



**COMMITTEE REPORT OF THE
EDUCATION-POLICY COMMITTEE via MS Teams Live
Mar. 2, 2021 – 6:00 p.m.**

Present: Allison Watson, Trustee (Committee Chair)
Bob Phillips, Trustee (Committee Member)
Dianna Seaton, Trustee (Committee Member)
Christina Kempenaar, STA
Lou Leslie, CUPE
Cendra Beaton, SPEAC
Georgette Walker, SPVPA
Scott Stinson, Superintendent/CEO
Stephanie Hedley-Smith, Associate Superintendent
Paul Block, Associate Superintendent
Dave Strange, Associate Superintendent

Guest: Denise Wehner, District Principal – Curriculum Transformation

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, Allison Watson**
 - COVID-19 Update
Superintendent Stinson provided a brief update related to COVID-19 health and safety initiatives:
 - completion of the revised safe work practices announced on February 4.
 - provided an update on the recent exposure at David Cameron Elementary School (acknowledged extensive work of Principal Terry Honer, Vice-Principal Sue Tonnesen and Steve Tonnesen, Mgr. IT Operations).
3. **COMMITTEE REPORT** of Feb. 2, 2021 Education-Policy Committee meeting
The committee report for the Feb. 2, 2021 Education-Policy Committee meeting was reviewed by the committee members.
4. **BAA COURSE PROPOSALS**
No submissions for this meeting.
5. **REVIEW OF POLICIES/REGULATIONS**
 - a. Draft Revised Policy E-311 "Class II Licence" – Scott Stinson
Scott Stinson spoke about the proposed revisions to the policy and how they connect to Policy E-316 "Bus Drivers".

Recommendation

That the Board of Education give **Notice of Motion** to draft revised policy E-311 "Class II Licence".

b. Draft New Policy and Regulations D-310 "Non-Board Initiated Research" – Scott Stinson

Scott Stinson reviewed the draft new policy and regulations and explained their purpose. He said the district supports applications from individuals and/or agencies/organizations interested in conducting research in the school district. Research that supports the district's Strategic Plan is particularly welcomed. He noted that research must have the approval of the Superintendent or designate, prior to commencing. The draft policy and regulations will help align and streamline the process for applicants. Mr. Stinson thanked Sue Grundy, Mgr. of Executive Operations, for preparing the proposed new policy and regulations.

Recommendation:

That the Board of Education give **Notice of Motion** to draft new policy and regulations D-310 "Non-Board Initiated Research".

c. Policy and Regulations C-331 "Billeting of Students" – direction from Committee – Scott Stinson

Scott Stinson provided some background information regarding C-331. He said the policy and regulations require no updating in terms of language or application but are worth reviewing to determine that they are consistent with the Board's current values and beliefs. Given current parental and district values, along with cultural shifts, is it still the desire of the Board to allow billeting of students in certain situations and under the prescribed conditions? If the policy remains consistent with Board direction, there is no need to change or update as it currently covers any legal or operational requirements for due diligence. The committee felt that the policy continues to be consistent with the Board's beliefs.

It was requested that gender neutral language be used in the regulations, and to update Board of School Trustees to Board of Education.

Recommendation:

At this time, staff have no concerns about the current direction and requirements as laid out in the policy and regulations. Therefore, it is recommended that the policy and regulations continue as currently articulated.

d. Draft Revised Regulations D-111 "Volunteers in Schools" – Scott Stinson

Scott Stinson reviewed the proposed housekeeping revisions to the regulations as brought forward.

As these are only updates to the regulations, they are brought forward for information only.

6. **NEW BUSINESS**

a. Schools' Codes of Conduct – Paul Block

Associate Superintendent Paul Block spoke about the schools' Codes of Conduct for 2020-21. He noted that Codes of Conduct for each school are required under the *School Act*. School District policy and regulations guide the development process. Parents, students and staff must be included in the process to develop and review annually the standards of conduct. Each schools' Parent Advisory Council will approve the Code of Conduct.

b. Draft Curriculum Transformation Operational Plan - Denise Wehner

Denise Wehner, District Principal – Curriculum Transformation, gave a presentation on the draft Curriculum Transformation Operational Plan. She advised the plan is a “roadmap” for the next four years in alignment with the district’s overarching goals in the 2021-25 Strategic Plan and in alignment with other district departments. The plan seeks to build upon the existing initiatives and meaningful learning already happening in the district. Ms. Wehner reviewed the six goals outlined in the plan:

Goal #1 – To enhance and develop students’ literacy competencies.

