EF Tour operator;
- All expenses resulting from or relating to injuries caused by the use of firearms discharged by You;
- All expenses resulting from injuries due to an exposure to imminent risks of bodily injury, or injuries due to a criminal act committed by You or act of aggressive violence initiated by You;
- All expenses resulting from or relating to injuries caused by professional manual labour and/or while carrying out any activity for which You receive or intend to receive a fee, payment, wage or any other source of revenue;
- All related travel costs if a ship or airplane is forced to change its route because of Your illness or injury due to Accident;
- All expenses for eyeglasses or contact lenses;
- Private nursing home expenses;
- Spa or health resort expenses; and
- Expenses beyond those that are Reasonable and Customary Charges.

#### Baggage & Property

##### Terms of Coverage

The Insurance Company will reimburse You in the manner and amounts described below in the event Your baggage and/or other property is stolen or damaged. This coverage is subject to the limitations described herein and in the sections *Period of Coverage* and *Exclusions*.

In order to be fully reimbursed, You must be careful with Your property and take all reasonable measures not to expose Your property to the risk of being stolen or damaged.

##### G. Baggage & Property

The Insurance Company will pay up to the amount shown in the Schedule of Coverage per incident, including Valuable Property up to the amount shown in the Schedule of Coverage, if Your personal belongings are stolen or damaged due to Accident, breaking and entering, Assault, fire, storm, catastrophe, or traffic accident. This coverage also applies to items that You have rented or borrowed for Your personal use while participating on an EF Tour.

You must report the loss or theft to the local police department and file a police report or the transport carrier within 24 hours of discovery. The amount of loss the Insurance Company is liable to pay shall be determined in accordance with the Insurance Company's determination of the value of the property, evaluated at the place and time of such loss (taking into consideration depreciation due to wear and tear).

If the damaged property is restorable or repairable, the amount of loss shall be the cost to repair the property to the condition at the time immediately before the damage, but in no case shall this cost exceed the value of the property as determined by the Insurance Company.

If an item that is part of a set is stolen or damaged, You will be covered for that item only and not for the entire set.

In addition to the coverage for loss or damage set out above, the Insurance Company will pay for loss of or damage to Your personal belongings when an airline, hotel, travel agency, spa or sports establishment has taken responsibility to keep or transport labelled items for You and when Your property has been lost or damaged and Your claim has been denied by the airline, hotel, travel agency, spa or sports establishment.

#### Valuable Property

Valuable property is defined as items with an individual value exceeding \$150 per item and include the following: items made of precious metals, genuine pearls or precious stones, antiques, works of art, precious carpets, pocket and wrist watches, fur coats and other fur products, cameras, projectors, telephones, binoculars, wine, liquor, music players and other musical equipment, radios, televisions, computer equipment, collections of CDs and record albums. Valuable property is reimbursable up to the maximum amount shown in the Schedule of Coverage per incident of loss or theft. Mobile phones (including smart phones) and mp3 players are reimbursable up to a maximum of \$300, and cameras are reimbursable up to a maximum of \$700.

#### H. Cash

The Insurance Company will reimburse You up to the maximum amount shown in the Schedule of Coverage for loss of cash due to theft, Accident, damage due to breaking and entering, Assault, fire, storm, catastrophe, or traffic accident.

#### I. Valuable Documents

The Insurance Company will reimburse You for out of pocket expenses up to the maximum amount shown in the Schedule of Coverage, related to theft or damage of a Valuable Document, due to Accident, breaking and entering, Assault, fire, storm, catastrophe, or traffic accident.

#### Exclusions

This Policy does not insure or cover any damage to or loss or theft of:

- Any property left behind, lost or mislaid, even if the property has been stolen after You have left it somewhere;
- Any property left in an unlocked hotel room, dormitory room, boarding house room, passenger cabin, sleeping car, bus or car;
- Any property left behind overnight in any means of transport. If property is temporarily left in means of transport during daytime, the property must be locked in a trunk which is inaccessible from the interior or locked in a glove compartment;
- Any cash, valuable property (jewelry, cameras, laptops/iPads and similar however not including mobile phones) or Valuable Documents not carried on You or not kept in a locked device when You are absent;
- Any cash, valuable property or Valuable Documents left in tents, cars, buses, boats, caravans, trailers or any other means of transport;
- Any cash, valuable property or Valuable Documents checked in with an airline;
- Any weapons;
- Any damage due to scraping or wear and tear;
- Superficial damage to suitcases that does not affect their use;
- Damage to property that occurs from normal wear and tear, rusting, moulding or discolouration, or any damage that might affect the appearance but does not affect the function of the property;
- Marring, scratching, peeling of paint or any other damage to the appearance of the property not resulting in loss of its function;
- Any damage due to improper packing;
- Any damage from liquid that flowed out from a packed container;
- Animals;
- Motor-driven vehicles, caravans or trailers;
- Water-going vessels (except windsurfing boards);
- Hovercrafts, hydroplanes or any other aircraft;

- Parts or equipment to such vehicles and crafts that are excluded as aforementioned, if the parts or the equipment can be covered by a motor vehicle, boat or aircraft insurance policy;
- Any damage that will be paid for through another insurance policy or reimbursed from another source.
- Perishable items, bikes that are not checked as baggage with the Common Carrier;
- Household items, furniture, artificial teeth or Limbs, hearing aids, eyeglasses of any type, contact lenses, securities, documents; and
- Items related to Your occupation, antiques or collector items, items that are fragile, items that are obtained illegally, or articles that are insured on a valued basis by another Insurer.

In addition, all indirect costs following a loss or theft are not covered.

#### Baggage Delay

##### Terms of Coverage

The Insurance Company will reimburse You in the manner and with the amounts described below, in the event of a baggage delay. This coverage is subject to the limitations described herein and in the sections *Period of Coverage* and *Exclusions*.

#### J. Baggage Delay

The Insurance Company will pay, against receipts, up to the maximum amount shown in the Schedule of Coverage for necessary and reasonable replacement costs of clothing and personal hygiene items relating to and associated with baggage delay in excess of 24 hours at the airport for all EF flights except the return flight to Your departure point. Your baggage must be registered on departure in order for benefits to be paid by the Insurance Company.

##### Exclusion

- This Policy does not cover any claim that will be paid for through another insurance policy or by any other responsible party, airline or bus carrier.

#### Tour Cancellation & Interruption

##### Terms of Coverage

The Insurance Company will reimburse You in the manner and with the amounts described below (excluding any non-refundable insurance premiums) in the event Your EF Tour is cancelled or interrupted due to any of the below mentioned *Unforeseen Reasons*. The event or Accident causing You, Your School Board, or Association to cancel or interrupt Your EF Tour must have occurred during Your period of coverage. The Tour Interruption benefits will only be granted once for the illness or Accident of any one Family Member.

In order for You to obtain Tour Cancellation benefits the Claims Agent and EF must be notified in writing or by telephone of the need to cancel Your tour, if the event which causes the cancellation occurs 120 days or more before Your departure on Your EF Tour, You must notify the Claims Agent and EF no later than 110 days before Your departure on Your EF Tour. If the event which causes the cancellation occurs less than 120 days before Your departure on Your EF Tour, You must notify the Claims Agent and EF as soon as reasonably possible after said event and in all cases before Your departure in order for You to obtain Tour Interruption benefits, the Claims Agent must pre-approve the necessity to return to Your city of residence prior to the Tour Interruption. Without a pre-approval, costs will be compensated according to the necessity and reasonableness of the measures taken and the costs incurred, as deemed by the Insurance Company.

#### K. Tour Cancellation

Under the terms of this insurance, a refund of the amounts described below will be issued, should You or Your parent or legal guardian cancel Your EF Tour due to the following *Unforeseen Reasons*:

- a. **Your death**, if **Your death** occurs before **Your departure on Your EF Tour**;
- b. **Your Illness or Accident** (excluding mental or psychological health disorders or eating disorders) which occurs before **Your departure on Your EF Tour** and requires **medical treatment** at the time of cancellation and is so disabling as to prevent **Your participation in Your EF Tour** and for which **Your Doctor** has advised against travel;
- c. **You being hospitalized** as an in-patient for mental or psychological health disorders, including eating disorders which occurs before **Your departure on Your EF Tour** and requires **medical treatment** at the time of cancellation and is so disabling as to prevent **Your participation in Your EF Tour** and for which **Your Doctor** has advised against travel;
- d. **An Illness or Accident** leading to **hospitalization** or death of a **Family Member** which occurs before **Your departure on Your EF Tour**;
- e. **You being required to serve on a jury**, subpoenaed (except if **You** are the defendant), activated into military service, or having **Your home** made uninhabitable by fire or flood or other natural disaster;
- f. **You being directly involved in a traffic accident** en route to the departure of an **EF Tour**, as substantiated by a police report; or
- g. **Your parent or legal guardian** experiencing involuntary termination or layoff of permanent employment, not including contract or self-employment, when actively employed with the same employer for at least 6 months prior to the effective date of **Your coverage** under this Certificate.
- h. **Your parent or legal guardian** are transferred by their employer which requires **You** to move from **Your principal residence**, causing **Your new principal residence** to be outside of **Your current School Board region**.
- i. **Confirmed PCR positive COVID-19** within 5 days of departure, and regulations in Canada or Destination Counties will not allow **You** to travel.

If **You** have to cancel **Your EF Tour** due to any of the above covered reasons, the **Insurance Company** will reimburse **You** for the **Non-Refundable Tour Payments** up to the maximum compensation amount shown on the Schedule of Coverage (page 4), (excluding the non-refundable insurance premium).

**L. Tour Interruption**

Under the terms of this insurance, a refund of the amounts described below will be issued, should **You** die or be forced to interrupt the **EF Tour** due to:

- a. **Your Illness or Accident** (excluding mental or psychological health disorders or eating disorders) which occurs while on **Your EF Tour** and requires **medical treatment** at the time of interruption and is so disabling as to prevent **Your continued participation in Your EF Tour** and for which a **Doctor** has advised against continuing on **Your EF Tour**;
- b. **An Illness or Accident** leading to **hospitalization** or death of a **Family Member** while on **Your EF Tour**; or
- c. **Robbery or theft of Your Valuable Documents** (must be supported by a police report).

If **Your EF Tour** is interrupted due to any of the above covered reasons, **You** will be reimbursed, up to the maximum amount shown in the Schedule of Coverage, for the cost of economy coach, train or airfare by the most direct route, less any refunds paid to **You** or the Group Policy Holder, in order to reach the return destination or to travel from the place where **Your EF Tour** was interrupted to where **Your EF Tour** can be rejoined. **You** will also be reimbursed the **Non-Refundable Tour Payments** up to the maximum compensation amount shown on the Schedule of Coverage (page 4).

**M. School Board Tour Cancellation**

The **Insurance Company** will reimburse **You** in the manner and with the amounts described below (excluding any non-refundable insurance premiums) in the event **Your EF Tour** is cancelled due to any of the below mentioned **Unforeseen Reasons**. The **School Board Cancellation** decision and the **Unforeseen Reason** causing **Your EF Tour** cancellation must have occurred during **Your period of coverage**.

In order for **You** to obtain **Tour Cancellation** benefits the **Claims Agent** and **EF** must be notified in writing by **Your School Board** or **Association** on official letterhead and include both the **School Board** or **Associations** cancellation decision and specify which covered reason caused them to cancel the tour.

Under the terms of this insurance, a refund of the amounts described below will be issued, should the **School Board** or **Association** cancel our **EF Tour** due to the following **Unforeseen Reasons**:

- a. **An act of terrorism** as certified by the Government of Canada occurs in **Your departure city** for **Your EF Tour** or in a city which is a destination on **Your EF Tour** itinerary. The event must occur 45 days or fewer prior to the tour date.
- b. **A teacher Labour Strike** in the approving school or school board that has authorized **Your EF Tour** that results in complete work stoppage, and the **Strike** is in effect 45 days or fewer prior to the departure of the tour.
- c. **The Government of Canada** issuing a "Avoid Non-Essential Travel" or "Avoid All Travel" Travel Advisory after **You** have purchased **Your insurance** for a location that is a listed destination on **Your EF Tour** itinerary and the travel warning is in effect 45 days or fewer prior to the tour date;

If **Your School Board** or **Association** cancels **Your EF Tour** due to any of the above covered reasons, the **Insurance Company** will reimburse **You** for the **Non-Refundable Tour Payments** up to the maximum compensation amount shown on the Schedule of Coverage (page 4).

**N. Additional Costs for Return Home due to Violent Outbreak**

The **Insurance Company** will pay up to the maximum amount shown in the Schedule of Coverage for the additional costs incurred if **You** must return home immediately after the outbreak of violence in the area where **You** are in accordance with recommendations by official authorities in **Your home country** (Global Affairs Canada or Ministry for Foreign Affairs). Also, the **Claims Agent** must have pre-approved the necessity to return home.

**O. Accommodation Extra Cost**

The **Insurance Company** will also reimburse **You** for reasonable costs resulting from a change in the per person occupancy rate for prepaid arrangements if a travelling **Family Member's EF Tour** is delayed or interrupted for one of the aforementioned covered reasons and **Your EF Tour** is not. The **Insurance Company** will also reimburse **You** for reasonable additional accommodation and transportation expenses up to the maximum amount shown in the Schedule of Coverage if a travelling **Family Member** must remain hospitalized.

**P. Delay due to Theft of Valuable Documents**

The **Insurance Company** will pay, against receipts, up to the maximum amount shown in the Schedule of Coverage for reasonable accommodations, meal and local transportation expenses incurred by **You** if **You** are delayed for 8 hours or more while in route to or from, or during an **EF Tour**, due to the theft of **Valuable Documents**.

**Exclusions**

The **Insurance Company** will not pay **Tour Cancellation** or **Tour Interruption** benefits for changes in travel plans due to:

- a. **Carrier-caused delays** (including bad weather);

- b. Personal change of plans by You or a Family Member;
- c. Anxiety or fear;
- d. Business or contractual obligations;
- e. Prohibition or regulation by any government, including if You are deemed by such government to be inadmissible to the country You are travelling to;
- f. Default of tour or program operator (including EF and its affiliated parties), airline, cruise line or any other organisation which results in a loss of service;
- g. Your inability to obtain the necessary travel documents (passports, visas, etc.); or
- h. Detention or confiscation by customs.
- i. You committing or attempting to commit a criminal act.
- j. You not following a prescribed therapy or Treatment
- k. Any loss, injury or death related to intoxication, the misuse, abuse, overdose of, or chemical dependence on medication, drugs, alcohol or other intoxicant, other than as prescribed by a Physician.
- l. Any non-emergency, investigative or elective Treatment such as cosmetic surgery, chronic care, rehabilitation, or any directly or indirectly related complications.

