1. CALL TO ORDER
The Chair will call the meeting to order and recognizes that tonight's meeting is being held on the traditional territory of the Snuneymuxw people.

2. ADDITIONS TO THE AGENDA

3. DELETIONS TO THE AGENDA

4. CHANGE IN ORDER

5. APPROVAL OF THE AGENDA

6. APPROVAL OF THE MINUTES

   6.1 Minutes - January 10, 2018

That the minutes from the Education Committee meeting held January 10, 2018, be approved.

7. PRESENTATIONS

8. RECONCILIATION

   8.1 Trustee Report Out from January 24, 2018 Workshop
   AS - Board of Education Reconciliation Vision Process

9. SENIOR STAFF REPORTS

   9.1 Superintendent Blain
   Re: Local School Calendar (Amendment)
   AS - Local School Calendar (Amendment)

   9.2 Superintendent Blain and Director of Instruction Tait
   Re: Grant for Indigenous Language Resource Development
   Grant for Indigenous Language Resource Development

   9.3 Superintendent Blain and Assistant Superintendent Saywell
   Re: Graduation Rates
   Graduation Rates

   9.4 Assistant Superintendent Esliger
10. CORRESPONDENCE REFERRED FROM THE REGULAR BOARD MEETING

11. UNFINISHED BUSINESS

   11.1 Education Committee Meeting Structure Review

Education Committee Agenda Items

12. NEW BUSINESS

13. QUESTION PERIOD
Question Period is intended to enable the public to obtain clarifying information regarding a current agenda item.

Individuals wishing to ask questions of the Board upon completion of Committee and Board sessions shall do so in writing on the form provided which includes their name, street address and email address. The individual will be asked to verify his/her self and be afforded the opportunity to read out their own question. Each individual shall be limited to one follow-up question upon receiving a response. Questions and responses will be included in the video of the meeting and the meeting minutes and will be part of the public record.

*Forms are available in the information rack near the entrance of the Board Room*

14. ADJOURNMENT
THE BOARD OF EDUCATION OF SCHOOL DISTRICT 68
MINUTES OF EDUCATION COMMITTEE MEETING
HELD JANUARY 10, 2018

PRESENT:

Trustees
N. Bob, Chair
B. Robinson, Vice-Chair (call in)
S. Higginson
J. Solomon
S. Kimler
J. Brennan
T. Brzovic (6:04 arrival)

Staff
J. Blain, Superintendent/CEO
C. McVeigh, Secretary-Treasurer
B. Esliger, Assistant Superintendent
R. Gray, Director of Instruction
L. Tait, Director of Instruction
D. Burgos, Executive Director of Communications
K. Matthews, Senior Executive Assistant

ABSENT:
N. Routley
S. Rae

IN ATTENDANCE
D. Wood, NDTA Rep
J. Smith, CUPE Rep
S. DeBodt, DASG Rep

Meeting No. E04

CALL TO ORDER
The Chair called the meeting to order at 6:00 pm and recognized that tonight’s meeting is being held on the traditional territory of the Snuneymuxw people.

ADDITIONS TO THE AGENDA
There were none.

DELETIONS TO THE AGENDA
There were none.

CHANGE IN ORDER
There were none.

APPROVAL OF THE AGENDA
Minutes of the Education Committee Meeting held January 10, 2018

That the Agenda be approved.

CARRIED UNANIMOUSLY

Folio EC18/01/10-01

IT WAS MOVED BY Trustee
IT WAS SECONDED BY Trustee
CARRIED UNANIMOUSLY

APPROVAL OF THE MINUTES

Minutes - November 1, 2017
That the minutes from the Education Committee meeting held November 1, 2017, be approved.
CARRIED UNANIMOUSLY

Minutes - December 6, 2017
That the minutes from the Education Committee meeting held December 6, 2017 be approved.
CARRIED UNANIMOUSLY

PRESENTATIONS

There were none.

RECONCILIATION

Trustee Responses/Next Steps
Stephanie Johnson will assist the Board in working towards the development of a policy that will support the Board’s goal of Reconciliation. Trustees would like to see an overview of resources that students in our district are currently using.

SENIOR STAFF REPORTS

Superintendent Blain
RE: Education Committee Year in Review
Superintendent Blain provided a summary of the accomplishments from the last year.

Director of Instruction Gray
RE: Update on roll out of Secondary new Curriculum
Director of Instruction Robyn Gray and Assessment and Reporting Coordinator, Kim Darbyshire, presented an update on the implementation of the new secondary curriculum. The presentation is attached to the Agenda.
Minutes of the Education Committee Meeting held January 10, 2018

CORRESPONDENCE
REFERRED FROM THE
REGULAR BOARD MEETING

There were none.