Goal #2 – To enhance and develop students’ numeracy competencies.

Goal #3 – To support inclusive, meaningful learning experiences aligned with the BC K-12 curriculum.

Goal #4 – To support and enrich French Immersion programs.

Goal #5 – To promote high quality and equitable early years learning opportunities and to ensure supportive transitions for children and families to Kindergarten.

Goal #6 – To develop and utilize technology as a purposeful tool for quality learning experiences.

7. **FOR INFORMATION**

a.

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

As per Policy Work Plan

9. **ADJOURNMENT AND NEXT MEETING DATE: Apr. 6, 2021**

School District #62 (Sooke)

CLASS II LICENCE	No.: E-311
	Effective: June 22/81 Revised: Reviewed: Mar. 2/21; Mar. 9/21

SCHOOL BOARD POLICY

Bus Drivers are required to have a Class II B.C. Driver's Licence, with air brake endorsement, a medical certification within the last six months and a valid First Aid Certification upon commencement of employment with the District.

On the recommendation of the Secretary-Treasurer, the Board will pay for courses and medical examinations as are required for an employee to ~~obtain~~ **maintain** a Class II licence, with Air Brakes endorsement, ~~where the holding of such a licence is not a condition of employment,~~ when employed by the District. ~~The employee concerned will be granted, free of charge, the use of such Board equipment as is necessary to pass the test.~~

POLICY AND REGULATIONS ADOPTION

School District #62 (Sooke)

March 9, 2021

Draft revised Policy E-311 "Class II Licence" is now ready for Notice of Motion.

NOTICE OF MOTION:

That draft revised Policy E-311 "Class II Licence" be given Notice of Motion.

School District #62 (Sooke)

NON-BOARD INITIATED RESEARCH	No.: D-310
	Effective: Revised: Reviewed: Mar. 2/21; Mar. 9/21

SCHOOL BOARD POLICY

The Board of Education greatly values evidence-based practices and supports research activities that further the discovery of new knowledge upon which improvements to the education system, to teaching, and to children’s lives, can be made.

The Board of Education supports applications from individuals and/or agencies or organizations interested in conducting research in Sooke School District (SD62). Research that supports the SD62 strategic focus is particularly welcomed.

Research in SD62 must have approval of the Superintendent of Schools or designate, prior to commencing. Furthermore, such participation must not be detrimental to the normal educational activities of the School District. It is also expected that external research will not have an adverse effect on students, staff, or Board resources.

School District #62 (Sooke)

NON-BOARD INITIATED RESEARCH	No.: D-310
	Effective: Revised: Reviewed: Mar. 2/21; Mar. 9/21

ADMINISTRATIVE REGULATIONS

Permission to Conduct Non-Board-Initiated Research

1. All researchers who wish to use SD62 or any school within it as a research site and/or to access students, families, or staff as subjects or respondents are to first submit written proposals to the Superintendent or delegate. Such written proposals are to include:
 - A statement addressing the need for or possible implications of the study for the school or SD62.
 - Specific purposes of the study.
 - Procedures to be used in the study including all questionnaires, surveys, or interview schedules.
 - An ethics approval from the host university. If there is no host university, an ethics statement based on the Government of Canada’s Tri-Council Policy Statement on Ethical Conduct for Research Involving Humans.
 - The name of school district, post-graduate department of a university, or recognized research institution under whose direction the research will be conducted.
2. Before approving a research proposal, the Superintendent or designate shall be convinced that the conduct of the research will:
 - Provide results of interest and value to SD62 and/or the broader educational community.
 - Cause minimal disruption to the operation of SD62 or individual schools.
 - Not be detrimental to relationships with the community.
 - Be sponsored and/or guided by a reputable agency or organization.
 - Conform to the practices for handling personal information as per the *Freedom of Information and Protection of Privacy Act* (FOIPPA).

Conducting Non-Board-Initiated Research

1. After approving a research proposal, the Superintendent or designate must be assured that all reasonable steps will be taken to inform subjects and/or their responsible parents/guardians, in advance of all aspects of the research which bear directly on them including:

- Any treatment they are to receive.
 - Any data that will be collected from them.
 - The magnitude of their participation.
2. If the research will involve the participation of an individual school or schools, the Superintendent or designate may, in consultation with principals of schools that might be involved with the research, approve contact between the researcher and the Principal(s).
 3. The Principal of any participating school will ensure that the necessary consultations with teachers, other staff, students (if appropriate), and parents are undertaken. The Principal must also make certain that confidentiality is maintained and that students have the option of not participating without penalty.
 4. The District shall not be obligated to provide resources or information to researchers. This includes providing lists, sending out questionnaires, administration of surveys, etc.
 5. Approved research proposals will be brought forward to the Board for information through the Education-Policy Committee.
 6. Upon conclusion of the research project, a final copy of the study is welcomed by the Board and the District. If the final report or subsequent publications mention the school district or specific SD62 schools or programs, a hard copy or link to an online copy should be submitted to the Superintendent and to the principal of any participating school.



