

Public Notice – Education-Policy Committee Online Public Meeting

A public meeting of the Education-Policy Committee for School District 62 (Sooke) **will be held on December 1, 2020 at 6:00 pm.**

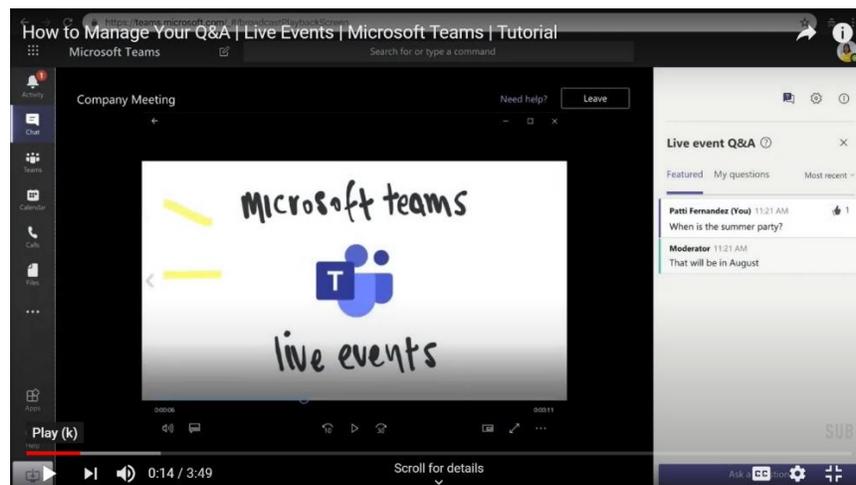
Requirements that limit the size of public gatherings due to the COVID-19 pandemic mean this meeting will proceed differently than they have in the past. The meeting will be conducted online via MS teams. We encourage members of the public to join the LIVE Event.

To participate in the meeting please click on this link: <https://jump.sd62.bc.ca/Education-PolicyCommittee-Dec-1-2020>

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.**
 - Members of the media can direct their questions to the Communications Manager at School District 62 for response following the meeting.



For those who are unable to join the meetings, they will be recorded and audio will be available upon request following the meeting by emailing jfoulger@sd62.bc.ca.

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.



EDUCATION-POLICY COMMITTEE

School Board Office

Via MS Teams

Dec. 1, 2020 – 6:00 p.m.

A G E N D A

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

We are honoured to be meeting on the traditional territories of the Coast Salish: T'Sou-ke Nation and Scia'new Nation and Nuu-chah-nulth: Pacheedaht Nation. We also recognize some of our schools reside on the traditional territory of the Esquimalt Nation and Songhees Nation.

2. **Opening Remarks from Chair, Bob Phillips**

3. **COMMITTEE REPORT** of Nov. 3, 2020 Education Standing Committee meeting (attached)

4. **BAA COURSE PROPOSALS** (attached)

- a. No courses submitted for this meeting

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

- a. Draft Revised Policy and Regulations F-100 "Transportation" – Harold Cull & Tracey Syrota
- b. Draft Revised Policy and Regulations C-432 "Maintenance of Order" – further revisions – Scott Stinson
- c. Draft Revised Policy E-123 "Probationary Employees" – Scott Stinson
- d. Draft Revised Policy E-139 "Death of an Employee" – Scott Stinson

6. **NEW BUSINESS**

- a. Presentation – Supporting Students with Autism Spectrum Disorder in SD62 – Christine McGregor, Janine Brooks, Linda Lamers, Sharon Schwartz, Fran Bitonti, Kristin Wiens (10 min.)
- b. COVID-19 Update – Scott Stinson
- c. Strategic Planning Update – Scott Stinson
- d. Victoria Family Court Youth Justice Committee – Margot Swinburnson (10 min.)

7. **FOR INFORMATION**

- a.

8. **FOR FUTURE MEETINGS – REVIEW OF POLICIES/REGULATIONS**

As per Policy Work Plan

9. **ADJOURNMENT AND NEXT MEETING DATE:** Jan. 5, 2021



**COMMITTEE REPORT OF THE
EDUCATION-POLICY COMMITTEE via MS Teams
Nov. 3, 2020 – 6:00 p.m.**

Present: Bob Phillips, Trustee (Committee Chair)
Dianna Seaton, Trustee (Committee Member)
Margot Swinburnson, Trustee (Committee Member)
Missy Haynes, STA
Lisa Haug, CUPE
Georgette Walker, SPVPA
Cendra Beaton, SPEAC
Scott Stinson, Superintendent/CEO
Stephanie Hedley-Smith, Associate Superintendent
Paul Block, Associate Superintendent
Dave Strange, Associate Superintendent

Guest: Vanessa White, District Principal – Safe and Healthy Schools

1. CALL TO ORDER AND ACKNOWLEDGMENT OF FIRST NATIONS TERRITORIES

We are honoured to be meeting on the traditional territories of the Coast Salish: T'Sou-ke Nation and Scia'new Nation and Nuu-chah-nulth: Pacheedaht Nation. We also recognize some of our schools reside on the traditional territory of the Esquimalt Nation and Songhees Nation.

