



**COMMITTEE REPORT OF THE
EDUCATION-POLICY COMMITTEE via MS Teams Live
Apr. 6, 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
Georgie Walker, SPVPA
Scott Stinson, Superintendent/CEO
Stephanie Hedley-Smith, Associate Superintendent
Dave Strange, Associate Superintendent
Paul Block, Associate Superintendent

Guests: Kerry Robertson, Kristin Holland, Lauren Frodsham, Melissa Horner, Laura Lancaster, Joshua Johnson, Cole Spittle

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 – Scott Stinson

The Superintendent gave an update on the recent changes in school health orders as directed by the Ministry of Education, including the amended mask mandate, and the move to virtual meetings. Updates were given on the recent school exposures and the work done in support of staff, students and families, as well as the pause on the vaccination roll out for Educational staff.

3. COMMITTEE REPORT of Mar. 2, 2021 Education Standing Committee meeting

The committee report for the Mar. 2, 2021 Education-Policy Committee meeting was reviewed by the committee members.

4. BAA COURSE PROPOSALS

- a. No submissions for this meeting.

5. REVIEW OF POLICIES/REGULATIONS

- a. Draft Revised Regulations C-329 "Field Trips" – Stephanie Hedley-Smith

Associate Superintendent Stephanie Hedley-Smith presented the draft revised regulations and provided an overview on the work done to create the draft regulations. The committee engaged in

discussions and posed questions related to issues related to overnight trips, equitable volunteer recruitment, criminal record checks, and support staff, etc. Of note were the requests to review the document through a SOGI lens to ensure the document is reflective of the diversity of our students and staff, and the request to explore capping trip costs to ensure equity of opportunity. The information was brought forward for discussion purposes only.

- b. Draft Revised Policy and Regulations B-345 “Core French” – Stephanie Hedley-Smith
Associate Superintendent Stephanie Hedley-Smith presented the draft revised policy and regulations. District Principal Denise Wehner provided context for the work and the proposed revisions. The committee engaged in discussions and posed questions.

Recommendation

That the Board of Education give Notice of Motion to draft revised Policy and Regulations B-345 “Core French”.

- c. Draft Revised Policy and Regulations B-346 “French Language Programs” – Stephanie Hedley-Smith
Associate Superintendent Stephanie Hedley-Smith presented the draft revised policy and regulations. District Principal Denise Wehner provided context for the work and the proposed revisions to the policy and the regulations. The committee engaged in discussion and posed questions.

Recommendation

That the Board of Education give Notice of Motion to draft revised Policy and Regulations B-346 “French Language Programs”

6. NEW BUSINESS

- a. Presentation – Link2Practice – Kerry Robertson, Kristin Holland, Lauren Frodsham, Melissa Horner, Laura Lancaster, Joshua Johnson, Cole Spittle
The committee welcomed the presenters who provided an overview of the Link2Practice program jointly sponsored between SD62 and the University of Victoria. The committee engaged in discussions and posed questions to the presenters.

7. FOR INFORMATION

8. FOR FUTURE MEETINGS

- a. Review of Policies/Regulations - as per Policy Work Plan

9. ADJOURNMENT AND NEXT MEETING DATE: May 4, 2021

POLICY AND REGULATIONS ADOPTION

School District #62 (Sooke)

April 27, 2021

Draft revised Policy and Regulations B-345 "Core French" is now ready for Notice of Motion.

NOTICE OF MOTION:

That draft revised Policy and Regulations B-345 "Core French" be given Notice of Motion.

School District #62 (Sooke)

CORE FRENCH POLICY	No.: B-345
	Effective: Nov. 24/87 Revised: Reviewed: Apr. 6/21; Apr. 27/21

SCHOOL BOARD POLICY

The Board of **Education** School Trustees recognizes the importance of a Core French program. Therefore, it is committed to supporting the implementation of programs with further effective instruction and resources in the French language.

Core French refers to the instruction of French as a Second Language in grades 5 through 12 to for students in the regular English program. French is offered as a regular part of instruction in grades 5 through 8, and offered as an elective in grades 9 through 12.

School District #62 (Sooke)

CORE FRENCH	No.: B-345
	Effective: Nov. 24/87 Revised: May 23/89; July 5/05; Feb. 10/2020; Reviewed: Apr. 6/21; Apr. 27/21

ADMINISTRATIVE REGULATIONS

The School District expects Core French to be taught at all district schools for a minimum of 60 minutes per week ~~at the grade~~ **in grades 5 through 8, and be offered in grades 9 through 12.** ~~, 6 and 7 levels.~~ **In grades 5 through 8, Core French should be 4% of instructional time.**

A **French speaking staff member in middle and secondary schools** ~~French resource person is to be recognized~~ **identified** ~~in each school in order to act as liaison between the classroom teachers and the French Curriculum Coordinator~~ Transformation Department.