Permission to Conduct Non-Board-Initiated Research

Date of application	
Applicant's Name	
Address	
Phone Number(s)	
E-Mail Address	
Present Position	
SD62 Employee?	
Affiliated institution or organization	
Name of facility supervisor (if applicable)	
Title of study	
Type of study	
Requested date to start and anticipated end date	
Type of participants (i.e. student, parent, teacher, support staff)	
Any specific cohort focus	
Plan for recruitment to study	
Specific location(s) of study	
Data collection tools	
Ethics approval, date and organization	

E-mail to: Superintendent of Sooke School District: ssinson@sd62.bc.ca
or mail to Scott Stinson, Superintendent, SD62 (Sooke), 3143 Jacklin Road, Victoria, BC V9B 5R1

Please attach the following:

A complete research proposal which includes:

- An overview of the study.
- The organization providing funding (if applicable).
- Relevant literature.
- The research question or problem being investigated.
- Significance of study (why now; why here; why age group, if under 18).
- The age of participants and why age group relevant to study.
- Whether the research materials have been piloted or used elsewhere.
- Any links to BC curriculum.
- Any links to wider research or to data sets (e.g. The Program for International Student Assessment [PISA]).
- Research design.
- Data collection process and timeline.
- Data analysis process.
- Details of how confidentiality will be achieved and maintained.
- Details of consent statements that will be provided to participants.
- Storage and security of information or data collected.
- Life span and disposal of data.
- Intentions for dissemination (conferences, journals, media).
- Copies of all data collection instruments.
- Copies of consent forms for participants (and if under 18, their parents/guardians).
- Approval statement from appropriate ethics board.
- Criminal Record Check if applicable. Non-district employees wishing to conduct research with students must undergo a criminal record check and be able to provide prior to project approval. This is required of each member of the research team.

E-mail to: Superintendent of Sooke School District: sstinson@sd62.bc.ca
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POLICY AND REGULATIONS ADOPTION

School District #62 (Sooke)

March 9, 2021

Draft new Policy and Regulations D-310 "Non-Board Initiated Research" is now ready for Notice of Motion.

NOTICE OF MOTION:

That draft new Policy and Regulations D-310 "Non-Board Initiated Research" be given Notice of Motion.

School District #62 (Sooke)

BILLETING OF STUDENTS	No.: C-331
	Effective: Apr. 23/96 Revised: Reviewed: Mar. 2/21; Mar. 9/21

SCHOOL BOARD POLICY

The Board of Education believes that the health, safety, and security of students is essential when participation in curricular or extra-curricular activities requires billeting.

The preference of the Board is to have students under direct supervision of supervising teachers and designated chaperones. Having students stay in host-school gymnasiums, hotel/motel accommodations, campgrounds, or other group accommodations are examples of direct supervision.

The Board also recognizes that on some trips, group accommodation may not be possible or desirable. When students are on cultural exchanges or trips where the attempt is to meet some other objective around social interaction, staying with a host family may be more suitable.

When students are billeted the Board expects that the standard of care will be that which is implicitly and explicitly stated in the attached regulations.

School District #62 (Sooke)

BILLETING OF STUDENTS	No.: C-331
	Effective: Apr. 23/96 Revised: Reviewed: Mar. 2/21; Mar. 9/21

ADMINISTRATIVE REGULATIONS

PREAMBLE

The Principal must be assured: that all plans and accommodations for students meet the intent of providing a safe and comfortable setting for students; that supervising teachers/designated alternates/chaperons are aware of the high standards expected; that students have constant access to one or more of the accompanying adults; that contingency plans are in place to provide students alternate accommodation if their assigned placement(s) is/are deemed unsuitable.