2. Opening Remarks from Chair, Bob Phillips

Scott Stinson provided a brief update on remote learning, bus transportation and the secondary school 1/8 model.

3. COMMITTEE REPORT of Oct. 6, 2020 Education-Policy Standing Committee meeting

The committee report for the Oct. 6, 2020 Education-Policy Committee meeting was reviewed by the committee members.

4. BAA COURSE PROPOSALS

No courses were brought forward for consideration at this meeting.

5. REVIEW OF POLICIES/REGULATIONS

a. Draft New Policy and Regulations E-158 "Public Interest Disclosure – Whistleblower Protection – Scott Stinson

Scott Stinson reviewed the draft new policy and regulations prepared by Harold Cull, Secretary-Treasurer.

Recommendation:

That the Board of Education give Notice of Motion to draft new Policy and Regulations E-158 “Public Interest Disclosure – Whistleblower Protection”.

- b. Draft Revised Procedural Regulations A-412 “Delegations & Questions to the Board” – Scott Stinson
Scott Stinson reviewed the proposed revisions to the procedural regulations.

Revisions will go forward as information to the Board at its November 24 meeting.

6. **NEW BUSINESS**

- a. CUPE BC Seamless Day Model of Early Learning and Care

Scott Stinson reviewed the Seamless Day model of early learning and care as set out by the Provincial Government. It is a shift to school-based delivery of school-age child care.

Recommendation:

That the Board of Education direct staff to consult with partners regarding the development of a Child Care policy to align with section 85.1 of the *School Act*.

- b. Healthy Schools, Healthy People Growth Framework – Dave Strange and Vanessa White

- Growing Healthy Food Report

Vanessa White provided a detailed review of the framework. The committee requested that this presentation be given to the Board of Education.

7. **FOR INFORMATION**

- a.

8. **FOR FUTURE MEETINGS – REVIEW OF POLICIES/REGULATIONS**

As per Policy Work Plan

9. **ADJOURNMENT AND NEXT MEETING DATE:** Dec. 1, 2020

Committee Info Note
Education - Policy Committee Meeting
December 1, 2020
Agenda Item: Transportation Policy & Regulations Review

Background

- There have been several transportation challenges during this year's school start up that have amplified the systematic issues
- The systematic issues causing many of these challenges can be summarized as:
 - Late and on-going registration of riders keeping routes and times in constant flux;
 - Too many riders for the amount of buses and drivers available resulting in long ride and wait times;
 - Riders registering for bussing without using the service leading to inefficient routes; and
 - Incorrect data in the student database being imported into the transportation system creating incorrect routes.
- Based on these challenges, staff have looked deeper into the following areas of the District's transportation system:
 - ✓ Defined Registration period
 - ✓ Service to Catchment Schools only
 - ✓ Update of and compliance with walk limits
 - ✓ Implementation of an administration fee
- Back in 2017, the Board approved the following guiding principles for staff to manage the transportation system through:
 - 1) Transportation services will be provided;
 - 2) Funding levels will remain consistent and will increase with enrolment growth;
 - 3) Staff to utilize central drop off and pick up areas; and
 - 4) **Remaining system components to remain status quo**
- **Given the significant and ongoing challenges facing the transportation system, staff feel the 4th principle noted above needs to be reviewed and changes considered**

- Staff have collected input from our stakeholders and have created revised drafts of the District’s transportation policy and regulation (F100) that was last updated in 2005

Stakeholder Input

- A Thought Exchange was issued from October 14-27 with the following information:

SD62 needs your input on these proposed changes about our school district's school bus transportation service:

1. **A \$25 registration fee** (fees waived for families in financial need) that will be used to directly improve student and driver safety.
2. **Defined registration period:** February – April. Route information sent to registrants in June. Registrations can take place after the registration window, but will be subject to space/availability.
3. School bussing only available **within catchment**. School bus transportation would not be available for a student who attends a school outside of their catchment or family of schools. (French Immersion would be in the French Immersion catchment). BC Transit hub stations may be used for secondary students who attend a school other than their catchment school. They would have the option to take SD62 transportation to a BC Transit exchange to continue the remainder of the way to school on public transportation.
4. **A rider fee** of \$175-250 (with a max amount per family) that would improve service levels and wait times. Fees waived for families in financial need.
5. **Walk limits** (1 km for Elementary and 2 km for Middle/Secondary) in urban areas only.