In addition, the Insurance Company will not pay Tour Cancellation or Tour Interruption benefits for You or any Family Member's loss, illness or Accident resulting from or relating to excluded conditions as per the Exclusions of the Illness & Accident section and as per this Certificate.

#### General Provisions

##### General Exclusions Relating to All Types of Coverage

No insurance coverage is provided and the Insurance Company will not pay for any losses resulting directly or indirectly from:

- a. Failure to provide reasonable proof of a loss;
- b. Circumstances that were known, foreseen or expected prior to applying for coverage;
- c. Pandemic diseases as declared by the World Health Organization, the Government of Canada or any local authority, provided this exclusion shall not apply to expenses otherwise covered under the Illness & Accident coverage where such declaration is made for the country or a region of the country that is a destination on Your EF tour after travel has commenced;
- d. Suicide, suicide attempt or violent behaviour on Your part;
- e. A willful act, criminal act or gross negligence on Your part or on the part of anyone entitled to receive a benefit;
- f. War, hostile acts of a foreign power, revolution, usurped power, civil war, act of war (declared or undeclared), riots or rebellion ("riot" meaning tumultuous disturbance of the peace by a group of persons whether national or local, gravely threatening the social peace and order of the area) or other disturbances of a similar nature, however, not including direct acts of terrorism ("direct", meaning an immediate and geographically proximate threat to personal safety) excluding "nuclear, chemical and biological terrorism" as set out below, provided this exclusion shall not apply to expenses otherwise covered under the Additional Costs for Return Home due to Violent Outbreak coverage;

- g. Nuclear radiation or radioactive contamination or injuries from any explosive or hazardous materials, radioactive, explosive or other material of a hazardous nature, or any accident arising therefrom, of nuclear fuel materials (including spent fuel) or properties (including products yielded in the process of nuclear fission) contaminated by nuclear fuel materials;
- h. Seizure, requisition, confiscation or destruction by any government or public authorities; or
- i. Losses that can be paid by any other insurance policy, government sponsored program, etc.

##### Nuclear, Chemical, Biological Terrorism Exclusion Clause

Notwithstanding any provision to the contrary within this Certificate or any endorsement thereto, it is agreed that this Certificate excludes any losses directly or indirectly arising out of, contributed to or caused by, or resulting from or in connection with any act of nuclear, chemical, biological terrorism (as defined below) regardless of any other cause or event contributing concurrently or in any other sequence to the loss.

"Nuclear, chemical, biological terrorism" shall mean the use of any nuclear weapon or device or the emission, discharge, dispersal, release, or escape of any solid, liquid or gaseous chemical agent and/or biological agent during the period of this insurance by any person or groups(s) of persons, whether acting alone or on behalf of or in connection with any organisation(s) or government(s), committed for political, religious or ideological purposes; or reasons including the intention to influence any government and/or to put the public, or any section of the public, in fear.

"Chemical agent" shall mean any compound which, when suitably disseminated, produces incapacitating, damaging or lethal effects on people, animals, plants or material property.

"Biological agent" shall mean any pathogenic (disease producing) micro-organism(s) and/or biologically produced toxin(s), including genetically modified organisms and chemically synthesized toxin(s), which cause illness and/or death in humans, animals or plants.

##### Territory

This coverage applies worldwide excluding Iran, Syria, Sudan, Cuba and North Korea.

##### Liberalization

If the Insurance Company adopts any policy coverage changes during the Period of Coverage without an additional premium charge, then You will automatically receive the benefit of the broadened insurance. This shall not apply to claims that have already been submitted

##### Limitation of Actions

Every action or proceeding against an insurer for the recovery of insurance money payable under the contract is absolutely barred unless commenced within the time set out in the Insurance Act (for actions or proceedings governed by the laws of Alberta and British Columbia), The Insurance Act (for actions or proceedings governed by the laws of Manitoba), the Limitations Act, 2002 (for actions or proceedings governed by the laws of Ontario), or in other applicable legislation. For those actions or proceedings governed by the laws of Quebec, the prescriptive period is set out in the Quebec Civil Code.

##### Applicable Law

This Certificate is governed by the law of the province or territory where You resided at the time of purchase of this coverage, and the laws of Canada applicable therein. Any terms of this Certificate which are in conflict with the applicable statutes, laws or regulations of the jurisdiction in which this policy is delivered are amended to conform to such statutes, laws or regulations.

##### Sanctions

This insurance does not apply to the extent that trade or economic sanctions or other laws or regulations prohibit the Insurance Company from providing insurance, including, but not limited to, the payment of claims.

#### Other Insurance and Subrogation

If a claim is covered by this Certificate and by another insurance policy issued by another insurance carrier, this Certificate shall always be secondary to all other insurance policies and the Insurance Company shall not be obligated to pay until the limits of all other applicable insurance policies have been exhausted. Following the exhaustion of all other insurance policies, the Insurance Company will pay up to the limits shown on the *Maximum Compensation* schedule (page 3) for any claims not already covered and paid by other sources.

In the event of any payment under this Certificate, this Insurance Company shall be subrogated to the rights as stated in 1. and 2. below to the extent of such payment and without prejudice to You:

1. right of recovery, if You are to be indemnified for damages by any person or organisation; and
2. right of subrogation, if You are to be subrogated to the right of others on account of a payment of claim to an injured party. If You collect damages from such other party, whether by suit, settlement or in any other manner, then You shall be liable to the Insurance Company for the lesser of either:
  - a. The amount collected by You; or
  - b. The amount of all payments made by this Insurance Company for the expenses incurred by You to which such damages are related.

The Insurance Company may require You to execute a statement acknowledging the Insurance Company's right of recovery from other parties, including but not limited to another Insurance Company before the Insurance Company makes payment of any expenses reasonably believed by the Insurance Company to be subject to this section of the Policy.

You shall cooperate with the Insurance Company in securing and enforcing the Insurance Company's right under the preceding paragraphs and in obtaining such evidence, instruments, and papers as required by the Insurance Company for such purpose.

#### Complaint Procedures

If there is any occasion when this Policy (or related service) does not meet expectations, please contact Us so that We can address concerns quickly. Zurich Canada has a complaint handling program that reflects its commitment to providing a simple, professional and timely complaint handling procedure. You may obtain a copy of Zurich's complaint handling program by calling: 416-586-6773 or toll free at: 800-387-5454 ext.6773, or from Our website: <https://www.zurichcanada.com/en-ca/aboutzurich/complaint>

If You are still not satisfied with the resolution to Your complaint or inquiry, You may communicate Your complaint or inquiry in writing to:

General Insurance Ombudsman  
2727 Courtice Road, P.O. Box 98009  
Courtice, ON L1E 3A0

This Certificate is valid and applicable from the purchase date as shown in the confirmation of coverage received from EF and until the return date of the EF Tour.

Please keep this Certificate with Your other important documents.

## CANCEL FOR ANY REASON (CFAR) INSURANCE ADD-ON

#### Eligibility for Coverage

To be eligible for the Cancel For Any Reason (CFAR) Insurance Add-On, You must purchase this coverage for an additional cost with Your enrollment under the Group Policy.

#### Application for Coverage

When You enroll on Your EF Tour 110 days or more prior to departure, You will be enrolled in the Global Travel Protection Plan and CFAR Insurance Add-On and Premiums must be paid within 30 days after You enroll under the Group Policy.

The CFAR Insurance Add-On cannot be purchased within 109 days prior to the date of Your departure on Your EF Tour.

#### Cancellation of Coverage

You can cancel the additional CFAR Insurance from Add-On from Your EF Tours account up to 30 days after You enroll under the Group Policy or provide payment of the premium, whichever day is the latest, unless You have submitted a claim. After this time the premium paid by You for the insurance is not refundable. The cost of the Any Reason Cancellation Add-On coverage insurance is set out in Your EF Tours invoice.

#### Terms of Coverage

If You need to cancel Your trip for any other reason not covered under the Global Travel Protection Plan:

- You may cancel Your EF Tour up to 24 hours or more before the date (and time) of Your departure on Your EF Tour, and You will be reimbursed for the Non-Refundable Tour Payments up to 80% of the maximum compensation amount shown on the Schedule of Coverage (page 4).

#### Exclusions

The Insurance Company will not pay the CFAR Insurance Add-On benefit for cancellations if the EF tour operator is or becomes bankrupt, insolvent, in receivership or has sought protection from creditors under any bankruptcy, insolvency or similar legislation, or completely or substantially fails or defaults to supply its services or carry on business.

Congratulations!

Your student had been invited to join **Belmont Secondary School**, in partnership with EF Educational Tours on an unforgettable international travel experience to **Spain in March, 2025!**

The once-in-a-lifetime trip will offer experiential learning opportunities, broaden perspectives, and foster personal growth. We're excited to extend this invitation to you now, allowing you to secure the best price and take advantage of affordable monthly payments while proving your child with a truly transformative experience.

Join us for an informative **enrollment meeting on June 5th**, where we'll cover:


- Detailed trip itinerary and on-tour experiences
- How this experience will impact your child
- Why planning now is a great idea
- EF investment **protection**
- EF's unwavering support and commitment to safety

Can't wait to see you there!

Regina de la Fuente

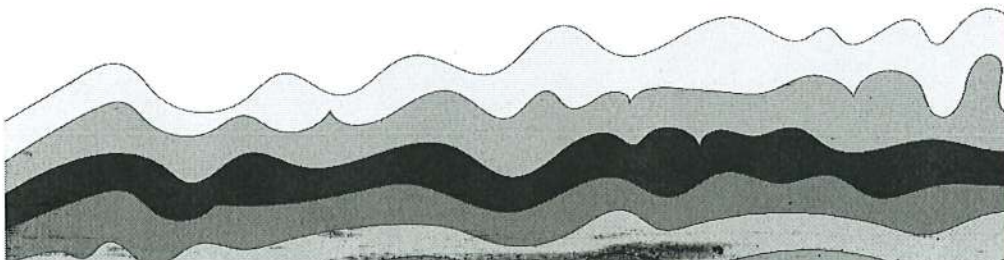
## Space is limited!

RSVP to the meeting to unlock EF's 14-day Risk-Free Guarantee allowing cancellation for a full refund within 14 days of enrolment.

 Within 24 hours of the meeting to receive a free Airalo mobile data plan to use while on tour as a thank you gift!



Scan the QR-code



## Kristina Ross

---

**From:** Amanda Dowhy (Trustee) <adowhy@sd62.bc.ca>  
**Sent:** Wednesday, April 3, 2024 1:40 PM  
**To:** Paul Block; Harold Cull  
**Cc:** Kristina Ross  
**Subject:** Fwd: Build seamless before- and after-school childcare

Just checking to see if you received this one as well, and including Kris for correspondence.

A

Sent from my iPad

Begin forwarded message:

**From:** "Justine C." [REDACTED]  
**Date:** April 1, 2024 at 2:00:16 PM PDT  
**To:** "Amanda Dowhy (Trustee)" <adowhy@sd62.bc.ca>  
**Subject:** Build seamless before- and after-school childcare  
**Reply-To:** justineldchase@gmail.com

**CAUTION - EXTERNAL SENDER: This email originated from outside of School District 62. Do not click links or open attachments unless you have verified the sender and know the content is safe.**

Dear School Trustees

Despite recent investments, parents continue to struggle without the affordable, quality childcare they need to support their family. Every day this childcare is not available, families in our community fall further behind.

The public delivery of before- and after-school care in schools—known as “the seamless day”—is the most effective solution to the shortage of school-age childcare spaces.

Pilot programs across the province have shown that school districts can use their existing classrooms and staff to offer much-needed childcare for kids who are already part of their school community.

This model of in-house, classroom-based care means improved accessibility and fewer transitions for kids, enhanced and education-focused care, more secure and reliable childcare for parents, new opportunities to recruit and retain education assistants, and increased investment in our public schools.

I am asking that our trustees take immediate action to implement this model of classroom-based, in-house seamless childcare in schools across our school district.

Thank you,  
Justine C.  
V9Z 2H6

## Committee Report of Resources Committee Meeting of April 16, 2024

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**Present:** Christine Lervold, Trustee (Committee Chair)  
Ebony Logins, Trustee (Committee Chair)  
Trudy Spiller, Trustee  
Cendra Beaton, Trustee  
Paul Block, Superintendent  
Harold Cull, Secretary Treasurer  
Monica Braniff, Deputy Superintendent  
Ceilidh Deichmann, PVP  
Ed Berlando, STA  
Trudy Court, CUPE  
Tom Davis, SPEAC  
Mhairi Bennett, Director, Facilities  
David Lee-Bonar, Assistant Secretary Treasurer  
Nicole Gestwa, IT

### 1. CALL TO ORDER AND ACKNOWLEDGEMENT OF FIRST NATIONS TERRITORIES

*The meeting was called to order at 6:05 pm by the Committee Chair, who acknowledged that we are honoured to be meeting on the traditional territories of the Coast Salish, specifically Esquimalt Nation, Songhees Nation and acknowledge the three nation SD 62 works with directly in our schools; Scia'new Nation, Coast Salish, and T'Sou-ke Nation; including the West Coast Pacheedaht Nation Nuu-chah-nulth. (words gifted by the three Nations SD62 works with)*

### 2. COMMITTEE REPORT

The Board of Education of Sooke School District 62 (Sooke) received the Resources Committee Report dated March 6, 2024, at its Public Board Meeting dated March 12, 2024.

### 3. PRESENTATIONS

### 4. BUSINESS

#### 4.1 24/25 Budget Development Process – Harold Cull

The Chair acknowledged our partner groups and the Leadership Budget Working Group (LBWG) for their participation and feedback on the 24/25 budget process. Staff provided an update to the Committee on the process and indicated that the budget is expected to grow by \$8.473M. albeit, there remain unfunded pressures of approximately \$2.8M due to inflation and growth.