Prior to a Trip Requiring Billeting

- The District Field Trip form must be completed by the Principal/supervising teacher. The itinerary, including specific billeting locations (hosts name, address, phone number, and phone number of the supervising teacher), and a copy of "Expected Standards For Billeded Students and Billeting Families" will be provided to parents of individual students. The billeting form attached to this policy will be completed by parents and returned to the school. The school will keep the original and provide two copies for the staff member in charge; one of these copies will be given to the billeting family.
- Whenever possible, two students should be assigned to a billeting family; when this is not possible, the single placement student must confirm their personal comfort with the arrangement. The supervising teacher(s) must be assured that the billeting family has made appropriate and safe accommodation for all students.
- The supervising teacher must have a composite list of names and phone numbers of billeting families.

During the Trip

- If changes to accommodation arrangements occur during the trip, they must be approved by the supervising teacher and parents must be notified as soon as possible.
- Upon arrival of the students, the host will be provided with a copy of the billeting form and "Expected Standards For Billeded Students and Billeting Families".
- The supervising teacher or a designated alternate must be available at all times for a student or billeting family's phone call. Schools may want to obtain use of a cellular telephone to ensure immediate contact. Students must be provided with phone number(s) of the supervising teacher and/or designated alternate.
- When home placements are for more than one night, the supervising teacher or designated alternate must arrange daily contact with students.

School District #62 (Sooke)

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BOARD OF EDUCATION
SCHOOL DISTRICT NO. 62 (SOOKE)

EXPECTED STANDARDS FOR BILLETED STUDENTS
AND BILLETING FAMILIES

Billeted Students

The Board expects that students will:

1. act as good ambassadors for their school and district.
2. follow the rule set out by the supervising teacher.
3. act in accordance with the Code of Conduct established by the school and the policies and regulations of the School Board, most specifically that they are not to use alcohol or drugs, including medication not listed on the medical information form.
4. remember that they are guests and will act accordingly.

Billeting Families

The Board requests that billeting families:

1. accept the sincere appreciation of the Board in accommodating our students.
2. ensure that billeted students are appropriately supervised during their stay.
3. report any concerns that they have with our students to the supervising teacher, and when deemed necessary, directly to the parent, as soon as possible.
4. provide a safe and monitored environment for students.
5. ensure that the rules specifically set out by the supervising teacher are adhered to.
6. arrange for meals and transportation to and from activity sites as agreed.
7. provide access to a telephone so students can remain in contact with the supervising teacher and/or their parents.
8. immediately report illness or injury to (a) parents and (b) supervising teacher.

STUDENT BILLETING FORM

To be completed by parent/guardian:

School: _____

Student's Last Name: _____ First Name: _____

Parent's/Guardian's Name: _____

Telephone: _____ (H) _____ (B)

Emergency Contact:

Name: _____

Telephone: _____

Medical Information

CARE Card Number: _____

Medical Alert Information (allergies, dietary restrictions, medication, existing medical conditions) that you want the billeting family to know about:

STUDENT BILLETING FORM

To be completed by school:

The sponsor/teacher may be contacted at the following location at any time:

Supervising Teacher's Name:

Telephone No.:

Location:

The sponsor/teacher must be notified of an emergency.

Parents/Guardians Please Note:

Completion of this form will be taken as your informed consent for your child(ren) to participate in this organized trip. As well, it will be assumed that the personal information provided above has your informed consent to be given to the sponsor/teacher/host.

Signature of Parent/Guardian

Date

Distribution of this form:

1 copy - School File

1 copy - Supervising Teacher

1 copy - Host Family

School District #62 (Sooke)

VOLUNTEERS IN SCHOOLS	No.: D-111
	Effective: Jan. 24/12 Revised: Feb. 25/13 Jan. 28/14; Jan. 27/15; Reviewed: Mar. 2/21; Mar. 9/21

ADMINISTRATIVE REGULATIONS

Definition

- A volunteer is a parent or other person who has made an accepted commitment to assist the school without expectation of compensation. This policy does not apply to students and to school staff who volunteer.

The Role of Volunteers

- Volunteers should function in a supportive role which is compatible with the philosophy of the school and should not undertake tasks that require making programmatic or educational decisions.
- Volunteers must not be used to provide services that would result in the displacement of any employee.

Screening and Selection

- Volunteers are selected on the basis of an ability to deal **work** with students, skill in performing needed services, previous related experience, interest in the work, and personal character.
- Volunteers are encouraged from within the community at large, and efforts should be made to involve a wide representation of the community.
- The principal or designate must ensure that the screening of potential volunteers depending on the nature of the activity and the extent of supervision undertaken by the potential volunteer, the need for an interview to determine the appropriateness of the volunteer candidate.
- When a volunteer will be with a student(s) and will not be under the direct supervision of a teacher or administrator or will have regular and ongoing involvement with students, a Criminal Record Check (Vulnerable Sector Check) is required. The Criminal Record Check will be valid for three years. The Principal has the discretion to waive this process if the volunteer has previously undertaken a similar screening process with another organization or program within the past six months and is able to provide copies or proof.
- Volunteers who will be driving students need to provide the school with a Driver's Abstract. The Driver's Abstract will be valid for five years.
- Volunteers must not be assigned tasks, which would violate the privacy of students or their families, or be permitted access to student records, with the exception of contact information required for the Safe Arrival Program.