- The Thought Exchange was well subscribed to and included:
 - 1,032 participants
 - 1,425 thoughts
 - 28,913 ratings
- The following summary reflected the **top 50 ranked thoughts** with the amount of times that each thought was referenced reflected in brackets:

- 1) **No Fees (23)** – the common feeling was that no rider fees should be charged (thoughts ranked #4 and #5 also indicated that a \$25 registration fee should not be charged)
- 2) **No Fees & Essential Services (7)** – the thought was that rider fees should not be charged and transportation should be considered an essential service
- 3) **Walk Limits (6)** – safety and the length of walk are the main issues for not supporting the implementation of walk limits
- 4) **Essential Services (5)** – people felt that transportation is essential and should not be considered a discretionary service provided by the Board
- 5) **Service Improvements (4)** – ride and wait times are too long

- 6) **Registration Period (3)** – there should be some flexibility in the registration period and that routes should be published in advance
- 7) **Public Transit (2)** – not in favour of coordinating services with BC Transit or using transit hubs to transport secondary school students

Proposed Policy and Regulation Changes

- Based on the feedback received from our stakeholders through the Thought Exchange process, staff are proposing making changes and/or adjustments to the Board’s transportation policy and regulation (attached)
- These proposed changes can be summarized by:

Defined Registration period – create a defined registration period that opens on February 1st as other school based registrations (kindergarten, academies, French Immersion, etc.) begin allowing families to make an informed decision on the upcoming school year.

The registration period would open early in the calendar year (February 1st) and then be paused on April 30th. Based on the number and location of students registered at that point, routes are then created and posted by June 30th. All registered students are assigned to the created routes with confirmation provided to families by June 30th. Staff will confirm accepted registrations by emailing parents their student’s route information (stops and times). **Registration will remain open and further requests will be only be accepted on existing routes pending enough room on the route.**

To avoid registrations well into the school year, staff are proposing a late registration fee of \$100/rider to encourage families to register within the February 1st to August 31st window. This will assist in creating certainty in the system where routes can be created and remain static for the entire school year.

Service to Catchment Schools only – in order to improve service levels by reducing ride and wait times, staff are suggesting that transportation services will only be provided to in-catchment students (English and French Immersion) with the exception of students enrolled in educational programs of choice or academies. This will allow our existing fleet of buses and drivers to focus on providing services to those students in the geographical area of our schools thereby reducing the length of routes and improving pick up and drop off times.

This method of reducing the number of riders will also allow the District to manage growth in a more sustainable manner.

Update of and compliance with walk limits – staff are recommending removing the walk limits in the current regulation until a full review of safe routes to schools can be completed. Walk limits can be an effective portion of the transportation system when combined with defined routes to schools that are safe for our students.

Reviews at the school level can be completed which may result in varying lengths of walk limits depending on the school and surrounding area. The District could partner with the CRD *Ready Step Roll Program* which is an annual active school travel planning initiative that partners with local governments, throughout the Capital Region, to help students and their families walk and wheel to and from school more often.

Combining walk limits with safe routes is a more wholistic approach to getting students to school in a safe and healthy manner.

Implementation of a safety fee – staff are recommending the Board consider charging riders with a \$25/rider safety fee to be used for direct safety improvements for students and staff. Initial ideas for use of the funds include adding student tracking on each bus through the swiping of a bus card. This would confirm when the student enters and leaves the bus and will help for tracking purposes if need be. More to follow on this option if the safety fee is approved.

Moving forward, the fee revenue could be used to structurally fund the safe routes program identified above.

Next Steps

- As discussed at the November Resource Committee and Board meetings, the following table reflects the next steps in the process to review and consider changes to the Transportation policy and regulation (F100)

Meeting	Date	Action
Board of Education	October 27	Advise Board the review has been restarted and proposed approach
Resources Committee	November 10	Review feedback received and proposed policy & regulation changes
Education Policy	December 1	Present proposed policy and regulation changes for consideration
Board of Education	December 15	Consider changes & Notice of Motion (if supported by Ed Policy)
Education Policy	January 5	Review and feedback on proposed changes
Board of Education	January 26	Debate the revised Transportation Policy and Regulation (F100)

Proposed Motion:

That the Board of Education of School District 62 (Sooke) give Notice of Motion to draft revised Policy and Regulations F-100 "Transportation".

School District #62 (Sooke)

TRANSPORTATION	No.: F-100
	Effective: Sep. 22/81 Revised: Feb. 22/83; Oct. 22/83; May 23/89; Oct. 23/90; Jul. 6/05; Jan 26/21

SCHOOL BOARD POLICY

The Board of School Trustees of School District No. 62 (Sooke) will establish an efficient and effective school transportation system to provide for the transportation of students to and from their nearest catchment school.

The School Act does not require school districts to provide school bus transportation services and therefore it is the responsibility of each family to determine the best transportation option to and from school to meet their needs.