The Committee discussed several aspects including:

- “Ghost” riders and the potential impacts if transportation fees are charged;
- Challenges with surveying the public on a complex issue such as the budget;
- Working with municipalities on carbon offset credits;
- Transportation fees and service level changes if the fee option is adopted by the Board;
- Reserve Policy @ 2%

#### **4.2 24/25 Annual Facilities Grant Project Details – Mhairi Bennett**

Staff provided an overview of the 24/25 Annual Facilities Grant (AFG) and Minor Capital Program plans. The amount of funding was discussed and the challenges with the funding not increasing based on the amount of schools/buildings in the District.

The Committee discussed the proposed plan and how abatement work is addressed on a project by project basis. The Committee also discussed the importance of accessibility and inclusivity and how these projects are identified and reviewed by the Minor Capital Committee.

#### **4.3 24/25 Capital Plan Bylaw – Harold Cull**

Staff presented the approved 24/25 minor capital projects that were included on the Capital Plan submission approved by the Board and the need to pass the Capital Plan bylaw in order to start these projects.

As a result, the Committee supports the following motions going forward to the Board for consideration:

**Motion Requested:** That the Board of Education of School District 62 (Sooke) allow all three readings of the Capital Plan Bylaw 2024/25-CPSD62-01 at its meeting of April 30, 2024.

**Motion Requested:** That the Board of Education of School District 62 (Sooke) give first, second and third readings of the Capital Plan Bylaw 2024/25-CPSD62-01.

#### **5. ADJOURNMENT AND NEXT MEETING DATE: May 14, 2024**



**CAPITAL BYLAW NO. 2024/25 – CPSD62-01  
CAPITAL PLAN 2024/25**

WHEREAS in accordance with section 142 of the *School Act*, the Board of Education of School District No. 62 (Sooke) (hereinafter called the “Board”) has submitted a capital plan to the Minister of Education (hereinafter called the "Minister") and the Minister has approved the capital plan or has approved a capital plan with modifications,

NOW THEREFORE in accordance with section 143 of the *School Act*, the Board has prepared this Capital Bylaw and agrees to do the following:

- (a) Authorize the Secretary-Treasurer to execute a capital project funding agreement(s) related to the capital project(s) contemplated by the capital plan or the capital plan with modifications;
- (b) Upon ministerial approval to proceed, commence the capital project(s) and proceed diligently and use its best efforts to complete each capital project substantially as directed by the Minister;
- (c) Observe and comply with any order, regulation, or policy of the Minister as may be applicable to the Board or the capital project(s); and,
- (d) Maintain proper books of account, and other information and documents with respect to the affairs of the capital project(s), as may be prescribed by the Minister.

NOW THEREFORE the Board enacts as follows:

- 1. The Capital Bylaw of the Board for the 2024/2025 Capital Plan as approved by the Minister, to include the supported capital project(s) specified in the letter addressed to the Secretary-Treasurer and Superintendent, dated March 15, 2024, is hereby adopted.
- 2. This Capital Bylaw may be cited as School District 62 (Sooke) Capital Bylaw No. 2024/25 – CPSD62-01.

READ A FIRST TIME THE 30th DAY OF April 2024;  
READ A SECOND TIME THE 30th DAY OF April 2024;  
READ A THIRD TIME, PASSED THE 30th DAY OF April 2024.

***APPLY CORPORATE SEAL***

\_\_\_\_\_  
Board Chair

\_\_\_\_\_  
Secretary-Treasurer

I HEREBY CERTIFY this to be a true and original School District 62 (Sooke) Capital Bylaw No. 2024/25 – CPSD62-01 adopted by the Board the 30th day of April 2024.

\_\_\_\_\_  
Secretary-Treasurer

**COMMITTEE REPORT  
EDUCATION COMMITTEE OF THE WHOLE  
PUBLIC MEETING  
April 23, 2024 – 6:00 p.m.**

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TRUSTEES: Amanda Dowhy, Board Chair  
Russ Chipps (virtual)  
Ebony Logins  
Allison Watson

Cendra Beaton, Vice Chair  
Christine Lervold  
Trudy Spiller

STAFF: Paul Block, Superintendent  
Harold Cull, Secretary-Treasurer  
Monica Braniff, Deputy Superintendent  
D’Arcy Deacon, Associate Superintendent  
Fred Hibbs, Executive Director, HR  
Steve Tonnesen, Manager, IT Operations  
David Lee Bonar, Assistant Secretary-Treasurer

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**1. CALL TO ORDER**

The meeting was called to order at 6:01 p.m. by the Board Chair. Amanda Dowhy acknowledged the traditional territories of the First Nations. The Board Chair acknowledged stakeholders and members of the public participating in the meeting and reminded media to direct their questions to the Manager of Communications.

The Board Chair provided an overview of a Conflict-of-Interest Declaration and asked the Committee members if they had any concerns. Trustee Chipps declared a Conflict-of-Interest.

The Board of Education received numerous pieces of correspondence concerning the recommended budget plan. Each of these pieces of correspondence have been responded to by the Board Chair and have been retained for record keeping purposes.

**2. COMMITTEE REPORT**

No Committee Report.

**3. PRESENTATIONS**

Standing Delegations (SPEAC, SPVP, CUPE 459, STA)

Member groups were given an opportunity to speak to the presentation.

SPEAC-Tom Davis

SPEAC spoke of its concern to the potential reduction to over ratio counselling by 1.37 FTEs, and the potential elimination of the full ECE pilot project which employs 11 FTEs.

Sooke Principals and Vice Principals (SPVP)-Mark Johnson /Ruchi McArthur

Representations from SPVP spoke of the strength of our organization and the clear mandate that it received from the Executive Team with regards to potential reduction mitigation strategies. A robust conversation at the leadership level occurred, the membership supports the recommended budget put forth by staff.

#### CUPE 459 -Amber Leonard

~~The CUPE 459 President~~ thanked staff for the 2024/25 Budget Development Process presentation. She requested a change to process following the reduction in allocation announcement from the District. She would like in future for stakeholders to reconvene if the District receives less than the anticipated allotment from the Ministry of Education and Child Care. She asked that the Board of Education consider using their budget reserve, consider increasing rental rates for community use, and spoke of her concern to the potential reduction to custodial coverage (\$150K), the possible elimination of the ECE Pilot Project (11 FTEs), and asked the District to stop contracting services to external agencies as Digital Solutions and Facilities currently uses this practice.

#### STA-Rita Zeni

~~Acting President~~ Rita Zeni raised her concern over the potential reduction of Department Teacher Coordinators (3FTE), the possible reduction in over ratio counselling (1.37 FTE) and the reduction in district wide support teachers (\$298K). She asked the Board of Education to review senior management level expenses, and dip into its budget reserve to balance the upcoming budget.

Further the STA has specific questions that it asked the Executive Team. The Acting President will provide these questions to the Board Chair for a response.

#### Delegations (Members of the Public)

~~Members of the Public were given an~~ opportunity to speak, and the Board of Education received multiple questions via MS Teams. The comments have been summarized in the following groups:

#### Eliminate Itinerant Staff Supports for Large Elementary Schools

~~A staff member spoke about her concern around the elimination~~ of itinerant staff that support large elementary schools. She indicated that clerical members are unable to complete their daily tasks within school hours, and that some are working outside of school hours to keep up. Further they rely on the itinerant staff being on hand when they need to meet accounting deadlines etc. Presently the job load at the large elementary level is unsustainable.

#### Reduction to Custodial

~~A staff member spoke~~ regarding the potential reduction of approximately 2 FTE thereby increasing M<sup>2</sup> coverage. The cleaning protocols introduced during the pandemic have caused issues and custodians find meeting their current workload almost impossible. In addition, when space is rented, it increases the demand on custodians. The Public believes that rental costs should be increased to cover the potential deficit and that no cuts to the custodian budget should occur.

#### Reduction to Library Assistant Budget

~~3 members of staff spoke about the need~~ for Library's in our schools, and the need for funded Library Assistants. A potential 15% reduction of the current \$348K budget is being considered (which equals a potential reduction of \$52, 253). The public reminded the Board of Education that a library is a safe space for all students, an essential hub, meeting place and classroom. Further early literacy should be encouraged and the library fully stocked.

#### Eliminate Early Childhood Educators (ECE) Pilot Project

45 members of the public raised their concerns over the possible elimination of the ECE Pilot Project (11 FTEs) at the Sooke School District. ECEs work with young children from birth to age five; they create and run educational programs that fuel children's intellectual, physical, social and emotional growth. The public felt this critical program should be fully funded and expanded to all classrooms. The loss of this program would be felt immensely by the school, students, and community.

Of note, the District indicated that the 11 FTE currently in the ECE Pilot Project would have the opportunity to remain within our District in EA positions (within Collective Agreement guidelines); as both are CUPE positions, they would keep their seniority, hours would be based on the position accepted, and both roles have similar wage grids.

Busing Fee Model/Reduction in Transportation Routes/Imposing Walk Limits

~~2 members of the public commented on the busing model fee (\$300/student),~~ and the financial burden it will create for families. Of note, the District does have a fee waiver process in place. In addition, catchment areas may need review if walk limits are imposed. Lastly the public had an issue with the way the Ministry of Education and Child Care defines geographical locations and did not approve of the reduction in routes.

Reduction in Over Ratio Counselling

~~2 members of the public asked the Board of Education to reconsider the possible reduction in over ratio counselling (1.37 FTE).~~ The public believes that an increase in elementary hours should be considered.

#### 4. BUSINESS

24/25 Budget Plan – Harold Cull

~~Over the last several years the~~ School District has seen record growth and manageable inflation, this has allowed the District the opportunity for innovation and to add staff and supports to classrooms. Further, much needed requests for infrastructure have been granted by the Ministry of Education and Child Care. However, we are in the midst of an economic shift and current projections show enrolment may be beginning to level after years of record growth. If the inflation and enrolment trends we are seeing follow this path, the District will continue to face fiscal challenges in future years and the Board of Education will need to reassess its financial position alongside revenues and pressures.

Through an extensive consultation process with its leadership team and stakeholders, staff have devised a recommended budget plan for the Board of Education to consider. *As per Section 113 of the School Act (a) a board, by bylaw must adopt an annual budget on or before June 30 of each year for the next fiscal year.*

The School District has a budget pressure of \$2.8M. It is comprised of:

- Employee Benefits - \$1.8M pressure
- Utilities - \$.600M pressure
- Geographic Location - \$.400M pressure

Staff took a balanced approach when reviewing mitigation options. All employee groups were treated fairly and equally. The following were assessed:

- Busing fee models
- Reallocate/reduce staffing levels
- Reduce transportation routes/walk limits
- Reduce department budgets (no school budgets)

The Superintendent took the Board of Education through its recommended budget plan and spoke to the specific potential reductions. Further there were some questions regarding the District's reserve, and the

recommended notion from the Ministry of Education and Child Care that School District have 2% of its funding kept in a reserve for emergency occurrences and one-time funding requests. If the Board approves all recommended measures, staff are projecting an estimated 2024/25 year end reserve of 1.53%.

Staff will provide clarification on the number of classrooms that are currently served by ECEs, if there is an anticipated surplus in school year 2023/24 once Q3 is completed, and if an increase to rental fees is agreed to, a motion to proceed.

**5. ADJOURNMENT**

The meeting was adjourned at 9:37 p.m.

**Board Info Note**  
**Public Board Meeting**  
**April 30, 2024**  
**Agenda Item: 7.3 – 24/25 Annual Budget Bylaw**

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**Background**

- The District has been working through the 24/25 budget development process since the middle of February and staff have now drafted a recommended plan for the Board to consider tonight and on May 28<sup>th</sup>
- The attached Annual Budget Bylaw and Ministry template were part of the package and discussion held on April 23<sup>rd</sup> at the Board's Education Committee of the Whole (ECoW)
- Once the Board considers and debates the attached proposed bylaw, staff will confirm if any of the Board's decision has an impact on the amount of the bylaw prior to the question being called
- Also based on the Board's decisions, staff will be able to update the Ministry template and financial plan for review at the May 28<sup>th</sup> Board meeting

**Prepared by:** Harold Cull, Secretary Treasurer

## ANNUAL BUDGET BYLAW

A Bylaw of THE BOARD OF EDUCATION OF SCHOOL DISTRICT NO. 62 (SOOKE) (called the "Board") to adopt the Annual Budget of the Board for the fiscal year 2024/2025 pursuant to section 113 of the *School Act*, R.S.B.C., 1996, c. 412 as amended from time to time (called the "Act").

1. The Board has complied with the provisions of the *Act*, Ministerial Orders, and Ministry of Education and Child Care Policies respecting the Annual Budget adopted by this bylaw.
2. This bylaw may be cited as School District No. 62 (Sooke) Annual Budget Bylaw for fiscal year 2024/2025.
3. The attached Statement 2 showing the estimated revenue and expense for the 2024/2025 fiscal year and the total budget bylaw amount of \$221,123,327 for the 2024/2025 fiscal year was prepared in accordance with the *Act*.
4. Statement 2, 4 and Schedules 2 to 4 are adopted as the Annual Budget of the Board for the fiscal year 2024/2025.

READ A FIRST TIME THE 30th DAY OF APRIL, 2024;

READ A SECOND TIME THE 28th DAY OF MAY, 2024;

READ A THIRD TIME, PASSED AND ADOPTED THE 28th DAY OF MAY, 2024;

\_\_\_\_\_  
**Chairperson of the Board**

( Corporate Seal )

\_\_\_\_\_  
**Secretary Treasurer**

I HEREBY CERTIFY this to be a true original of School District No. 62 (Sooke) Annual Budget Bylaw 2024/2025, adopted by the Board the \_\_\_\_\_ DAY OF \_\_\_\_\_, 2024.

\_\_\_\_\_  
**Secretary Treasurer**

Annual Budget

## **School District No. 62 (Sooke)**

June 30, 2025

# School District No. 62 (Sooke)

June 30, 2025

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\*NOTE - Statement 1, Statement 3, Statement 5, Schedule 1 and Schedules 4A - 4D are used for Financial Statement reporting only.

## ANNUAL BUDGET BYLAW

A Bylaw of THE BOARD OF EDUCATION OF SCHOOL DISTRICT NO. 62 (SOOKE) (called the "Board") to adopt the Annual Budget of the Board for the fiscal year 2024/2025 pursuant to section 113 of the *School Act*, R.S.B.C., 1996, c. 412 as amended from time to time (called the "Act").