UNFINISHED BUSINESS

There was none.

NEW BUSINESS

Education Committee Meeting Structure Review

Trustees reviewed a draft list of possible Education Committee agenda items and timeline, which is attached to the Agenda. Further items were discussed and added to the list, which will be brought forward for final review at the next Education Committee meeting.

QUESTION PERIOD

There were none.

ADJOURNMENT

IT WAS MOVED BY Trustee Higginson
IT WAS SECONDED BY Trustee Brennan
Folio EC18/01/10-04

That the meeting be adjourned. CARRIED UNANIMOUSLY

The meeting adjourned at 7:17 pm.
To: Education Committee
From: Stephanie Higginson, Trustee
RE: Board of Education Reconciliation Vision Process

Recommendation:

The Education Committee recommends that the Board of Education of School District No. 68 (Nanaimo-Ladysmith) establish an Advisory Committee to discuss the Board’s Goal of Reconciliation. The Board will appoint a Chair to the committee and determine the composition of such committee, to include representatives from the Board, Education Committee, and District Staff. The Advisory Committee will report to the Board of Education through the Education Committee on a regular basis.

Background:

Objective: Truth and reconciliation is a goal of the district and it is an ongoing journey. The objective of this process is to create a guiding document/vision statement of reconciliation in education for the Nanaimo-Ladysmith Public Schools reflecting shared values.

Work to Date

August 2017:
- The blanket Ceremony was conducted in August 2017 with members of the Board of Education, partner group representatives, senior district leadership, excluded staff from the DAC office.

October 2017:
- Reporting out of the Blanket Ceremony was conducted at the October Education Committee meeting.

December 2017:
- Education Committee members were invited to read 1 of 2 books:
January 2018:

Two Reconciliation workshops with Monique Grey Smith were held in January 2018

- January 16: with members of the Board of Education, Leaders for Learning, senior district leadership. Participants were engaged to visualize a canoe and identify the values of reconciliation as the paddles.
- January 24: with the entire Education Committee (including partner groups, senior leadership and the Board of Education). Work continued to create values of reconciliation that would guide the work going forward. Debriefing included participant’s visions for next steps in the process.

Next Steps

Building on the essence of these workshop seek to identify values from students. As noted in the workshops, hearing the student voice is important. The student voice will be layered into the values identified during the workshops to create a shared values statement to guide our vision

Participants

This work is being conducted by the Education Committee with leadership from Stephanie Higginson, Trustee, Vice Chair of the Board

- Lawrence Mitchell, a Cultural Advisor to the team providing cultural guidance to assist in protocol of the process, ensuring the work it is culturally relevant.
- Stephanie Johnson is a facilitator of the process, synthesizing all voices and keep the work moving forward.
- An Advisory Committee of 6 member volunteers of the Education Committee is proposed to conduct move the work forward, bringing forward process and drafts to the larger Education Committee for review, discussion and approval.
- Education Committee reviews all drafts and provides input and approval to the overall process.
- The Board reviews and approves the Vision statement

Suggested Process of Activities & Timing

<table>
<thead>
<tr>
<th>What</th>
<th>Who</th>
<th>When</th>
</tr>
</thead>
<tbody>
<tr>
<td>Create an Advisory Committee</td>
<td>Education Committee</td>
<td>After Ed Committee meeting</td>
</tr>
<tr>
<td></td>
<td></td>
<td>February 7</td>
</tr>
<tr>
<td>Student Panel discussions.</td>
<td>Advisory Committee</td>
<td>TBD in conjunction with district student engagement plans.</td>
</tr>
<tr>
<td>Meet with students for their input into reconciliation and the path forward:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Done in conjunction with other district planned student engagement opportunities</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Task</td>
<td>Responsible Committee</td>
<td>Date/Timeline</td>
</tr>
<tr>
<td>----------------------------------------------------------------------</td>
<td>---------------------------------------------</td>
<td>---------------------------------------------------</td>
</tr>
<tr>
<td>Consolidate student feedback</td>
<td>Advisory Committee</td>
<td>TBD</td>
</tr>
<tr>
<td>Draft vision statement</td>
<td>Advisory Committee</td>
<td>Early April</td>
</tr>
<tr>
<td>Present draft vision statement and receive input</td>
<td>Education Committee</td>
<td>May 2 Ed Committee meeting</td>
</tr>
<tr>
<td>Review draft vision statement and receive input</td>
<td>Broader Community (including local, land-based Indigenous partners, Leaders for Learners)</td>
<td>Early May</td>
</tr>
<tr>
<td>Recommends the draft document for consultation</td>
<td>Board</td>
<td>May 23</td>
</tr>
<tr>
<td>Update to the Committee on the process</td>
<td>Education Committee</td>
<td>June 6</td>
</tr>
<tr>
<td>Input any changes into the final document</td>
<td>Advisory Committee</td>
<td>Mid-June</td>
</tr>
<tr>
<td>Adoption of updated statement</td>
<td>Board</td>
<td>June 27</td>
</tr>
</tbody>
</table>

**Outcomes – by June 2018**

A Board approves guiding vision based on shared values from multiple stakeholders.