School District #62 (Sooke) will provide transportation services for students to their catchment schools under the following guiding principles:

- 1) Transportation services will be provided on a priority basis based on the age of the student and the distance from the student’s catchment school;
- 2) Transportation services will be provided to schools outside of a student’s catchment, but within their existing zone of schools, when the student is attending an educational program of choice or an academy that is not offered at their catchment school;
- 3) A safety fee to directly increase the safety of students and staff using the District’s transportation system.
- 4) Transportation will be provided in a manner that ensures student safety and efficiency, while balancing service costs with the costs of providing direct educational services to the students of the District.

Policy References:
Fee Waiver Policy

School District #62 (Sooke)

TRANSPORTATION	No.: F-100
	Effective: Sep. 22/81 Revised: Feb. 22/83; Oct. 22/83; May 23/89; Oct. 23/90; Jul. 6/05; <u>Jan 26/21</u>

SCHOOL BOARD POLICY

The Board of School Trustees of School District No. 62 (Sooke) will establish an efficient and effective school transportation system to provide for the transportation of students to and from their nearest catchment school.

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The School Act ~~allows~~ does not require school districts to provide a school bus transportation system services and therefore it is the responsibility of each family to determine the best transportation option to and from school ~~that~~ meets their needs, and to locally develop criteria for transporting students. The costs of these services are shared between the Ministry and the Board. The school district may determine a fee to help defray the cost of transportation. In addition, school districts may transport, at local expense, students who are not covered by Ministry guidelines.

Commented [HC1]: Removed in from the School Act in 2002

The major aim of the school bus transportation system is to transport students safely, economically and in a manner which meets educational program requirements (school hours, special needs). ~~The Board of Education of School District #62 (Sooke) has made the decision to~~ will provide transportation services for students to their catchment schools under the following guiding principles:

- 1) Transportation services will be provided on a priority basis based on the age of the student and the distance from the student's catchment school;
- 2) Transportation services will also be provided to schools outside of a student's catchment, but within their existing zone of schools, when the student is attending an educational program of choice or an academy that is not offered at their catchment school;
- 3) The District will charge all riders with a safety fee to directly increase the safety of students and staff using the District's transportation system.
- 4) The aim of the District's Transportation system is to will be provided in a manner that ensures transport students safely and efficiency, ly while balancing the service costs of the transportation services with the costs of providing direct educational services to the students of the District.

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Commented [HC2]: We have defined the programs of choice to be FI and TASK. Elective courses do not meet this definition of a program of choice.

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Commented [SS3]: Is it a fee to families or for each student?

Commented [SS4]: Move to admin regulations?

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Policy References:
Fee Waiver Policy

Statutory References:
School Act, section XX

School District #62 (Sooke)

TRANSPORTATION	No.: F-100
	Effective: Sept. 22/81 Revised: Feb. 22/83; Oct. 22/83; May 23/89; Oct. 23/90; Jul. 5/05; Jan 26/21

ADMINISTRATIVE REGULATIONS

1. Registration Process

The District will utilize a defined period registration process that will open on February 1st of each year. On April 30th of each year, the registration period will pause, and District staff will use registered rider information at that time to develop bus routes for the following year.

All riders registering after May 1st of each year will be placed on an existing route pending available room and on a "first-come-first-served" basis.

The District will post the routes for the following year and will communicate the route information (stops and times) to families by June 30th.

Registration will remain open for the remainder of the school year in which the service is being provided.

Additional routes will only be created if the Secretary Treasurer requests and receives additional funding from the Board of Education to add additional routes.

2. Transportation Fees

The District will not charge students a fee for transportation services (ridership fee).

The District will charge an annual Safety Fee to be used to improve the safety for students and staff engaged in District transportation services. This fee, set annually by the Board, will not exceed \$25/rider.

The District will charge a late registration fee to be set annually by the Board and not to exceed \$100/rider, for any registration request received after September 1st. Exceptions will be provided to families moving into or within the District after the late registration date.

As with all District fees, a fee waiver process will be available to families if any fee causes undue financial hardship.

3. Eligible Riders

Eligible riders are considered to be those students travelling to their catchment school or students attending an educational program of choice or academy program not offered at their catchment school.

Educational programs of choice are defined as:

- French Immersion; and
- Trades Awareness and Skills Knowledge.

Accessible busing will be provided to those students requiring this service.

4. Student Walk Limits

The Ministry of Education's guidelines for student walk limits are as follows:

Primary students: 4 km to or from school

Intermediate & Graduation students: 4.8 km to or from school

These limits are measured by the shortest possible road distance. The walk limits from home also apply where a student is required to walk to a designated bus stop.

The District will not follow these Student Walk Limit guidelines and instead will work with the school and local authorities to identify and/or create safe routes to school. The intent of these safe routes is to increase the number of those walking and wheeling to and from school which will support the health and wellness of our students.

Where safe routes to a school have been identified, bus transportation services will not be offered by the District.

