



**COMMITTEE REPORT OF THE  
EDUCATION-POLICY COMMITTEE Via MS Teams  
Dec. 1, 2020 – 6:00 p.m.**

---

- Present:** Bob Phillips, Trustee (Committee Chair)  
Dianna Seaton, Trustee (Committee Member)  
Margot Swinburnson, Trustee (Committee Member)  
Lisa Haug, CUPE  
Georgette Walker, SPVPA  
Cendra Beaton, SPEAC  
Scott Stinson, Superintendent/CEO  
Paul Block, Associate Superintendent  
Dave Strange, Associate Superintendent  
Harold Cull, Secretary Treasurer
- Guests:** Tracey Syrota, Mgr. of Transportation; Christine McGregor, Janine Brooks, Linda Lamers, Sharon Schwartz, Fran Bitonti, Kristin Wiens, Deb Woodland
- Regrets:** Stephanie Hedley-Smith, Associate Superintendent  
Missy Haynes, STA

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  
The committee report for the Nov. 3, 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** (attached)
  - a. Draft Revised Policy and Regulations F-100 "Transportation" – Harold Cull & Tracey Syrota  
Harold Cull, Secretary-Treasurer, started with a recognition of the strong work done by Tracey Syrota and the team at Transportation throughout the fall. Harold and Tracey spoke to the draft revised policy and regulations, including an overview of the systemic challenges that gave rise to reviewing the existing policy and regulations, the process followed to create the drafts

being presented to the committee, and the intent of the proposed changes. The committee engaged in discussion and questioning seeking clarification and understanding.

**Recommendation:**

That the Board of Education give Notice of Motion to draft revised Policy and Regulations F-100 "Transportation"

- b. Draft Revised Policy and Regulations C-432 "Maintenance of Order" – further revisions – Scott Stinson

Superintendent Scott Stinson presented on the feedback and final revisions to the draft revised policy and regulations. Scott suggested the revised policy and regulations are ready to go to the Board for adoption. Discussion and questions followed.

**Recommendation:**

That the Board of Education adopt draft revised Policy and Regulations C-432 "Maintenance of Order".

- c. Draft Revised Policy E-123 "Probationary Employees" – Scott Stinson

Scott Stinson spoke to the draft revised policy. Discussion and questions followed.

**Recommendation:**

That the Board of Education give Notice of Motion to draft revised Policy E-123 "Probationary Employees".

- d. Draft Revised Policy E-139 "Death of an Employee" – Scott Stinson

Scott Stinson spoke to the draft revised policy. Discussion and questions followed.

**Recommendation:**

That the Board of Education give Notice of Motion to draft revised Policy E-139 "Death of an Employee".

**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, Deb Woodland

The committee members thanked the team for their presentation and recognized the tremendous work of the department as well as school-based staff. Discussion and questions followed.

Request to have the presentation come back to the committee in the spring and packaged to be shared with the public to highlight our great work and to inform families of our services and programs.

- b. COVID-19 Update – Scott Stinson

The Superintendent provided an update on COVID-19 including work with health authorities, the upcoming winter break, and plans being developed to respond to possible school exposures should they occur in one of our schools. Discussion and questions followed.

c. Strategic Planning Update – Scott Stinson

The Superintendent provided an update on district strategic planning and next steps. Discussion and questions followed.

d. Victoria Family Court Youth Justice Committee (VFCYJC) – Trustee Margot Swinburnson

Trustee Swinburnson gave an update on proceedings from the VFCYJC and the upcoming report from the office of the Charlesworth report. Discussion and questions followed.

The committee decided to wait for the release of the report and then consider any possible actions in response to its findings and recommendations.

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

POLICY AND REGULATIONS ADOPTION

School District #62 (Sooke)

December 15, 2020

---

Draft revised Policy and Regulations F-100 "Transportation" are now ready for Notice of Motion.

**NOTICE OF MOTION:**

That draft revised Policy and Regulations F-100 "Transportation" be given Notice of Motion.

School District #62 (Sooke)

<b>TRANSPORTATION</b>	No.: F-100
	Effective: Sep. 22/81 Revised: Feb. 22/83; Oct. 22/83; May 23/89; Oct. 23/90; Jul. 6/05; Reviewed: Dec. 1/20

**SCHOOL BOARD POLICY**

**The Board of Education of School District 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* 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 to meet 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.~~

~~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).~~ **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. The District will charge all riders 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)

<b>TRANSPORTATION</b>	No.: F-100
	Effective: Sept. 22/81 Revised: Feb. 22/83; Oct. 22/83; May 23/89; Oct. 23/90; Jul. 5/05 Reviewed: Dec. 1/20

**ADMINISTRATIVE REGULATIONS**

**1. Registration Process**

The District will utilize a defined period registration process that will open February 1 of each year. On April 30 of each year, the registration process 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 1 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 30.

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 of Education, 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 1. 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 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.**

#### 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:~~

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

#### 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.~~

**To the extent possible, routes will be designed to have students arrive at school no earlier than 30 minutes before the school's first 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 ~~when routes are completed each year.~~ **by June 30 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.

## POLICY AND REGULATIONS ADOPTION

School District #62 (Sooke)

December 15, 2020

---

Draft revised Policy and Regulations C-432 "Maintenance of Order" are scheduled for approval.

### **RECOMMENDATION**

That Draft revised Policy and Regulations C-432 "Maintenance of Order" be approved and included within the District Policy Manual.



**School District #62 (Sooke)**

<b>MAINTENANCE OF ORDER</b>	No.: C-432
	Effective: Feb. 9/82 Revised: Oct. 25/05; Jan. 22/07; Apr. 25/17; Dec. 15/20 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)**

<b>MAINTENANCE OF ORDER</b>	No.: C-432
	Effective: Apr. 25/17 Revised: Dec. 15/20 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*

POLICY AND REGULATIONS ADOPTION

School District #62 (Sooke)

December 15, 2020

---

Draft revised Policy E-123 "Probationary Employees" is now ready for Notice of Motion.

**NOTICE OF MOTION:**

That draft revised Policy E-123 "Probationary Employees" be given Notice of Motion.

**School District #62 (Sooke)**

<b>PROBATIONARY EMPLOYEES</b>	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.



POLICY AND REGULATIONS ADOPTION

School District #62 (Sooke)

December 15, 2020

---

Draft revised Policy E-139 "Death of an Employee" is now ready for Notice of Motion.

**NOTICE OF MOTION:**

That draft revised Policy E-139 "Death of an Employee" be given Notice of Motion.

**School District #62 (Sooke)**

<b>DEATH OF AN EMPLOYEE</b>	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)**.