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4. Statement 2, 4 and Schedules 2 to 4 are adopted as the Annual Budget of the Board for the fiscal year 2024/2025.

READ A FIRST TIME THE 30th DAY OF APRIL, 2024;

READ A SECOND TIME THE 28th DAY OF MAY, 2024;

READ A THIRD TIME, PASSED AND ADOPTED THE 28th DAY OF MAY, 2024;

\_\_\_\_\_  
**Chairperson of the Board**

( Corporate Seal )

\_\_\_\_\_  
**Secretary Treasurer**

I HEREBY CERTIFY this to be a true original of School District No. 62 (Sooke) Annual Budget Bylaw 2024/2025, adopted by the Board the \_\_\_\_\_ DAY OF \_\_\_\_\_, 2024.

\_\_\_\_\_  
**Secretary Treasurer**

# School District No. 62 (Sooke)

Utatement 2 "

Annual Budget - Revenue and Expense

Year Ended June 30, 2025

	2025 Annual Budget	2024 Amended Annual Budget
<b>Ministry Operating Grant Funded FTE's</b>		
School-Age	13,620,500	13,233,625
Adult	19,500	24,375
<b>Total Ministry Operating Grant Funded FTE's</b>	<b>13,640,000</b>	<b>13,258,000</b>
<b>Revenues</b>	<b>\$</b>	<b>\$</b>
Provincial Grants		
Ministry of Education and Child Care	193,275,752	184,604,978
Other	141,000	265,490
Tuition	8,092,788	6,914,749
Other Revenue	6,026,722	6,424,267
Rentals and Leases	512,500	502,500
Investment Income	878,875	885,942
Amortization of Deferred Capital Revenue	11,197,272	10,992,151
Amortization of Deferred Capital Revenue - For Lease	61,477	61,477
<b>Total Revenue</b>	<b>220,186,386</b>	<b>210,651,554</b>
<b>Expenses</b>		
Instruction	181,963,544	173,447,555
District Administration	7,343,442	7,413,399
Operations and Maintenance	27,695,086	26,493,296
Transportation and Housing	3,771,255	4,539,638
<b>Total Expense</b>	<b>220,773,327</b>	<b>211,893,888</b>
<b>Net Revenue (Expense)</b>	<b>(586,941)</b>	<b>(1,242,334)</b>
<b>Budgeted Allocation (Retirement) of Surplus (Deficit)</b>		3,376,088
<b>Budgeted Surplus (Deficit), for the year</b>	<b>(586,941)</b>	<b>2,133,754</b>
<b>Budgeted Surplus (Deficit), for the year comprised of:</b>		
Operating Fund Surplus (Deficit)		
Special Purpose Fund Surplus (Deficit)		
Capital Fund Surplus (Deficit)	(586,941)	2,133,754
<b>Budgeted Surplus (Deficit), for the year</b>	<b>(586,941)</b>	<b>2,133,754</b>

**School District No. 62 (Sooke)**

Annual Budget - Revenue and Expense  
Year Ended June 30, 2025

	2025 Annual Budget	2024 Amended Annual Budget
<b>Budget Bylaw Amount</b>		
Operating - Total Expense	172,882,328	162,856,604
Operating - Tangible Capital Assets Purchased		2,704,100
Special Purpose Funds - Total Expense	34,166,984	35,534,985
Capital Fund - Total Expense	13,724,015	13,502,299
Capital Fund - Tangible Capital Assets Purchased from Local Capital	350,000	350,000
<b>Total Budget Bylaw Amount</b>	<b>221,123,327</b>	<b>214,947,988</b>

Approved by the Board

Signature of the Chairperson of the Board \_\_\_\_\_ Date \_\_\_\_\_  
Signature of the Superintendent \_\_\_\_\_ Date \_\_\_\_\_  
Signature of the Chief Financial Officer \_\_\_\_\_ Date \_\_\_\_\_

**DRAFT**

**School District No. 62 (Sooke)**  
 Annual Budget - Changes in Net Financial Assets (Debt)  
 Year Ended June 30, 2025

**Statement 4<sup>n</sup>**

	<b>2025 Annual Budget</b>	<b>2024 Amended Annual Budget</b>
	\$	\$
<b>Surplus (Deficit) for the year</b>	<u>(586,941)</u>	<u>(1,242,334)</u>
<b>Effect of change in Tangible Capital Assets</b>		
Acquisition of Tangible Capital Assets		
From Operating and Special Purpose Funds		(2,704,100)
From Local Capital	<u>(350,000)</u>	<u>(350,000)</u>
<b>Total Acquisition of Tangible Capital Assets</b>	<u>(350,000)</u>	<u>(3,054,100)</u>
Amortization of Tangible Capital Assets	<u>12,134,213</u>	<u>11,912,497</u>
<b>Total Effect of change in Tangible Capital Assets</b>	<u>11,784,213</u>	<u>8,858,397</u>
	<u>-</u>	<u>-</u>
<b>(Increase) Decrease in Net Financial Assets (Debt)</b>	<u><u>11,197,272</u></u>	<u><u>7,616,063</u></u>

**School District No. 62 (Sooke)**  
 Annual Budget - Operating Revenue and Expense  
 Year Ended June 30, 2025

Schedule 2 "

	2025 Annual Budget	2024 Amended Annual Budget
	\$	\$
<b>Revenues</b>		
Provincial Grants		
Ministry of Education and Child Care	161,793,043	153,091,639
Other	141,000	141,000
Tuition	8,092,788	6,914,749
Other Revenue	1,839,122	1,048,757
Rentals and Leases	512,500	502,500
Investment Income	853,875	835,971
<b>Total Revenue</b>	<b>173,232,328</b>	<b>162,534,616</b>
<b>Expenses</b>		
Instruction	148,133,437	138,249,447
District Administration	7,343,442	7,413,399
Operations and Maintenance	14,229,059	13,379,682
Transportation and Housing	3,176,390	3,814,076
<b>Total Expense</b>	<b>172,882,328</b>	<b>162,856,604</b>
<b>Net Revenue (Expense)</b>	<b>350,000</b>	<b>(321,988)</b>
<b>Budgeted Prior Year Surplus Appropriation</b>		3,376,088
<b>Net Transfers (to) from other funds</b>		
Tangible Capital Assets - Work in Progress		(2,704,100)
Local Capital	(350,000)	(350,000)
<b>Total Net Transfers</b>	<b>(350,000)</b>	<b>(3,054,100)</b>
<b>Budgeted Surplus (Deficit), for the year</b>	<b>-</b>	<b>-</b>

# School District No. 62 (Sooke)

Schedule 2A "

Annual Budget - Schedule of Operating Revenue by Source  
Year Ended June 30, 2025

	2025 Annual Budget	2024 Amended Annual Budget
	\$	\$
<b>Provincial Grants - Ministry of Education and Child Care</b>		
Operating Grant, Ministry of Education and Child Care	161,382,708	149,697,605
ISC/LEA Recovery	(572,717)	(572,717)
Other Ministry of Education and Child Care Grants		
Pay Equity	931,052	931,052
Funding for Graduated Adults	40,000	40,000
Student Transportation Fund	-	358,365
FSA Scorer Grant	12,000	12,000
Labour Settlement Funding	-	2,625,334
<b>Total Provincial Grants - Ministry of Education and Child Care</b>	<b>161,793,043</b>	<b>153,091,639</b>
<b>Provincial Grants - Other</b>	<b>141,000</b>	<b>141,000</b>
<b>Tuition</b>		
Continuing Education	90,000	90,000
International and Out of Province Students	8,002,788	6,824,749
<b>Total Tuition</b>	<b>8,092,788</b>	<b>6,914,749</b>
<b>Other Revenues</b>		
Funding from First Nations	572,717	572,717
Miscellaneous		
Grants for Crossing Guards	70,000	70,000
Rebates	51,000	51,000
SGF Discretionary	200,000	200,000
Transportation Safety Fees	80,000	80,000
Miscellaneous	75,040	75,040
Bus Fees	790,365	
<b>Total Other Revenue</b>	<b>1,839,122</b>	<b>1,048,757</b>
<b>Rentals and Leases</b>	<b>512,500</b>	<b>502,500</b>
<b>Investment Income</b>	<b>853,875</b>	<b>835,971</b>
<b>Total Operating Revenue</b>	<b>173,232,328</b>	<b>162,534,616</b>

# School District No. 62 (Sooke)

Schedule 2B''

Annual Budget - Schedule of Operating Expense by Object  
Year Ended June 30, 2025

	2025 Annual Budget	2024 Amended Annual Budget
	\$	\$
<b>Salaries</b>		
Teachers	64,294,218	60,976,908
Principals and Vice Principals	10,498,675	10,460,864
Educational Assistants	19,269,966	16,458,734
Support Staff	15,279,517	15,509,574
Other Professionals	5,808,016	5,996,389
Substitutes	6,241,498	6,178,277
<b>Total Salaries</b>	<b>121,391,890</b>	<b>115,580,746</b>
<b>Employee Benefits</b>	<b>32,487,986</b>	<b>29,783,165</b>
<b>Total Salaries and Benefits</b>	<b>153,879,876</b>	<b>145,363,911</b>
<b>Services and Supplies</b>		
Services	7,835,669	7,326,240
Professional Development and Travel	1,140,112	1,066,164
Rentals and Leases	308,858	308,858
Dues and Fees	167,956	166,956
Insurance	577,651	487,651
Supplies	6,555,562	6,295,180
Utilities	2,390,844	1,815,844
Bad Debt	25,800	25,800
<b>Total Services and Supplies</b>	<b>19,002,452</b>	<b>17,492,693</b>
<b>Total Operating Expense</b>	<b>172,882,328</b>	<b>162,856,604</b>

# School District No. 62 (Sooke)

Annual Budget - Operating Expense by Function, Program and Object

Year Ended June 30, 2025

	Teachers Salaries	Principals and Vice Principals Salaries	Educational Assistants Salaries	Support Staff Salaries	Other Professionals Salaries	Substitutes Salaries	Total Salaries
	\$	\$	\$	\$	\$	\$	\$
<b>1 Instruction</b>							
1.02 Regular Instruction	53,960,447	279,173	163,368	1,999,433	471,946	4,585,190	61,459,557
1.03 Career Programs	191,744			169,508		34,680	395,932
1.07 Library Services	611,618			280,087		6,634	898,339
1.08 Counselling	1,995,664					1,157	1,996,821
1.10 Inclusive Education	4,748,353	302,763	18,688,406	178,275	1,376,481	678,683	25,972,961
1.30 English Language Learning	941,636			244,688		32,640	1,218,964
1.31 Indigenous Education	642,729	298,661	418,192	107,098		32,679	1,499,359
1.41 School Administration		9,135,012		2,849,821		250,487	12,235,320
1.61 Continuing Education				31,325			31,325
1.62 International and Out of Province Students	1,190,590	321,200		411,340			1,923,130
<b>Total Function 1</b>	<b>64,282,781</b>	<b>10,336,809</b>	<b>19,269,966</b>	<b>6,271,575</b>	<b>1,848,427</b>	<b>5,622,150</b>	<b>107,631,708</b>
<b>4 District Administration</b>							
4.11 Educational Administration		161,866			961,418		1,123,284
4.40 School District Governance					147,500		147,500
4.41 Business Administration	11,437			605,035	2,339,306	96,602	3,052,380
<b>Total Function 4</b>	<b>11,437</b>	<b>161,866</b>	<b>-</b>	<b>605,035</b>	<b>3,448,224</b>	<b>96,602</b>	<b>4,323,164</b>
<b>5 Operations and Maintenance</b>							
5.41 Operations and Maintenance Administration				134,974	165,443		300,417
5.50 Maintenance Operations				5,829,025	237,118	395,815	6,461,958
5.52 Maintenance of Grounds				830,597			830,597
5.56 Utilities							-
<b>Total Function 5</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>6,794,596</b>	<b>402,561</b>	<b>395,815</b>	<b>7,592,972</b>
<b>7 Transportation and Housing</b>							
7.41 Transportation and Housing Administration				131,619	108,804		240,423
7.70 Student Transportation				1,476,692		126,931	1,603,623
<b>Total Function 7</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>1,608,311</b>	<b>108,804</b>	<b>126,931</b>	<b>1,844,046</b>
<b>9 Debt Services</b>							
<b>Total Function 9</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Functions 1 - 9</b>	<b>64,294,218</b>	<b>10,498,675</b>	<b>19,269,966</b>	<b>15,279,517</b>	<b>5,808,016</b>	<b>6,241,498</b>	<b>121,391,890</b>