5. Route and Schedule Changes

Where proposed changes would affect school arrival and departure times, the Secretary-Treasurer shall consult with the principal(s) involved and with the Superintendent of Schools before approval is given.

Addition or deletion of routes requires the approval of the Secretary-Treasurer.

To the extent possible, routes will be designed to have students arrive at school no earlier than 30 minutes before the school's 1st bell and depart from schools no later than 30 minutes after the school's final bell.

Route schedules will be sent to schools and registered riders by June 30th of the preceding year. It is in the best interests of the District and the riders that passenger lists be kept as current as possible.

TRANSPORTATION	No.: F-100
	Effective: Sept. 22/81 Revised: Feb. 22/83; Oct. 22/83; May 23/89; Oct. 23/90; Jul. 5/05; Jan 26/21

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All riders registering after May 1st of each year will be placed on an existing route pending available room and on a "first-come-first-served" basis.

The District will post the routes for the following year and will communicate the route information (stops and times) to families by June 30th.

Registration will ~~be~~remain open for the remainder of the school year in which the service is being provided. ~~and a \$100 late registration fee will be charged for any registration requests received after September 1st. Exceptions will be provided to families moving into the District after the beginning of the school year or for families that can demonstrate financial hardship.~~

Additional routes will ~~not be created unless~~only be created if the Secretary Treasurer requests and receives additional funding from the Board of Education to add additional routes.

2. Transportation Fees

The District will not charge students a fee for transportation services (ridership fee).

The District will charge an annual ~~S~~safety Ffee to be used to improve the safety for the students and staff engaged in theDistrict transportation services. This fee, ~~will be set annually by the Board, d on an annual basis and will not exceed \$25/rider.~~

The District will charge a late registration fee to be set annually by the Board and not to exceed \$100/rider, for any registration request received after September 1st. Exceptions will be provided to families moving into or within the District after the late registration date. ~~or for families that can demonstrate financial hardship. As noted above, a late registration fee of \$100/rider will be charged to those riders requesting service after September 1st of the school year in which services are requested. An exemption will be provided to those families that move into the District during the school year.~~

As with all District fees, a fee waiver process will be available to families if any fee causes undue financial hardship.

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Commented [SS1]: Is this an appropriate time frame for registration. Would May 30 be better. Seems like a pretty small window.

Commented [HC2]: Transportation staff will work with education staff during their discussions around bell times.

Commented [HC3]:

Commented [SS4]: June 1?

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Commented [SS5]: June 30?

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Commented [SS6]: Typically, we don't ask them to demonstrate, only to indicate.

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Commented [SS7]: Typically, we don't ask them to demonstrate, only to indicate.

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Commented [SS8]: I can't find a policy that specifically references financial hardship and our fee waiver policy. This statement should point back to that information.

3. Eligible Riders

~~Eligible riders are considered to be those while balancing the costs of the system with the costs of providing direct educational services, transportation will only be provided to~~ students travelling to their catchment school or students attending an educational program of choice or academy program not offered at their catchment school.

Educational programs of choice are defined as:

- French Immersion; and
- Trades Awareness and Skills Knowledge.

Accessible busing will be provided to those students requiring this service.

Commented [SS9]: Already covered in the guiding principles.

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Commented [SS10]: I can't find the School Act section that applies to this, we may want to review and make sure we are consistent.

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Commented [SS11]: Wondering about the wording here.

1.4. Student Walk Limits

The Ministry of Education's guidelines for student walk limits are as follows:

Primary students: 4 km to or from school

Intermediate & Graduation students: 4.8 km to or from school

These limits are measured by the shortest possible road distance.

The walk limits from home also apply where a student is required to walk to a designated bus stop.

~~The Transportation Supervisor will determine who is eligible for school bus service.~~

The District will not follow these Student Walk Limit guidelines and instead will work with the school and local authorities to identify and/or create safe routes to school. The intent of these safe routes is to increase the number of those walking and wheeling to and from school which will support the health and wellness of our students.

Where safe routes to a school have been identified, bus transportation services will not be offered by the District.

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2. Transportation of Riders

Riders will only be transported within the terms of Board policy. In determining whether a rider will be picked up, the following questions will apply:

- ~~Can pickup be made without a route change?~~
- ~~Can pickup be made without causing scheduling problems?~~
- ~~Is there room on the bus?~~
- ~~Is the stop at least one mile from the school?~~

3.5. Route and Schedule Changes

~~Proposed changes in routes or schedules, other than minor adjustments, shall be approved by the Secretary-Treasurer before being implemented.~~ Where proposed changes would affect school arrival and departure times, the Secretary-Treasurer shall consult with the principal(s) involved and with the Superintendent of Schools before approval is given.

Addition or deletion of routes requires the approval of the Secretary-Treasurer.