POLICY AND REGULATIONS ADOPTION

School District #62 (Sooke)

April 27, 2021

Draft revised Policy and Regulations B-346 "French Language Programs" is now ready for Notice of Motion.

NOTICE OF MOTION:

That draft revised Policy and Regulations B-346 "French Language Programs" be given Notice of Motion.

School District #62 (Sooke)

FRENCH LANGUAGE IMMERSION PROGRAMS	No.: B-346
	Effective: Sep. 26/95 Revised: Apr. 27/99; July 5/05; June 27/17 Reviewed: Mar. 2/15; Sept. 29/15; Mar. 6/17; Apr. 18/17; May 15/17; Apr. 6/21; Apr. 27/21

SCHOOL BOARD POLICY

The Board of Education recognizes the importance of providing students with the ability to choose instruction in either of the two official languages while they attend public school. A French Immersion Program is a choice program which parallels the regular English program in structure and content. It provides the opportunity to non-francophone students to become functionally bilingual in English and French. The Board commits to support the Immersion Program by allocating sufficient resources to allow students to complete the requirements in order to graduate with both a French and English Dogwood Certificate.

~~Core French refers to the instruction of French as a Second Language in grades 5 through 12 to for students in the regular English program. (where instruction is primarily in English).~~

School District #62 (Sooke)

FRENCH LANGUAGE IMMERSION PROGRAMS	No.: B-346
	Effective: Sep. 26/95 Revised: Apr. 27/99; July 5/05; Jan. 27/15; Sept. 29/15; Jan. 24/17; June 27/17; Reviewed: Mar. 2/15; Apr. 20/15; May 11/15; June 15/15; Sept. 29/15; Mar. 6/17; Apr. 18/17; May 15/17; Apr. 6/21; Apr. 27/21

ADMINISTRATIVE REGULATIONS

1. Definitions - General

1.1. French Immersion is a program where instruction is offered in the French language for non-Francophone learners. The percentage of French instruction and English instruction in each grade level ~~is in compliance with~~ **aligns with** the Ministry of Education guidelines. ~~The following chart is the current guideline—~~ **The Sooke School District provides French instruction using the Ministry guidelines below:**

Grade	% of French Instruction	% of English Instruction
K-(2 or 3)	100	0
(3 or) 4-7	80	20
8-10	50 - 75	25 - 50
11-12	no less than 25	no more than 75

2. District Programs

2.1 French Immersion is offered in a dual entry model with early entry **in Kindergarten and grade one (K/1)** and late entry **(Grade 6) in grade six.**

2.32 French Immersion will be offered in the designated schools from Kindergarten through to Grade 12 as enrolment ~~and targeted funds~~ allows.

3. The major goal of French Immersion is to provide the opportunity for non-francophone students to become bilingual in English and French. Bilingualism is achieved by providing instruction of the basic curriculum entirely in French during the first years. Once a firm base in French has been established, instruction in English language arts is added, and instruction in the English language gradually increases. Students continue to receive instruction in certain subjects in French so that proficiency is achieved in both languages by the end of Grade 12.

4. A District French Advisory Committee **will meet a minimum of three times annually and with additional meetings as needed and requested by the chair.** ~~on a regular bimonthly schedule~~ to address ongoing needs of the Core and Immersion programming.

5. It is the responsibility of the parent to provide student transportation to the program beyond the normal routes.

School District #62 (Sooke)

CLASS II LICENCE	No.: E-311
	Effective: June 22/81 Revised: Reviewed: Mr. 2/21; Mar. 9/21; Apr. 27/21

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 ~~approval~~ **approval** of the Secretary-Treasurer **or designate**, the Board will pay for courses and medical examinations as are required for an employee to obtain **and/or 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.

School District #62 (Sooke)

NON-BOARD INITIATED RESEARCH	No.: D-310
	Effective: Revised: Reviewed: Mar. 2/21; Mar. 9/21; Apr. 27/21

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; Apr. 27/21

ADMINISTRATIVE REGULATIONS

1. Permission to Conduct Non-Board-Initiated Research

1.1. Application:

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.

1.2 Approval:

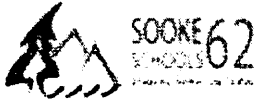
Before approving a research proposal, the Superintendent or designate shall be convinced that the conduct of the research will:

- 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)*.

2. Conducting Non-Board-Initiated Research

2.1 Initiating Research

- 2.1.1 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.
- 2.1.2 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).
- 2.1.3 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 **and staff** have the option of not participating without penalty.
- 2.1.4 The District shall not be obligated to provide resources or information to researchers. This includes providing lists, sending out questionnaires, administration of surveys, etc.
- 2.1.5 Approved research proposals will be brought forward to the Board for information through the Education-Policy Committee.
- 2.1.6 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: sstinson@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
or mail to Scott Stinson, Superintendent, SD62 (Sooke), 3143 Jacklin Road, Victoria, BC V9B 5R1