# School District No. 62 (Sooke)

Annual Budget - Operating Expense by Function, Program and Object

Year Ended June 30, 2025

	Total Salaries	Employee Benefits	Total Salaries and Benefits	Services and Supplies	2025 Annual Budget	2024 Amended Annual Budget
	\$	\$	\$	\$	\$	\$
<b>1 Instruction</b>						
1.02 Regular Instruction	61,459,557	17,037,303	78,496,860	4,779,413	83,276,273	78,998,074
1.03 Career Programs	395,932	117,489	513,421	496,663	1,010,084	1,071,677
1.07 Library Services	898,339	232,215	1,130,554	23,500	1,154,054	1,173,888
1.08 Counselling	1,996,821	535,699	2,532,520	6,237	2,538,757	2,595,058
1.10 Inclusive Education	25,972,961	6,944,020	32,916,981	754,180	33,671,161	29,715,179
1.30 English Language Learning	1,218,964	303,721	1,522,685	68,236	1,590,921	1,372,284
1.31 Indigenous Education	1,499,359	356,637	1,855,996	400,754	2,256,750	2,125,530
1.41 School Administration	12,235,320	3,036,634	15,271,954	547,900	15,819,854	15,560,213
1.61 Continuing Education	31,325	6,080	37,405	19,500	56,905	56,905
1.62 International and Out of Province Students	1,923,130	468,548	2,391,678	4,367,000	6,758,678	5,580,639
<b>Total Function 1</b>	<b>107,631,708</b>	<b>29,038,346</b>	<b>136,670,054</b>	<b>11,463,383</b>	<b>148,133,437</b>	<b>138,249,447</b>
<b>4 District Administration</b>						
4.11 Educational Administration	1,123,284	245,806	1,369,090	717,702	2,086,792	1,958,727
4.40 School District Governance	147,500	9,500	157,000	132,088	289,088	289,088
4.41 Business Administration	3,052,380	717,931	3,770,311	1,197,251	4,967,562	5,165,584
<b>Total Function 4</b>	<b>4,323,164</b>	<b>973,237</b>	<b>5,296,401</b>	<b>2,047,041</b>	<b>7,343,442</b>	<b>7,413,399</b>
<b>5 Operations and Maintenance</b>						
5.41 Operations and Maintenance Administration	300,417	72,824	373,241	401,115	774,356	949,193
5.50 Maintenance Operations	6,461,958	1,735,331	8,197,289	1,457,359	9,654,648	9,218,391
5.52 Maintenance of Grounds	830,597	217,261	1,047,858	361,353	1,409,211	1,396,254
5.56 Utilities	-	-	-	2,390,844	2,390,844	1,815,844
<b>Total Function 5</b>	<b>7,592,972</b>	<b>2,025,416</b>	<b>9,618,388</b>	<b>4,610,671</b>	<b>14,229,059</b>	<b>13,379,682</b>
<b>7 Transportation and Housing</b>						
7.41 Transportation and Housing Administration	240,423	61,298	301,721	54,991	356,712	437,949
7.70 Student Transportation	1,603,623	389,689	1,993,312	826,366	2,819,678	3,376,127
<b>Total Function 7</b>	<b>1,844,046</b>	<b>450,987</b>	<b>2,295,033</b>	<b>881,357</b>	<b>3,176,390</b>	<b>3,814,076</b>
<b>9 Debt Services</b>						
<b>Total Function 9</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Functions 1 - 9</b>	<b>121,391,890</b>	<b>32,487,986</b>	<b>153,879,876</b>	<b>19,002,452</b>	<b>172,882,328</b>	<b>162,856,604</b>

**School District No. 62 (Sooke)**  
 Annual Budget - Special Purpose Revenue and Expense  
 Year Ended June 30, 2025

Schedule 3<sup>n</sup>

	<b>2025</b>	2024 Amended
	<b>Annual Budget</b>	Annual Budget
	\$	\$
<b>Revenues</b>		
Provincial Grants		
Ministry of Education and Child Care	<b>29,954,384</b>	29,985,014
Other		124,490
Other Revenue	<b>4,187,600</b>	5,375,510
Investment Income	<b>25,000</b>	49,971
<b>Total Revenue</b>	<b>34,166,984</b>	35,534,985
<b>Expenses</b>		
Instruction	<b>33,830,107</b>	35,198,108
Operations and Maintenance	<b>336,877</b>	336,877
<b>Total Expense</b>	<b>34,166,984</b>	35,534,985
<b>Budgeted Surplus (Deficit), for the year</b>	<b>-</b>	<b>-</b>

**School District No. 62 (Sooke)**

Annual Budget - Changes in Special Purpose Funds

Year Ended June 30, 2025

	Annual Facility Grant	Learning Improvement Fund	Scholarships and Bursaries	School Generated Funds	Strong Start	Ready, Set, Learn	OLEP	CommunityLINK	Classroom Enhancement Fund - Overhead
	\$	\$	\$	\$	\$		\$	\$	\$
<b>Deferred Revenue, beginning of year</b>	-	-	-	-	-	-	-	-	-
<b>Add:</b> Restricted Grants									
Provincial Grants - Ministry of Education and Child Care	336,877	571,426			192,000	41,650	433,781	797,821	1,596,233
Other				3,000,000				35,000	
Investment Income			25,000						
	336,877	571,426	25,000	3,000,000	192,000	41,650	433,781	832,821	1,596,233
<b>Less:</b> Allocated to Revenue	336,877	571,426	25,000	3,000,000	192,000	41,650	433,781	832,821	1,596,233
<b>Deferred Revenue, end of year</b>	-	-	-	-	-	-	-	-	-
<b>Revenues</b>									
Provincial Grants - Ministry of Education and Child Care	336,877	571,426			192,000	41,650	433,781	797,821	1,596,233
Other Revenue				3,000,000				35,000	
Investment Income			25,000						
	336,877	571,426	25,000	3,000,000	192,000	41,650	433,781	832,821	1,596,233
<b>Expenses</b>									
Salaries									
Teachers							70,000	71,000	30,000
Principals and Vice Principals								50,000	
Educational Assistants		446,426							170,000
Support Staff				5,000	145,000	10,000		55,000	120,000
Other Professionals								197,000	
Substitutes				20,000		15,000	100,000	25,000	953,000
	-	446,426	-	25,000	145,000	25,000	170,000	398,000	1,273,000
Employee Benefits		125,000		5,000	40,000	6,000	42,000	77,000	298,233
Services and Supplies	336,877		25,000	2,970,000	7,000	10,650	221,781	357,821	25,000
	336,877	571,426	25,000	3,000,000	192,000	41,650	433,781	832,821	1,596,233
<b>Net Revenue (Expense)</b>	-	-	-	-	-	-	-	-	-

**School District No. 62 (Sooke)**

Annual Budget - Changes in Special Purpose Funds

Year Ended June 30, 2025

	Classroom Enhancement Fund - Staffing	First Nation Student Transportation	Mental Health in Schools	Changing Results for Young Children	Seamless Day Kindergarten	SEY2KT (Early Years to Kindergarten)	ECL Early Care & Learning	Feeding Futures Fund	Academies
	\$	\$	\$	\$	\$	\$	\$	\$	\$
<b>Deferred Revenue, beginning of year</b>	-								
<b>Add:</b> Restricted Grants									
Provincial Grants - Ministry of Education and Child Care	24,078,539	33,947	51,000	6,000	55,400	19,000	175,000	1,565,710	
Other									1,100,000
Investment Income									
	24,078,539	33,947	51,000	6,000	55,400	19,000	175,000	1,565,710	1,100,000
<b>Less:</b> Allocated to Revenue	24,078,539	33,947	51,000	6,000	55,400	19,000	175,000	1,565,710	1,100,000
<b>Deferred Revenue, end of year</b>	-	-	-	-	-	-	-	-	-
<b>Revenues</b>									
Provincial Grants - Ministry of Education and Child Care	24,078,539	33,947	51,000	6,000	55,400	19,000	175,000	1,565,710	
Other Revenue									1,100,000
Investment Income									
	24,078,539	33,947	51,000	6,000	55,400	19,000	175,000	1,565,710	1,100,000
<b>Expenses</b>									
Salaries									
Teachers	19,262,830								70,000
Principals and Vice Principals							161,000		10,000
Educational Assistants									
Support Staff					43,000			72,000	65,000
Other Professionals									
Substitutes			25,000	5,000		8,000			10,000
	19,262,830	-	25,000	5,000	43,000	8,000	161,000	72,000	155,000
Employee Benefits	4,815,709		5,000	1,000	10,000	2,000	14,000	18,000	50,000
Services and Supplies		33,947	21,000		2,400	9,000		1,475,710	895,000
	24,078,539	33,947	51,000	6,000	55,400	19,000	175,000	1,565,710	1,100,000
<b>Net Revenue (Expense)</b>	-	-	-	-	-	-	-	-	-

# School District No. 62 (Sooke)

Annual Budget - Changes in Special Purpose Funds

Year Ended June 30, 2025

	Art Starts	Donations	Theatres	TOTAL
	\$	\$	\$	\$
<b>Deferred Revenue, beginning of year</b>				-
<b>Add:</b> Restricted Grants				
Provincial Grants - Ministry of Education and Child Care				29,954,384
Other	7,600	40,000	5,000	4,187,600
Investment Income				25,000
	7,600	40,000	5,000	34,166,984
<b>Less:</b> Allocated to Revenue	7,600	40,000	5,000	34,166,984
<b>Deferred Revenue, end of year</b>	-	-	-	-
<b>Revenues</b>				
Provincial Grants - Ministry of Education and Child Care				29,954,384
Other Revenue	7,600	40,000	5,000	4,187,600
Investment Income				25,000
	7,600	40,000	5,000	34,166,984
<b>Expenses</b>				
Salaries				
Teachers				19,503,830
Principals and Vice Principals				221,000
Educational Assistants				616,426
Support Staff				515,000
Other Professionals				197,000
Substitutes				1,161,000
	-	-	-	22,214,256
Employee Benefits				5,508,942
Services and Supplies	7,600	40,000	5,000	6,443,786
	7,600	40,000	5,000	34,166,984
<b>Net Revenue (Expense)</b>	-	-	-	-

**School District No. 62 (Sooke)**  
 Annual Budget - Capital Revenue and Expense  
 Year Ended June 30, 2025

Schedule 4 "

	2025 Annual Budget			2024 Amended Annual Budget
	Invested in Tangible Capital Assets	Local Capital	Fund Balance	
	\$	\$	\$	\$
<b>Revenues</b>				
Provincial Grants				
Ministry of Education and Child Care	1,528,325		1,528,325	1,528,325
Amortization of Deferred Capital Revenue	11,197,272		11,197,272	10,992,151
Amortization of Deferred Capital Revenue - For Lease	61,477		61,477	61,477
<b>Total Revenue</b>	<b>12,787,074</b>	<b>-</b>	<b>12,787,074</b>	12,581,953
<b>Expenses</b>				
Operations and Maintenance	1,589,802		1,589,802	1,589,802
Amortization of Tangible Capital Assets				
Operations and Maintenance	11,539,348		11,539,348	11,186,935
Transportation and Housing	594,865		594,865	725,562
<b>Total Expense</b>	<b>13,724,015</b>	<b>-</b>	<b>13,724,015</b>	13,502,299
<b>Net Revenue (Expense)</b>	<b>(936,941)</b>	<b>-</b>	<b>(936,941)</b>	(920,346)
<b>Net Transfers (to) from other funds</b>				
Tangible Capital Assets - Work in Progress			-	2,704,100
Local Capital		350,000	350,000	350,000
<b>Total Net Transfers</b>	<b>-</b>	<b>350,000</b>	<b>350,000</b>	3,054,100
<b>Other Adjustments to Fund Balances</b>				
Tangible Capital Assets WIP Purchased from Local Capital	350,000	(350,000)	-	
<b>Total Other Adjustments to Fund Balances</b>	<b>350,000</b>	<b>(350,000)</b>	<b>-</b>	
<b>Budgeted Surplus (Deficit), for the year</b>	<b>(586,941)</b>	<b>-</b>	<b>(586,941)</b>	2,133,754



## COMMITTEE REPORT OF THE EDUCATION-POLICY COMMITTEE

School Board Office  
Apr. 9, 2024 – 6:30 p.m.

---

Present: Cendra Beaton, Trustee (Committee Chair)  
Allison Watson, Trustee (Committee member)  
Trudy Spiller, Trustee (Committee member)  
Christina Kempenaar, STA  
Tim Hamblin, CUPE  
Preston Lowther, SPVPA  
Nevada Kaludjar, SPEAC  
Paul Block, Superintendent/CEO  
Dave Strange, Associate Superintendent  
D'Arcy Deacon, Associate Superintendent

Guests: Laura Schwertfeger, Farzaan Nusserwanji, Wayne Kelly, Dayna Christ-Rowling,  
Belmont Student Representatives

### 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

The Chair opened with the Territorial Acknowledgement and followed with a recognition of several great things taking place in the district. This included recent events recognizing students receiving awards for their work and learning in the area of trades through the Canada Skills Program, and also recognizing April as the month celebrating children of military families. Others celebrated additional events and work being done in support of students and staff including efforts around youth engagement.

### 3. COMMITTEE REPORT of March 5, 2024 Education-Policy Committee meeting

The committee report for the March 5, 2024 Education-Policy Committee meeting was received by the committee. No errors or omissions were noted.

### 4. BAA COURSE PROPOSALS

There are no BAA course proposals for this meeting.

### 5. REVIEW OF POLICIES/REGULATIONS

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

Associate Superintendent D’Arcy Deacon spoke to the recent Board motion to draft a Sanctuary Schools policy. In response to the motion he and District Principal Laura Schwertfeger created and presented to the committee the draft new policy as well as the rationale. After the presentation, the committee members engaged in conversation and asked questions and provided comment. Feedback was very positive from all partners and trustees.

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  
Mr. Nusserwanji, CIO and Executive Director – Digital Solutions, presented the draft new policy and regulations and the rationale to rescind existing related polices that will no longer be needed should F-329 be adopted by the Board of Education. After the presentation, the committee members engaged in conversation and asked questions and provided comment.

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**

- a. Academies Update - Wayne Kelly  
Wayne Kelly, District Principal – Sports Academy Programs, provided an update on academy programs in the district. This included a look into the number of programs, types of programs, participation rates, and impacts on student outcomes. Of note was the work done consulting community as to the interest in developing a music academy program in the Milnes Landing zone. After the presentation, the committee members engaged in conversation and asked questions and provided comment. Gratitude was expressed for the efforts of Mr. Kelly and all staff supporting the many academies across the district.
- b. Belmont Secondary School – Student Trip to Japan Presentation – Dayna Christ-Rowling  
Dayna Christ Rowling, teacher at Belmont Secondary, led a presentation with students that recently visited Japan. The presentation spoke to the highlights of the trip and gave the committee insight into the value of international travel experiences for students and staff. After the presentation, the committee members engaged in conversation and asked questions and provided comment. The committee was truly appreciative of the students and their presentation.

**7. FOR INFORMATION**

**8. FOR FUTURE MEETINGS**

**9. ADJOURNMENT AND NEXT MEETING DATE: May 7, 2024**

POLICY AND REGULATIONS ADOPTION

School District #62 (Sooke)

April 30, 2024

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Draft new Policy and Regulations C-114 "Sanctuary Schools" are now ready for Notice of Motion.