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To the extent possible, ~~it is the intent that routes will be designed to drop off~~ have students arrive at school no earlier than 30 minutes before the school's 1st bell and ~~will pick up students~~ depart from schools no later than 30 minutes after the school's final bell.

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Route schedules will be sent to schools and registered riders ~~when routes are completed each year by~~ June 30th of the preceding year. It is in the best interests of the ~~district~~ District and the riders that passenger lists be kept as current as possible.

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Info Note

Education-Policy Committee Meeting

December 1, 2020

Agenda Item: 5b – Policy C-432 Maintenance of Order

Background:

In 2015 the Ministry of Education introduced guidelines for the use of section 177 of the *School Act*, Maintenance of Order. The intent of the revisions to policy and regulations is to align to the *School Act* and the guidelines. The revisions do not change the intent of the policy, they only create a stronger alignment to the *School Act*.

Rationale:

The purpose of s177 of the *School Act* is to prevent the disruption of schools and school functions, and to ensure the protection of students and staff. This section allows the principal or other authorized staff (as described in the first paragraph of the Administrative Regulations) to direct a person to leave the property, and prevents the person from returning without prior approval of the principal or authorized staff member.

Feedback to the proposed policy and regulation revisions has included:

- Concern that this may only be reflective of “bell-to-bell” operations when the district has staff in some district locations outside of instructional time. Does the removal of the reference to “loiter” remove the ability to request people to leave district property on weekends or after hours?
 - Section 177 addresses the preservation of order on school premises and is intended to prevent disruption to schools and school functions as well as to ensure protection of students and staff.
 - Loitering is addressed under s177(2) in that a person can be directed to leave the land and/or premises of a school. A “school” includes any district facility.
 - Section 177 may be used to prevent anyone who presents a threat to the safe and efficient operation of a school from accessing school property.
- Why has loitering been removed from the policy?
 - The term is narrow in focus and is not reflective of the intent of this section of the *Act* unless the person doing so presents a threat to the safe and efficient operation of a school.
- What is the definition of the “proceedings of a school”? If a teacher is working on a Saturday in their classroom and they are intimidated or threatened walking to their car, can an exclusion order be issued?
 - This is the term used in the *School Act* and refers to the normal operation of schools or district facilities, including events and activities outside of the instructional day.
 - Yes, an exclusion order could be issued in the scenario described above.

- How is “authorized staff member” status granted? It seems unclear as to who may grant this status?
 - Authorized staff are those persons identified by the Board who have authority to direct individuals to leave school property under this section. These are limited to superintendents, associate superintendents, directors of instruction (or equivalent), principals and vice-principals.
- How are staffs to be apprised of the exclusion? The re-worded section of the regulations regarding section 177 orders being kept in a confidential file at the School District Office, which suggests that the information, such as name and unsafe actions, will be kept secret.
 - This section has not been re-worded; this is the language that currently exists in the administrative regulations.
 - Information about exclusion orders is shared with staff as necessary to ensure their need to know as well as privacy and confidentiality. The confidential storage is intended to indicate that there needs to be a central repository of exclusion orders at the district level.
 - When an exclusion order is issued, the nature of the exclusion, the duration of the exclusion and the individual being excluded is shared with staff as appropriate.

For Recommendation:

Based upon the feedback received, subsequent adjustments to language, and that the period for notice of motion has been served, it is recommended that the revised policy and administrative regulations go forward to the Board of Education for adoption.

Respectfully submitted,



Scott Stinson
Superintendent of Schools

School District #62 (Sooke)

MAINTENANCE OF ORDER	No.: C-432
	Effective: Feb. 9/82 Revised: Oct. 25/05; Jan. 22/07; Apr. 25/17 Reviewed: Dec. 5/16; Oct. 6/20; Oct. 27/20; Dec. 1/20

SCHOOL BOARD POLICY

The Board of Education believes that in order to maintain safe, caring and orderly schools ~~any a person who loiters on any school building or grounds without written/verbal permission, or who causes a disturbance, or is demonstrating disorderly conduct,~~ **must not disturb or interrupt the proceedings of a school or official school function. A person doing so** is committing an offence and may be excluded from the school premises.

Section 177 of the *School Act* is intended to prevent the disruption of schools and school functions and to ensure the protection of students and staff. ~~This includes school buses and non-school facilities owned by SD#62.~~ This section allows the principal, **vice-principal, director of instruction or a person who is authorized by the board to direct a person to leave the land or premises of any district facility, including school buses,** ~~or school administrator~~ **and** to call for assistance from law enforcement if necessary. ~~If a person contravenes this~~ **Any person contravening** section **177(1) and (2)** of the *School Act*, ~~he or she is committing~~ **commits** an offence. The purpose of providing this authority to principals and other ~~administrators~~ **authorized staff** is to maintain order on school premises and to ensure the protection of students and staff.