- It must be recognized some applicants will not be suitable for volunteer work in a school setting. All information collected in the screening process should be officially documented and treated as confidential.
- A volunteer's services may be terminated at the discretion of the principal.

Management

- An orientation for volunteers conducted by the principal or designate should include a review of relevant and applicable policies and procedures.
- The principal or designate should review the school's volunteer program annually with the Parent Advisory Council.

Supervision and Monitoring of Volunteers

Volunteers are visitors and must report to the office on arrival unless other arrangements have been approved by the principal or designate.

- Volunteers will sign-in and receive a volunteer name tag to be worn at all times and to be returned before departure from the building.
- Schools are required to maintain a list of volunteers and the specifics of their tasks.
- Parents will be informed if their child is working exclusively with a volunteer on a regular basis.
- The supervising staff member shall provide any necessary direction or specific instruction related to the volunteer's assignment, with particular attention to procedures related to student safety.
- Complaints about volunteers should be handled by the supervising teacher or the school principal or designate responsible for volunteers.

Conduct of Volunteers

- Volunteers shall meet all the criteria of conduct and deportment required of School District staff, shall not be under the influence of or in possession of illicit drugs (**including prescription drugs that impair an individual's functioning**) or alcohol, shall maintain confidentiality of students and of school matters, and shall comply will all relevant and applicable legislation and school district policies.
- Volunteers, on occasion, may become privy to personal information that must remain confidential. All volunteers must complete a Volunteer Confidentiality Agreement (**attached**) and a clear understanding conveyed that volunteers must uphold this confidentiality.

Special Provisions Governing Community Coaches

A community coach is a coach of a school team who is not an employee of the school district.

- A community coach must have a staff sponsor who may be a principal, vice-principal, teacher, or school district employee, unless exempted by the principal or vice-principal, based on the assurance the volunteer has completed the appropriate screening and has recognized involvement in the school's athletic program.
- Staff sponsors are expected to be in the building during practices; if unavailable, they must arrange for a designated staff contact to be on site. Staff sponsors must be present at all games, tournaments, and travel events. The principal or vice-principal may waive this requirement, except

for events involving overnight travel. Parents are to be advised of all travel and supervision arrangements.

- Community coaches are selected by the school administration in collaboration with staff members and/or the secondary athletic directors. Community coaches will be considered, providing they have the necessary ability and appropriate level of training required for the sport and age level in question, especially in high risk sports. In addition, community coaches would be subject to the same screening process as other volunteer applicants, including a criminal record check.
- Student coaches and coaches under nineteen years of age must be under the direct supervision of an employee sponsor at all times.
- Student teachers operate, as in all other aspects of their placement, under the supervision of their sponsor teacher.

Liability, Insurance and Expenses

- Claims, other than for libel or slander, against volunteers for damages for acts or omissions in the provision of volunteers' services for the Board are disallowed under Section 94(1.1) of the *School Act*, except where the volunteer has been guilty of dishonesty, gross negligence, malicious or willful misconduct. The Board's liability insurance coverage applies to volunteers who are engaged in activities authorized by the School District or school.
- Where any incident or accident occurs that may conceivably give rise to a claim against a volunteer or the school board, the volunteer must promptly provide all information to the school to further its insurance claim.
- Volunteers are responsible for their own injury coverage.

VOLUNTEER INFORMATION FORM

Name: _____ Date: _____

Address: _____

Home Phone: _____ Work Phone: _____

Cell Phone: _____ E-Mail: _____

Emergency Contact:

Name: _____

Home Phone: _____ Alternate Phone: _____

Specify areas of interest (e.g. Coaching, etc.):

Certificates/Training:

Volunteer Experience:

Additional Notes:

Volunteer Confidentiality Agreement

As a volunteer at _____, I agree to:

- Respect confidentiality when dealing with student and family personal information.
- Abide by the rules and policies of the school and the Sooke School District.

Date: _____ Signature of Volunteer: _____

Date: _____ Signature of Principal: _____