**NOTICE OF 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".

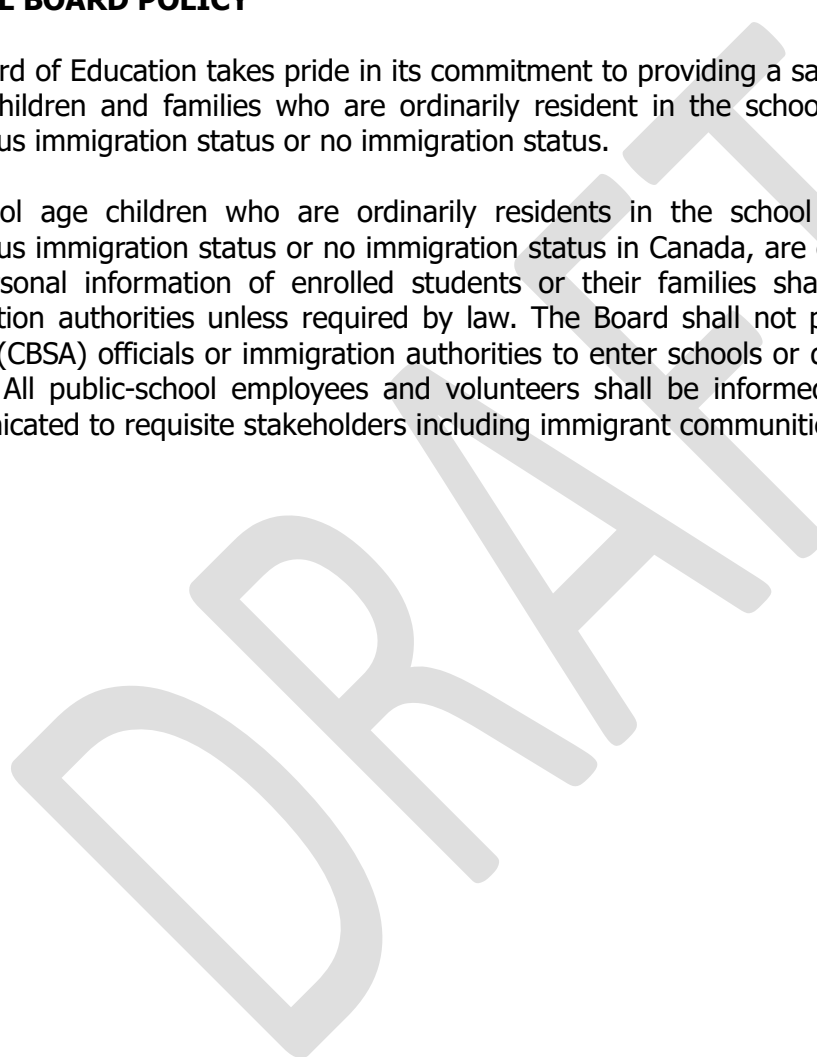
**School District #62 (Sooke)**

<b>SANCTUARY SCHOOLS</b>	No.: C-114
	Effective: Revised: Reviewed: Apr. 9/24; Apr. 30/24

**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; Apr. 30/24

**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.

POLICY AND REGULATIONS ADOPTION

School District #62 (Sooke)

April 30, 2024

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Draft new Policy and Regulations F-329 "Records Management" are now ready for Notice of Motion.

**NOTICE OF MOTION:**

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

School District #62 (Sooke)

<b>RECORDS MANAGEMENT</b>	No.: F-329
	Effective: Revised: Reviewed: Apr. 9/24; Apr. 30/24

**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; Apr. 30/24

**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. Transitory records are records of temporary usefulness that are needed only to complete a routine action or prepare a subsequent record (e.g., a new version). Transitory records are not needed to meet legal, policy, or financial obligations, not needed for operations, program delivery or operations, and not needed to account for SD62 actions or decisions.

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.

### **Definitions**

**Active records:** are records in constant use that need to be retained in the office close to users.

**Administrative records:** are records which are common to all organizations. They support functions such as the management of facilities, property, material, finance, personnel, and information systems, as well as committee activities, agreement development, contract management, information services, and legal matters.

**Archival records:** are records used to administer, support, or document the delivery of SD62 programs, carry out operations, make decisions or account for District activities, and require indefinite preservation.

**Full Retention:** refers to the requirement to retain records permanently once they have reached their final disposition for historical or archival purpose.

**Inactive Records:** are records that are no longer required for ongoing District business. These are records that are ready for final disposition; in other words, records for which the scheduled active and semi-active retention periods have lapsed.

**Office of Primary Responsibility:** is the business area that creates or receives and files original, official records relating to its particular function or activity within the District. The department is responsible for defining and following the retention and disposal schedule established for its records.

**Official District Records:** are all records created or received by District employees and third-party service providers in the course of their duties on behalf of the District and retained to meet business, legal, financial, legislative, and other needs. Official District records may be in the form of paper, non-paper-based media such as microfilm, audio or video tapes and electronic media such as email, Word documents, spreadsheets and presentations documents, digital images of paper or microfilm, database, web sites, portals, and social media tools.

**Operational records:** are records which are unique to SD62. They support its operations and services in carrying out the functions for which it is responsible according to statute, mandate, or policy.

**Personal Information:** means recorded information about an identifiable individual.

**Personal Information Bank:** is a collection of personal information this is organized or retrievable that may be retrieved using an individual identifier such as name, student or employee number, symbol, or another identifier assigned to an individual.

**Records schedule:** is a prescribed timetable that governs the life cycle of a file from creation, through active use within an office, retention in off-site storage during its semi-active period, to final disposition when it becomes inactive.

**Retention and disposal schedule:** defines specific time period for keeping records in the office (active phase), for maintaining records in storage (the semi-active phase), and determining their final disposition) destruction or indefinite archival preservation.

**Retention period:** the length of time a file is retained, as governed by the records schedule.

**Selective Retention:** refers to the process of determining records that should or should not be retained once they have reached their final disposition for historical or archival purpose.

**Semi-Active records:** are records no longer used constantly, but are required for reference, legal, audit or other purposes. Semi-active records may be transferred to on or off-site secured storage to free-up limited and expensive office space.

**Superseded or Obsolete:** identifies records for which retention is dependent upon the occurrence of some event or action. Superseded or obsolete is used to allow records to be retained for a flexible period, until they are no longer useful for reference or informational purposes.

**Transitory records:** are records of temporary usefulness that are needed only to complete a routine action or prepare a subsequent record (e.g., a new version). Transitory records are not

needed to meet legal, policy, or financial obligations, not needed for operations, program delivery or operations, and not needed to account for SD62 actions or decisions.

**Vital records:** are records considered essential to SD62's continuing or resuming its operations in the event of a disaster. A record is vital when it would be required to resume or continue District business, support SD62's legal or financial position or is made vital by regulation or statute.

DRAFT

## POLICY AND REGULATIONS ADOPTION

School District #62 (Sooke)

April 30, 2024

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Draft revised Policy and Regulations C-211 "Challenge and Equivalency" are scheduled for adoption.

### **RECOMMENDATION**

Given that the required period for Notice of Motion has been served, that the Board of Education of School District 62 (Sooke) ADOPT draft revised Policy and Regulations C-211 "Challenge and Equivalency".

**School District #62 (Sooke)**

<b>CHALLENGE &amp; EQUIVALENCY</b>	No. C-211
	Effective: Mar. 11/97 Revised: Mar. 14/11 Reviewed: Mar. 5/24; Mar. 12/24; Apr. 30/24

**SCHOOL BOARD POLICY**

The Sooke School District 62 recognizes that students may earn credits toward graduation in a variety of ways. Learning is a life-long activity and occurs in a variety of ways, some of which take place outside of British Columbia or outside of the regular secondary school program.

All Sooke School District 62 students enrolled are entitled to undertake a free challenge and/or equivalency process to assess their prior learning for Ministry-developed graduation program courses, as well as the Board Authorized (BAA) course taught in the district that school year. Schools will grant credit towards graduation for learning that has been assessed and matches or exceeds provincial standards.

Crediting prior learning creates flexibility and greater opportunities for students to achieve their goals. The process of assessing prior learning for credit should be rigorous but not onerous, maintaining the integrity of the learning standards in the curriculum, and the standards of a quality education.

~~Sooke students are eligible to gain credits for all Grade 10, 11 or 12 provincially or Board Approved courses offered in the district by applying to challenge a course or have an equivalency review of their credentials. The Board supports the three basic principles that are the foundation of education in B.C.:~~

- ~~• people learn in different ways and at different rates~~
- ~~• learning is both an individual and a social process~~
- ~~• learning requires active participation of the learner.~~

~~The Board acknowledges that relevant learning occurs outside the school building and that assessment is an integral part of the learning process.~~

**Challenge** is the process whereby students receive credit for a provincially or Board Approved Grade 10, 11 or 12 course, offered within a district, through an assessment process of the relevant knowledge and skills they have gained elsewhere, but which are formally undocumented.

**Equivalency** is the process of gaining credit for a Grade 10, 11 or 12 provincially or Board Approved course, ~~approved in the school district,~~ if supporting documentation shows that a student has achieved the course learning outcomes at another institution or in another education jurisdiction.

**External Credit** - All students enrolled are entitled to receive credit if they have earned a Ministry-approved credential. The Ministry of Education and Child Care has sole authority to review and approve external credentials and assessments. The list is published in the Ministry's online Course Registry.

**Post-Secondary Credit** - Students are entitled to earn "dual credit" if they earn credit that leads to a post-secondary credential from a post-secondary institution which is a member of the British Columbia Transfer System. Applicable post-secondary level courses count towards the required number of Grade 12 level credits needed to satisfy graduation requirements.

**Authority**

- See Ministerial Order 302/04, the Graduation Program Order (PDF)
- BC Public School Policy 2018, the Earning Credit through Equivalency, Challenge, External Credentials, Post Secondary Credit and Independent Studies Credit

**School District #62 (Sooke)**

<b>CHALLENGE &amp; EQUIVALENCY</b>	No.: C-211
	Effective: Mar. 11/97 Revised: Mar. 14/11 Reviewed: Mar. 5/24; Mar. 12/24; Apr. 30/24

**ADMINISTRATIVE REGULATIONS**

Student Eligibility

- ~~1. Challenge and equivalency procedures will ensure equal access. The Board may publish a schedule of fees for services and may waive or reduce the fees.~~
2. Students in any grade are eligible to apply for challenge, or equivalency, external or post-secondary credit in Grade 10, 11 or 12 courses without free of charge.
3. Only students who have not completed a course through previous enrollment should be eligible for challenge. Challenge is not intended as a way for students to improve their course marks. In most cases, a student should be permitted only one opportunity to challenge a specific course.

Course Eligibility

- ~~1. Challenge or equivalency is available for Grade 10, 11 and 12 BC Ministry developed courses or BAA- Authority Authorized Courses ~~Board Approved Courses~~ offered within the district. ~~Equivalency is available for all Grade 10, 11 and 12 provincially developed courses.~~ Students may challenge another district's Board Approved Courses only if the Board has approved the course in this district. There is no limit to the number of credits that may be awarded through challenge.~~
- ~~2. Students must first successfully challenge the school portion of a Grade 12 course before they are entitled to write the provincial examination. Provincial examinations can only be written during their regularly scheduled times.~~
- ~~3. Students may earn partial credit for a course through challenge.~~

General Procedures

**Procedures for Challenge (Undocumented Demonstrated Prior Learning)**

School Principals/Vice-Principals and counsellors should ensure equity of access and opportunities for all students towards a challenge. Facilitation and adjudication of challenge will be school based. Schools must document the challenge assessment delivered to each student, including the 'SD #62 Course Challenge Form' a pre-challenge equivalency review, and the d Documentation must be made available to Ministry auditors if requested.

Students should be able to demonstrate their readiness to challenge a course based on factors such as a recommendation from a previous teacher, or from evidence that relevant learning has been acquired outside the regular classroom setting. The demonstration should not be an onerous process. School staff, in consultation with students and parents, should make the decision about readiness.

A. All criteria below must be met before a student is eligible to challenge a course: ~~Students should show their readiness to challenge a course by demonstrating:~~

1. The course is offered in the Sooke School District.
2. This is the first time the student has challenged this course.
3. A student/counsellor or student/PVP meeting at the school of record has taken place to identify the potential benefits and liabilities of the challenge request.
4. The student has demonstrated sufficient evidence to suggest they could successfully challenge the course.
5. The student recognizes that the full course is challenged for credit.
6. The student is prepared to demonstrate mastery of the required learning standards for the course.
7. The student is ready to challenge because of:
  - i) independent learning in a related area, or
  - ii) prior learning from another educational jurisdiction or prior experiential learning
8. Student has not completed the course to be challenged by previous enrolment.

~~2) exceptional ability related to the course WITHOUT any documentation to support equivalency being assigned;~~

~~1) knowledge, understanding and skills equivalent to the prescribed learning outcomes for the course; and~~

~~2) evidence that utilizing the Challenge option is in the student's best interests.~~

B. Documentation of the process must be kept.

~~1. The principal and/or designate from secondary schools, Continuing Education, alternate programs, district staff, and relevant experts from the community as required will comprise a panel that will review accepted equivalencies, evaluate new proposals on an annual basis, and provide support for school based challenge procedures.~~

~~— This committee will be responsible to:~~

~~• work collaboratively with other programs, organizations, or institutions to establish guidelines for equivalencies that will be recognized by all schools.~~

~~— • adjudicate new applications for equivalency.~~

~~— • recommend a schedule of fees.~~

~~— • ensure consistency with regard to the outcomes required for any particular credit.~~

~~— • facilitate communication among the schools.~~

~~C. School Principals/Vice-Principals and counsellors should ensure equity of access and opportunities for all students to attain equivalent credit, appropriate placement, or assistance towards a challenge. Facilitation and adjudication of challenge and equivalency will be school based:~~

- ~~promote opportunities for challenge.~~

~~• ensure a student focused approach to challenge and equivalency throughout the district.~~

2. ~~Facilitation and adjudication of challenge and equivalency will be school based:~~

#### Challenge Procedures

1. ~~Students must be made aware of the criteria which will be used to assess and evaluate the challenge.~~
2. ~~Before proceeding with a course challenge, students must present compelling evidence that they will be successful with the challenge.~~
3. ~~To succeed in a challenge, students must demonstrate that they can meet the same learning outcomes of the course as students who take the course through regular classes. Criterion referenced strategies will be used to establish the final mark.~~

#### Equivalency Procedures

1. ~~To qualify for an equivalency review, students must provide documentation to prove they have successfully completed a course or program of learning.~~
2. ~~Equivalency will be granted only for external courses or programs which match the prescribed learning outcomes of provincially or Board Approved courses.~~
3. ~~Credit restrictions apply between a course and its equivalent; thus, a student may receive standing in one B.C. course only for a course or program of learning deemed to be equivalent.~~

### **SUGGESTED SCHOOL-BASED GUIDELINES**

#### Challenge Guidelines

#### Challenge Process

1. Requests may be submitted throughout the school year.
2. A designated counsellor/advisor or appropriate staff will present a student's case on appropriateness of course challenge to the ~~School Based Team~~ or appropriate staff Principal/Vice-Principal.
3. ~~The School Based Team~~ or appropriate staff Counselors and Principal/Vice-Principal will consider the following points:
  - student's background in the subject area.
  - whether the student is likely to be able to demonstrate proficiency with the course learning standards. learning outcomes:

- readiness for subsequent courses in the subject area.
  - factors surrounding the best educational interests of the student.
4. After completion and sign off on the 'SD #62 Course Challenge Form' approval from the School Based Team or appropriate staff, the student will be referred to an assessor with appropriate knowledge and understanding of the learning standards for the course being challenged. ~~department representative.~~
  5. The challenge process must assess students on the Content and Curricular Competencies of courses. Examples of assessment strategies that could be used in a challenge process include such things as hands-on demonstrations, oral performances, interviews, written examinations, or presentations of a collection of work. Challenge processes should be substantive, but not onerous. ~~Using a variety of criterion referenced strategies,~~
  6. The assessor ~~department representative~~ will decide on the success of the challenge, award a grade and percentage and forward the challenge results to the counsellor for posting and documenting in the student file.
  - ~~6. The department representative forwards challenge results to the counsellor for posting.~~
  7. The student will be notified of the decision as soon as possible.