Policy References:

Policy: C-350 Appeals

By-law 1-08 Parent Student Appeals

Legislation:

School Act Section 177

Freedom of Information and Protection of Privacy Act

School District #62 (Sooke)

MAINTENANCE OF ORDER	No.: C-432
	Effective: Apr. 25/17 Revised: Reviewed: Dec. 5/16; Oct. 6/20; Oct. 27/20; Dec. 1/20

ADMINISTRATIVE REGULATIONS

The Board of Education supports that the Superintendent, Associate Superintendent(s), Director(s) of Instruction, Principals and Vice Principals have the authority to put in place an exclusion order in circumstances where the school district determines that a person's actions:

- pose a risk to the safety of students, staff or others in the school community, or
- presents a significant and ongoing disruption to the **operation of a school, school function, or** educational program offered by the school.

The following procedures will be followed **used** when it is deemed necessary to place an **Maintenance exclusion order for an individual is deemed necessary:**

- Where practicable, provide prior notice to the Superintendent or Associate Superintendent of the intention to issue an exclusion order under Section 177 of the *School Act*.
- Call for assistance from the police if the administrator determines this is necessary.
- Report the incident to the Superintendent or designate.
- Provide written notification to the excluded person as soon as possible, including reasons for and length of exclusion, date for review, and information about avenues of appeal.

Document the incident, including the following information ~~at a minimum:~~

- Name **and address** of school or school facility building;
- **Name**, date of birth and address of the individual named in the **Exclusion Maintenance Order**;
- Date, time and location of incident or incidents;
- Description of incident or incidents (i.e. what happened, when, who was involved);
- ~~Name of person excluded under Section 177;~~
- Name of Principal or other administrator **authorized staff member** who directed the person to leave school **or district** property;
- Length of exclusion is ~~120 calendar days from the date of issue;~~
- **The date by which the exclusion order will be reviewed;**
- Name of person completing the document.

Policy References:

Policy: C-350 Appeals

By-law 1-08 Parent Student Appeals

Legislation:

School Act Section 177

Freedom of Information and Protection of Privacy Act

If an appeal is considered by the excluded person, the following process will be followed:

- The written appeal will be considered no more than 30 calendar days following the date of service indicated on the Maintenance Order; there will be an opportunity for the excluded person to respond to the information included in the notification of exclusion; the appeal will be heard by the Superintendent or designate; a decision of the appeal will be communicated in writing, with reasons for the decision, to the excluded person within 30 days of the appeal date. If the excluded person is unsatisfied with the Superintendent's decision, ~~he or she~~ **they** may appeal to the Board.

Any personal information collected in relation to a Section 177 exclusion will be dealt with in accordance with the *Freedom of Information and Protection of Privacy Act* and will be kept in a confidential file at the School District office. The district privacy officer will record and track the use of Section 177 at the school and district levels.

Policy References:

Policy: C-350 Appeals

By-law 1-08 Parent Student Appeals

Legislation:

School Act Section 177

Freedom of Information and Protection of Privacy Act

Appendix: Example of plain language explanation of section 177

Section 177 of the *School Act* is intended to prevent the disruption of schools and school functions, and to ensure the protection of students and staff. This section allows the Principal or other school administrator **authorized staff** to direct a person to leave school property and prevents the person from returning without prior approval of the Principal or administrator **authorized staff**. It also enables the Principal or administrator **authorized staff** to call for assistance from law enforcement if necessary. **Any person contravening** If a person contravenes this section of the *School Act* is **committing** he or she commits an offence. The purpose of providing this authority to Principals and other administrators **authorized staff** is to maintain order on school premises and to ensure the protection of students and staff.

The full text of section 177 of the *School Act* is provided below:

Maintenance of order

177 (1) A person must not disturb or interrupt the proceedings of a school or an official school function.

(2) A person who is directed to leave the land or premises of a school by a Principal, Vice Principal, Director of Instruction or a person authorized by the board to make that direction:

(a) must immediately leave the land and premises, and

(b) must not enter on the land and premises again except with prior approval from the Principal, Vice Principal, Director of Instruction or a person who is authorized by the Board to give that approval.

(3) A person who contravenes subsection (1) or (2) commits an offence.

(4) A Principal, Vice Principal, or Director of Instruction of a school or a person authorized by the board may, in order to restore order on school premises, require adequate assistance from a peace officer.

Section 1 of the *School Act* defines "school" as follows:

"**school**" means

(a) a body of students that is organized as a unit for educational purposes under the supervision of a Principal, Vice Principal or Director of Instruction,

(b) the teachers and other staff members associated with the unit, and

(c) the facilities (including buses) associated with the unit and includes a Provincial resource program and a distributed learning school operated by a Board.