#### Points to Remember

1. Students do not have to be enrolled in Grade 10, 11 or 12 to challenge a Grade 10, 11 or 12 course.
2. Only students who have not successfully completed the course through previous enrollment should be eligible for challenge.
3. If a student successfully challenges a Grade 12 course, credit for a Grade 11 course in the same subject can be granted only if the student demonstrates that he or she has achieved the learning outcomes of the Grade 11 course.
4. Students may challenge only provincially approved courses or courses approved by the Board.
- ~~5. Students can challenge the school portion of government examined courses. The student must successfully challenge the school portion before writing the Provincial exam.~~
6. To succeed in a challenge, a student must obtain at least a ~~C~~ grade or 50 percent.



## SD 62 Course Challenge Form

### Procedures:

- ✓ Pre-challenge Prior Learning Review
- ✓ Assesses course learning standards (Big Ideas, Curricular Competencies and Content)
- ✓ Substantive, but not onerous
- ✓ Letter Grade and % must be reported
- ✓ Process must be documented and available for audit

*Note – International students may not challenge the 7 courses required to be taught by a BC teacher (see International Student Graduation Credit Policy)*

**STUDENT NAME:** \_\_\_\_\_

**PEN:** \_\_\_\_\_

**COURSE NAME:** \_\_\_\_\_ **CODE:** \_\_\_\_\_

### PRE-CHALLENGE PRIOR LEARNING REVIEW (one or more of below)

- Teacher recommendation (Name: \_\_\_\_\_)
- Evidence of prior learning
- Parent/student discussion

**PVP Signature** \_\_\_\_\_

### ASSESSMENT STRATEGIES (one or more of the below)

- Hands-on Demonstration
- Oral Performance
- Interview
- Exam
- Portfolio of Work

**TEACHER NAME:** \_\_\_\_\_

**DATE OF CHALLENGE:** \_\_\_\_\_

**COMMENTS:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**CREDITS ASSIGNED:** \_\_\_\_\_

**% EARNED:** \_\_\_\_\_

**TEACHER SIGNATURE:** \_\_\_\_\_

## Equivalency Guidelines

The Ministry of Education and Child Care may make determinations about equivalency that apply to all students. Such determinations will be listed in the Handbook of Procedures for the Graduation Program or online Course Registry.

### Procedures for Equivalency

1. For the purpose of determining equivalency, comparison of courses may be based on factors such as the following:
  - a. Comparison of learning standards.
  - b. Comparison of general subject matter.
  - c. Comparison of depth or breadth of coverage of subject matter.
  - d. Comparison of assessment methods, instruments, and standards.
2. To be deemed equivalent, sufficient content should have been covered to enable the student to be successful in further learning in the content area.
3. In order to receive credits through equivalency, students must provide the appropriate documentation as proof of successful completion of the course.
4. For reporting and transcript purposes, schools should assign a letter grade and percentage to all credits awarded through equivalency. If the student's documents show only a letter grade or level, schools may choose to assign a percentage, based on the mid-point of the matching British Columbia letter grade range. Schools may use "Transfer Standing (PDF)" (TS) if it is not possible to determine a letter grade and a percentage from the documentation.
5. Requests may be submitted throughout the school year.
- ~~2. A counsellor/advisor assists students in gathering supporting documentation (transcripts, letter of reference, portfolios, certificates). When possible, interviews with community advocates can be included.~~
- ~~3. The School Based Team or appropriate staff along with the subject teacher:
 
  - adjudicates the application in the best interest of the student.
  - checks for a match of the learning outcomes with the requested course credit.
  - awards a letter grade and percentage.
  - notifies student of the decision as soon as possible.~~
- ~~4. The counsellor/advisor who presented the case is responsible for posting a letter grade and documenting credit on the B.C. Permanent Student Record card.~~
- ~~5. In the case of courses taken in other educational jurisdictions, decisions will be made by counsellors using the Student's Transfer Guide.~~
6. Equivalency Procedures
  1. ~~To qualify for an equivalency review, students must provide documentation to prove they have successfully completed a course or program of learning.~~

- ~~2. Equivalency will be granted only for external courses or programs which match the prescribed learning outcomes of provincially or Board Approved courses.~~
- ~~3. Credit restrictions apply between a course and its equivalent; thus, a student may receive standing in one B.C. course only for a course or program of learning deemed to be equivalent.~~

### Fee-paying International students

Fee-paying International students whose educational program was not instructed in either French or English for at least two years prior to arriving in British Columbia must earn credits through instruction from a British Columbia-certified teacher (not through Equivalency review or Challenge process) for the following courses:

- a) A Language Arts course at the Grade 11 level,
- b) English First Peoples 12 or English Studies 12,
- c) A Science course at the Grade 11 or 12 level,
- d) A Mathematics course at the Grade 11 or 12 level,
- e) A Social Studies course at the Grade 11 or 12 level, and
- f) Career-Life Education.

Fee-paying International students must earn graduation credit in Career-Life Connections under supervision of a board of education or an independent school authority.

### **Authority**

- See Ministerial Order 302/04, the [Graduation Program Order \(PDF\)](#)
- BC Public School Policy 2018, the [Earning Credit through Equivalency, Challenge, External Credentials, Post Secondary Credit and Independent Studies Credit](#)
- International Student Graduation Credit <https://www2.gov.bc.ca/gov/content/education-training/k-12/administration/legislation-policy/public-schools/international-student-graduation-credit>



Sooke  
Teachers'  
Association

President: Jennifer Anderson ~ [lp62@bctf.ca](mailto:lp62@bctf.ca)  
1<sup>st</sup> Vice-President: Rita Zeni ~ [lx62vp@bctf.ca](mailto:lx62vp@bctf.ca)  
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April 16, 2024

Paul Block, Superintendent  
School District No. 62 (Sooke)  
3143 Jacklin Road  
Victoria, BC, V9B 5R1

Dear Mr. Block,

The STA Executive has reviewed the draft revised Policy and Regulations C-211 "Challenge and Equivalency." We have one suggestion for clarification in the Regulations:

There are two sections that are essentially descriptions of student eligibility in the document. In the first section, it's made known that the student should not have been previously enrolled in the course. In the second, which says: "*A. All criteria below must be met before a student is eligible to challenge a course:*" there is no mention of disallowing by previous enrolment, at least as far as the definition of *Challenge* is described. We are concerned that the document lacks clarity in that section and someone could skip to the criteria section and allow a student to challenge a course who ought not be permitted.

Thank you for your consideration of this feedback.

Sincerely,

A handwritten signature in cursive script, appearing to read 'R. Zeni'.

Rita Zeni,  
Acting President  
Sooke Teachers' Association

# Board Info Note

## Public Board Meeting

### April 30, 2024

## Agenda Item: 9.1 – 3 Year Rolling School Calendar

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### **Background**

The Sooke School District, along with neighbouring districts in Saanich and Victoria, currently plan school calendars on a 3-year cycle, allowing for future planning and organization to occur. The upcoming school year of 2024/25 marks the final year in this cycle. Staff propose that we plan now for the 2025/26 and 2026/27 school years, allowing for the projection of a rolling 3-year school calendar.

### **Next Steps**

The 3 South Island districts have met to, where possible, align school calendars for the purpose of creating a rolling 3-year school calendar. The board package includes a chart showing proposed dates for the 3 District's Non-Instructional Days. Also included are full school calendars for this year and next (already confirmed and passed) as well as draft calendars for the 2025/26 and 2026/27 school years.

Next steps involve consultation with all partner groups and collecting feedback from the community during the Notice of Motion 30-day period. Gathered information will be shared at the June Ed Policy meeting with the intention of having the rolling 3-year school calendar passed at the June 30<sup>th</sup> Board Meeting.

### **Recommended Motion**

That the Board of Education of School District 62 (Sooke) give Notice of Motion to draft a School Year Calendar for 2025-26 and 2026-27.

**Prepared by:** Monica Braniff, Deputy Superintendent















## 7. Na'tsa'maht Indigenous Education Department

### 7.1. Indigenous Valedictorian at Secondary Schools

- Selection has been completed
- Schools picked Valedictorian using criteria and Elder consultation

### 7.2. Special Events & Community Dinners

- Staff & Student Events:
  - Gr 12 South Island Land Based Day
    - May 8th - Camp Thunderbird YMCA
  - Indigenous Graduation
    - May 27th - Royal Bay Secondary School – Doors open at 4:00
  - Land-based Learning: Beecher Bay Ocean Resources:
    - April 11th Hans Helgesen Elementary
    - May 2<sup>nd</sup> Royal Bay Secondary

### 7.3. Equity in Action Survey Results

- Equity in Action Survey occurred in March
- Summary of Results were shared

## **Part 2 – 2:00 – 3:00 Local First Nation Rightsholders - Bill 40 Discussion**

- First Nations Rightsholders invited SD62 staff into discussion
- Discussion on the Bill 40:
  - Composition of IEC
  - Funding of IEC
  - Structure of Meetings for IEC (Cycle, Location, Time, Topics – Agenda & Minutes, Election of Chair, etc.)
  - First Nation Rightsholders will meet again in May to discuss further once more information is provided by the Ministry of Education & Child Care and FNECS

**Next Meeting: Wednesday, June 12, 2024 12:30 – 3:00**

**Location: SD62 School Board Office, Lekwungen Room**

**Lunch will be served at 12:30 – 1:00**

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, Coast Salish; T'Sou-ke Nation, Coast Salish; the West Coast Pacheedaht Nation, Nuu-chah-nulth. (Words gifted by the Nations SD62 works with.)

Attachment #1

**Government Bill**

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Fourth Session, Forty-second Parliament  
2 Charles III, 2023  
Legislative Assembly of British Columbia

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**BILL 40**

**SCHOOL AMENDMENT ACT, 2023**

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Honourable Rachna Singh  
Minister of Education and Child Care

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### **Explanatory Notes**

**CLAUSE 1:** *[School Act, section 1]* specifies that the shíshálh Nation and the Westbank First Nation are included in the definition of first nation.

**CLAUSE 2:** *[School Act, section 74.2]*

- allows a first nation, a treaty first nation or the Nisga'a Nation to designate a school for certain persons who live on the first nation, treaty first nation or Nisga'a Nation to attend;
- provides the process for a first nation, a treaty first nation or the Nisga'a Nation to make a designation and sets out that a designation continues unless it is revoked by the first nation, the treaty first nation or the Nisga'a Nation;
- provides certainty that a person who is subject to a designation remains entitled to enrol in an educational program at a school as otherwise set out in the Act.

## MINISTER OF EDUCATION AND CHILD CARE

## BILL 40 – 2023

## SCHOOL AMENDMENT ACT, 2023

HIS MAJESTY, by and with the advice and consent of the Legislative Assembly of the Province of British Columbia, enacts as follows:

**1 Section 1 (1) of the School Act, R.S.B.C. 1996, c. 412, is amended by repealing the definition of “first nation” and substituting the following:**

“**first nation**” means any of the following:

- (a) a band as defined under the *Indian Act* (Canada), including a participating First Nation, located in British Columbia;
- (b) the shíshálh Nation as defined in the *shíshálh Nation Self-Government Act* (Canada);
- (c) the Westbank First Nation as defined in the agreement approved under the *Westbank First Nation Self-Government Act* (Canada); .

**2 The following section is added:**

**First nation schools of choice**

**74.2 (1) In this section:**

“**designated school**” means a school designated by a first nation, a treaty first nation or the Nisga’a Nation under subsection (2);

“**eligible first nation person**” means a person

- (a) who may enrol, under this Act, in an educational program provided by a board,
- (b) who is a member of a first nation, a treaty first nation or the Nisga’a Nation,
- (c) who is ordinarily resident
  - (i) on a reserve as defined in section 2 (1) of the *Indian Act* (Canada),
  - (ii) on treaty lands,
  - (iii) on Nisga’a Lands, or
  - (iv) on shíshálh lands as defined in section 2 (1) of the *shíshálh Nation Self-Government Act* (Canada), and

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CLAUSE 2: *[School Act, section 74.2 – continued]*

BILL 40 – 2023

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(d) for whom the government of Canada provides funding in relation to the person's educational programs and services;

**“specialty academy”** has the same meaning as in section 82.1.

- (2) Despite sections 2, 74.1 (1), (2), (6) and (6.1) and 75 (4), if a first nation, a treaty first nation or the Nisga'a Nation designates, in accordance with subsection (3), a school in the school district of the board, the eligible first nation persons who meet the following residency requirements are entitled to attend the designated school in the next school year:
- (a) the eligible first nation persons who are ordinarily resident of the first nation and are ordinarily resident or boarded in the school district;
  - (b) the eligible first nation persons who are ordinarily resident on the treaty lands of the treaty first nation and are ordinarily resident or boarded in the school district;
  - (c) the eligible first nation persons who are ordinarily resident on Nisga'a Lands and are ordinarily resident or boarded in the school district.
- (3) A designation under subsection (2) must be made in writing to the board of the school district of the school
- (a) by the date established under section 74.1 (4) (a), or
  - (b) if the board establishes different dates for different grades, education programs, schools or children under section 74.1 (4) (b), by the earliest of those dates.
- (4) A designation under subsection (2) continues for each subsequent school year unless the first nation, the treaty first nation or the Nisga'a Nation revokes the designation.
- (5) Despite subsection (2), if a board offers a specialty academy at a designated school, an eligible first nation person may only be enrolled in the specialty academy in the manner specified by the board for general enrolment in the specialty academy.
- (6) For certainty, an eligible first nation person who is entitled to attend a designated school remains entitled to enrol in an educational program in accordance with sections 2, 74.1 (1), (2), (6) and (6.1) and 75 (4) provided by the board of a school district.

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CLAUSE 3: *[School Act, sections 86.1 to 86.6]*

- allows the minister to specify a model local education agreement by regulation;
- allows a first nation, treaty first nation or the Nisga'a Nation to require a model agreement to apply, in certain circumstances, to the first nation, the treaty first nation or the Nisga'a Nation and a board;
- if a first nation, a treaty first nation or the Nisga'a Nation requires the model agreement to apply, then the model agreement becomes a contract between the first nation, the treaty first nation or the Nisga'a Nation and the board.

## BILL 40 – 2023

**3 The following sections are added:****Model local education agreement**

**86.1** (1) In this section and sections 86.2 to 86.6:

**“eligible first nation person”** means a person

- (a) who may enrol, under this Act, in an educational program provided by a board,
- (b) who is a member of a first nation, a treaty first nation or the Nisga’a Nation, and
- (c) for whom the government of Canada provides funding in relation to the person’s educational programs and services;

**“model agreement”** means a model local education agreement specified by regulation under subsection (2).

(2) The minister may specify, by regulation, any of the following:

- (a) a model local education agreement as a model agreement that includes terms and conditions related to
  - (i) the purchase of educational programs and services by a first nation, a treaty first nation or the Nisga’a Nation from a board,
  - (ii) improving first nation, treaty first nation and Nisga’a Nation student achievement, and
  - (iii) developing relationships between a first nation, a treaty first nation or the Nisga’a Nation and a board;
- (b) requirements in relation to the form and manner for a first nation, a treaty first nation or the Nisga’a Nation to require a model agreement to apply to the first nation, the treaty first nation or the Nisga’a Nation and a board;
- (c) information that must be included by the first nation, the treaty first nation or the Nisga’a Nation in the model agreement.

(3) The term of a model agreement starts on July 1 of the year specified in the model agreement.

**First nation and board model agreement as contract**

**86.2** (1) Subject to section 86.5, a first nation may, by delivering written notice to the minister and a board, require a model agreement to apply to the first nation and the board.

(2) If a first nation requires a model agreement to apply to the first nation and a board in accordance with subsection (1) and any regulation under section 86.1 (2) (b), the model agreement is deemed to be a contract between the first nation and the board as parties and the terms and conditions of the model agreement apply as if it was a contract entered into by the parties.

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CLAUSE 3: *[School Act, sections 86.1 to 86.6 – continued]*

## BILL 40 – 2023

**Treaty first nation and board model agreement as contract**

- 86.3** (1) Subject to section 86.5, a treaty first nation may, by delivering written notice to the minister and a board, require a model agreement to apply to the treaty first nation and the board.
- (2) If a treaty first nation requires a model agreement to apply to the treaty first nation and a board in accordance with subsection (1) and any regulation under section 86.1 (2) (b), the model agreement is deemed to be a contract between the treaty first nation and the board as parties and the terms and conditions of the model agreement apply as if it was a contract entered into by the parties.

**Nisga'a Nation and board model agreement as contract**

- 86.4** (1) Subject to section 86.5, the Nisga'a Nation may, by delivering written notice to the minister and a board, require a model agreement to apply to the Nisga'a Nation and the board.
- (2) If the Nisga'a Nation requires a model agreement to apply to the Nisga'a Nation and a board in accordance with subsection (1) and any regulation under section 86.1 (2) (b), the model agreement is deemed to be a contract between the Nisga'a Nation and the board as parties and the terms and conditions of the model agreement apply as if it was a contract entered into by the parties.

**Conditions required for model agreement**

- 86.5** A first nation, a treaty first nation or the Nisga'a Nation may only require a model agreement to apply to the first nation, the treaty first nation or the Nisga'a Nation and a board if
- (a) an eligible first nation person of the first nation, the treaty first nation or the Nisga'a Nation is enrolled in or will reasonably be expected to enrol in an educational program provided by the board, and
  - (b) no other agreement relating to the purchase of educational programs and services with government of Canada funding is in effect between, as applicable,
    - (i) the first nation and the board,
    - (ii) the treaty first nation and the board, or
    - (iii) the Nisga'a Nation and the board.

**Amendments to model agreement**

- 86.6** (1) If a model agreement is amended by ministerial regulation, the amended model agreement does not apply to a contract that is in effect under section 86.2, 86.3 or 86.4 on the date the amended model agreement comes into force.

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CLAUSE 3: *[School Act, sections 86.1 to 86.6 – continued]*

CLAUSE 4: *[School Act, Division 2.01 of Part 6]*

- requires that boards establish Indigenous education councils and sets out the purposes of those councils;
- establishes that the minister may make orders related to how the Indigenous education councils are established and how a council will operate;
- limits voting rights for certain members of the Indigenous education council;
- establishes that the Indigenous education council may make rules related to certain matters if those rules are not inconsistent with the Act, regulations or ministerial orders.

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- (2) If a model agreement is amended by ministerial regulation, the first nation, the treaty first nation or the Nisga'a Nation must give at least 60 days' written notice to the minister and the board that the amended model agreement applies.
  - (3) If a model agreement is amended by ministerial regulation and notice is provided in accordance with subsection (2),
    - (a) the amended model agreement takes effect on the next July 1, and
    - (b) the term of the model agreement is amended and starts on the date that the amended model agreement takes effect.

**4** *The following Division is added to Part 6:*

**Division 2.01 – Indigenous Education Councils**

**Purposes of Indigenous education councils**

- 87.001** (1) Each board must establish and maintain an Indigenous education council, for the following purposes:
- (a) advising the board respecting any matter relating to the following:
    - (i) providing comprehensive and equitable educational programs and services to Indigenous students;
    - (ii) improving Indigenous student achievement;
    - (iii) integrating into learning environments Indigenous world views and perspectives, in particular those of the first nations, the treaty first nations or the Nisga'a Nation in whose traditional territory the board operates;
  - (b) advising on grants provided under this Act in relation to Indigenous students;
  - (c) approving plans, spending and reporting related to grants as set out in section 87.002;
  - (d) advising the board in relation to the distinct languages, cultures, customs, traditions, practices or history of the first nations, the treaty first nations or the Nisga'a Nation in whose traditional territory the board operates, through advice from the Indigenous education council members representing those first nations, treaty first nations or the Nisga'a Nation.
- (2) For certainty, an Indigenous education council is not a committee of a board under section 65 (2) (a) of this Act.

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CLAUSE 4: *[School Act, Division 2.01 of Part 6 – continued]*

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**Approval of targeted grants –  
plans, spending and reporting**

**87.002** If the minister provides a direction for a targeted grant under section 106.4 and the targeted grant is related to Indigenous students, the Indigenous education council must,

- (a) before the grant is spent by the board, approve the board's plan for the grant and the board's spending of the grant, and
- (b) after the grant is spent, approve the board's report, if any, on the grant's spending.

**Minister may order board  
to consult with Indigenous education councils**

**87.003** The minister may specify, by order, that a board must consult with the Indigenous education council or specified members of the Indigenous education council on a matter specified by the minister.

**Ministerial orders in relation to  
Indigenous education councils**

**87.004** (1) Subject to this section, the minister may specify, by order, any of the following in relation to an Indigenous education council:

- (a) establishment and composition of a council;
- (b) the process to appoint council members;
- (c) voting rights of council members;
- (d) terms of reference in relation to a council;
- (e) rules governing the conduct of the business of a council.

(2) The following individuals may not be members with voting rights of an Indigenous education council:

- (a) a trustee;
- (b) a board employee.

(3) The minister may specify in an order under subsection (1) that different members of an Indigenous education council may have different voting rights in respect of different matters.

**Indigenous education councils  
establish governance rules**

**87.005** An Indigenous education council may make rules governing the following, but may not make a rule if that rule is inconsistent with this Act, the regulations or the orders of the minister:

- (a) the process to appoint members of a council;
- (b) the conduct of a council's business;
- (c) terms of reference in relation to a council.

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CLAUSE 5: *[School Act, section 93]* includes a former Indigenous education council member for the purposes of the application of the Division.

CLAUSE 6: *[School Act, section 95]* expands the list of people a board may choose to indemnify to include Indigenous education council members.

CLAUSE 7: *[School Act, section 166.4]* applies sections 86.1 to 86.6 for the purposes of Part 8.1 – Francophone Education Authorities.

CLAUSE 8: *[School Act, section 166.4]* applies Division 2.01 of Part 6 for the purposes of Part 8.1 – Francophone Education Authorities.

## BILL 40 – 2023

**5 Section 93 is repealed and the following substituted:****Interpretation**

**93** In this Division, a reference to a trustee, officer, employee or member of an Indigenous education council includes a former trustee, officer, employee or member of an Indigenous education council.

**6 Section 95 is amended**

**(a)** in subsections (1), (2) (a) and (3) by adding “or a member of an Indigenous education council” after “a trustee, an officer or an employee of the board”,

**(b)** in subsection (1) (a) by adding “or a member of an Indigenous education council” after “a trustee, officer or employee of the board”,

**(c)** in subsection (1) (a) by striking out “the trustee’s, officer’s or employee’s” and substituting “the trustee’s, officer’s, employee’s or member’s”,

**(d)** in subsection (2) (a) by adding “or the member’s council duties” after “the performance of the trustee’s, officer’s or employee’s board duties”,

**(e)** in subsection (2) by striking out “on a trustee, officer or employee as a result of the trustee’s, officer’s or employee’s conviction” and substituting “on a trustee, officer, employee or member as a result of the trustee’s, officer’s, employee’s or member’s conviction”,

**(f)** in subsection (3) by striking out “the trustee, officer or employee” and substituting “the trustee, officer, employee or member”, and

**(g)** by repealing subsection (3) (a) and substituting the following:

(a) against a trustee, officer, employee or member if the claim for damages arises out of the gross negligence of the trustee, officer, employee or member, or .

**7 Section 166.4 is amended in subsection (2) by striking out “85.1 to 86” and substituting “85.1 to 86.6”.****8 Section 166.4 is amended in subsection (2.1) by striking out “Division 2.1 of Part 6 applies” and substituting “Divisions 2.01 and 2.1 of Part 6 apply”.**

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CLAUSE 9: *[School Act, section 166.43]* expands the list of people a francophone education authority may choose to indemnify to include Indigenous education council members.

## BILL 40 – 2023

**9 Section 166.43 is amended**

- (a) *in subsections (1) (a), (2) (a) and (4) by adding “or a member of an Indigenous education council” after “a regional trustee, officer or employee of the francophone education authority”,*
- (b) *in subsections (1) (a) (i), (2) (a) and (3) by striking out “the regional trustee’s, officer’s or employee’s” and substituting “the regional trustee’s, officer’s, employee’s or member’s”,*
- (c) *in subsection (4) by striking out “the regional trustee, officer or employee” and substituting “the regional trustee, officer, employee or member”, and*
- (d) *by repealing subsection (4) (a) and substituting the following:*
- (a) against a regional trustee, officer, employee or member if the claim for damages arises out of the gross negligence of the regional trustee, officer, employee or member, or .

**Commencement**

- 10** The provisions of this Act referred to in column 1 of the following table come into force as set out in column 2 of the table:

Item	Column 1 Provisions of Act	Column 2 Commencement
1	Anything not elsewhere covered by this table	The date of Royal Assent
2	Section 3	April 30, 2024
3	Section 7	April 30, 2024



## Item 11.1 – Public Board Meeting School District 62 (Sooke)

### Board of Education 90-Day Plan Work Plan Summary

Action	May 2024	June 2024	July 2024
<b>Approve</b>	<ul style="list-style-type: none"> <li>- Final readings of Budget Bylaw (if available)</li> <li>- Final readings of Capital Plan Bylaw (if available)</li> <li>- Auditor engagement/plan</li> </ul>	<ul style="list-style-type: none"> <li>- Annual Plan Package:               <ul style="list-style-type: none"> <li>- FESL targets</li> <li>- Strategic plan targets</li> <li>- Na'tsa'maht Annual Report</li> </ul> </li> <li>- Superintendent Growth Report</li> </ul>	<ul style="list-style-type: none"> <li>- Adopt Vision, Mission, Values and Beliefs for the 2025-2029 Strategic Plan</li> </ul>
<b>Review</b>	<ul style="list-style-type: none"> <li>- 3rd Quarter Report Package:               <ul style="list-style-type: none"> <li>- Strategic Plan Q3</li> </ul> </li> <li>- Financial forecast</li> </ul>	<ul style="list-style-type: none"> <li>- District Operations Plan for 2024-2025</li> <li>- Review all Board Motions for the year</li> </ul>	<ul style="list-style-type: none"> <li>- Approve Vision, Mission, Values</li> </ul>
<b>Complete</b>	<ul style="list-style-type: none"> <li>- Municipal Partner Meetings (Board/Council) - TBD</li> <li>- Board Annual Self-Assessment</li> </ul>	<ul style="list-style-type: none"> <li>- Host Retirement/Long Service Event.</li> </ul>	<ul style="list-style-type: none"> <li>- Strategic Plan Renewal – Vision, Mission, Values and Beliefs</li> </ul>
<b>Engage</b>	<ul style="list-style-type: none"> <li>- Workshop 2 – Values and Beliefs Strategic Plan Renewal (May 21)</li> </ul>	<ul style="list-style-type: none"> <li>- Grad/Year End Ceremonies</li> <li>- Acknowledgement Letters to Partner Groups</li> <li>- National Indigenous Peoples Day (June 21)</li> <li>- Host Retirement/Long-Service Event (Jun 5)</li> </ul>	<ul style="list-style-type: none"> <li>-</li> </ul>