Policy References:

Policy: C-350 Appeals

By-law 1-08 Parent Student Appeals

Legislation:

School Act Section 177

Freedom of Information and Protection of Privacy Act

This letter to be written on school letterhead or School District letterhead

Date: preparation date of document

Address of excluded individual

Dear: Name of excluded individual DOB: date of birth of excluded individual

EXPIRY DATE: 120 days from the date of service

Synopsis: The details of the events that led to the exclusion

Re: Sooke School District #62

This letter is formal notification and direction that you are not permitted on the land or buildings which comprise the Sooke School District and you are directed not to enter these facilities. This action is taken under the authority of Section 177 of the *School Act*, R.S.B.C., 1996, ch. 412 as amended.

Section 177 of the *School Act* states:

Maintenance of order

- 177 (1) a person must not disturb or interrupt the proceedings of a school or an official school function.
- (2) a person who is directed to leave the land or premises of a school by a principal, vice principal, director of instruction or a person authorized by the Board to make that direction,
- (a) must immediately leave the land and premises, and
- (b) must not enter on the land and premises again except with prior approval from the principal, vice principal, director of instruction or a person who is authorized by the board to give that approval.
- (3) a person who contravenes subsection (1) or (2) commits an offence.
- (4) a principal, vice principal, or director of instruction of a school or a person authorized by the board may, in order to restore order on school premises, require adequate assistance from a peace officer.

This written direction is in accordance with Section 177 of the *School Act*.

If you enter any of the land and/or building(s) owned or operated by the Sooke School District in the future, you will be in contravention of Section 177(2) of the *School Act*. Such contravention constitutes an offence under the *Offence Act*. Sections 4 and 5 of the *Offence Act* state:

General penalty

4. Unless otherwise specifically provided in an enactment, a person who is convicted of an offence is liable to a fine of not more than \$2,000 or to imprisonment for not more than 6 months, or to both.

Policy References:

Policy: C-350 Appeals

By-law 1-08 Parent Student Appeals

Legislation:

School Act Section 177

Freedom of Information and Protection of Privacy Act

General offence

5. A person who contravenes an enactment by doing an act that it forbids, or omitting to do an act that it requires to be done, commits an offence against the enactment.

Please be advised that if you enter any Sooke School District land or building(s) I will refer your attendance to the RCMP and will request that charges be laid against you.

“school” means

- (a) a body of students that is organized as a unit for educational purposes under the supervision of a principal, vice principal or director of instruction,
- (b) the teachers and other staff members associated with the unit, and
- (c) the facilities (including buses) associated with the unit and includes a Provincial resource program and a distributed learning school operated by a Board.

Appeal Process:

The written appeal will be considered no more than 30 calendar days following the date of service indicated on the Maintenance Order; there will be an opportunity for the excluded person to respond to the information included in the notification of exclusion; the appeal will be heard by the Superintendent or designate; a decision of the appeal will be communicated in writing, with reasons for the decision, to the excluded person within 30 days of the appeal date. If the excluded person is unsatisfied with the Superintendent’s or designate’s decision, he or she may appeal to the Board.

Yours truly,

Name of the individual submitting the 177 (i.e. Vice Principal or Principal)

Signed _____

Date and time of service: _____

Name of excluded individual
Recipient of Section 177

Policy References:

Policy: C-350 Appeals

By-law 1-08 Parent Student Appeals

Legislation:

School Act Section 177

Freedom of Information and Protection of Privacy Act

School District #62 (Sooke)

PROBATIONARY EMPLOYEES	No.: E-123
	Effective: June 22/81 Revised: Jan. 12/93; Oct. 25/05 Reviewed: Dec. 1/20

SCHOOL BOARD POLICY

It is the responsibility of supervisors to ensure an evaluation of employees on probationary appointment, before termination of the period stated in the respective employment contract (i.e.: exempt employment contract, CUPE Collective Agreement, STA Collective Agreement).

For the policy regarding evaluations of Administrators, please refer to policy E-122 **222**.

Human Resources ~~should~~ **will** be consulted about any concerns that arise during an employee's probationary period. **The supervisor will meet with the probationary employee at regular intervals throughout the probationary period to provide constructive feedback and direction.**

Human Resources will initiate a reminder to the supervisor **at least** two weeks before the probationary period is to expire. A copy of the completed probationary report, signed by the supervisor and the probationary employee, must be submitted to Human Resources prior to the end of the probation period.

School District #62 (Sooke)

DEATH OF AN EMPLOYEE	No.: E-139
	Effective: Feb. 9/82 Revised: May 14/91; Oct. 25/05 Reviewed: Dec. 1/20

SCHOOL BOARD POLICY

In the case of an employee who dies while in the Board's employ, the estate will receive the employee's salary for a one month period from the date of the employee's death.

To ensure that this benefit is not ~~paid twice~~ **duplicated** for the same estate, this policy will not apply if the employee has Death Benefits coverage as part of their employment contract or Collective Agreement **(Exempt, CUPE, STA)**.

DRAFT