**What’s Next – Fall 2018**

As Monique Grey Smith indicated during the workshops, “out of your values your goals will be very clear”. The next phase of work will start in September 2018 to layer these values upon everything we do and create our goals with the lens of truth and reconciliation.
Nanaimo Ladysmith Public Schools

BOARD OF EDUCATION
REGULAR BOARD MEETING

ACTION SHEET

DATE: February 7, 2018
TO: Board of Education
FROM: Superintendent/CEO, John Blain
SUBJECT: Local School Calendar (Amendment)

Background:

The Board approved the 2017-18 Local School Calendar in the spring of 2016, and took it to consultation for approval. As outlined in School Calendar Regulation 314/12, when a Board changes a school calendar, they will give notice of the change to the parents of the students enrolled and the representatives of the employees of the Board.

On February 24, 2016, the Board approved the amendment to the calendar including adding one non-instructional day per year for the purpose of Curriculum In-service (Motion R16/02/24-22). The dates, once announced be added to the Local School Calendar for the 2016-17 and 2017-18 local school years. However, this date was not added to the Local School Calendar for the 2017-18 local school year.

Information:

Based upon the Board’s approval of the 2017-18 calendar, and discussions with the NDTA and the Nacu Mat Tatulat Committee, staff has approved the attached Local School Calendar dates for the 2017-18 school year with one change. One Curriculum In-Service day, Thursday, May 10, 2018, has been added to the Local School Calendar and has been identified on the attached Local School Calendar for the 2017-18 school year.

The calendar will be available to the public and notice of change will go out to parents and representatives.

Recommendation:

That the Education Committee recommend that the Board of Education of School District No.68 (Nanaimo-Ladysmith) approve the attached Local School Calendar with the amendment of the additional non-instructional day for the purpose of Curriculum In-Service.
### Local School Calendar (Three-Year)

<table>
<thead>
<tr>
<th>DESIGNATION</th>
<th>2017-18</th>
<th>2018-19</th>
<th>2019-20</th>
</tr>
</thead>
<tbody>
<tr>
<td>Days in session</td>
<td>188</td>
<td>189</td>
<td>188</td>
</tr>
<tr>
<td>Minimum number of days of instruction</td>
<td>181</td>
<td>182</td>
<td>182</td>
</tr>
<tr>
<td>Maximum number of non-instructional days</td>
<td>6</td>
<td>6</td>
<td>5</td>
</tr>
<tr>
<td>Administration Day</td>
<td>1</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Min. hours of instruction</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Secondary</td>
<td>947</td>
<td>947</td>
<td>952</td>
</tr>
<tr>
<td>Elementary</td>
<td>873</td>
<td>873</td>
<td>878</td>
</tr>
<tr>
<td>Kindergarten</td>
<td>848</td>
<td>848</td>
<td>853</td>
</tr>
<tr>
<td>Schools open for Staff</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tuesday</td>
<td>September 5</td>
<td>September 4</td>
<td>September 3</td>
</tr>
<tr>
<td>Schools open for Students</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tuesday</td>
<td>September 5</td>
<td>September 4</td>
<td>September 3</td>
</tr>
<tr>
<td>Thanksgiving Day</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Monday</td>
<td>October 9</td>
<td>October 8</td>
<td>October 14</td>
</tr>
<tr>
<td>Remembrance Day</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tuesday</td>
<td>November 13</td>
<td>November 12</td>
<td>November 11</td>
</tr>
<tr>
<td>Last day of school before Winter vacation</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Friday</td>
<td>December 22</td>
<td>December 21</td>
<td>December 20</td>
</tr>
<tr>
<td>Winter vacation period</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>December 25- January 5</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Schools reopen after Winter vacation</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Monday</td>
<td>January 8</td>
<td>January 7</td>
<td>January 6</td>
</tr>
<tr>
<td>Family Day</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Monday</td>
<td>February 12</td>
<td>February 11</td>
<td>February 10</td>
</tr>
<tr>
<td>Last day of school before Spring vacation</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Friday</td>
<td>March 16</td>
<td>March 15</td>
<td>March 13</td>
</tr>
<tr>
<td>Spring vacation period</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>March 19-30</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Schools reopen after Spring vacation</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tuesday</td>
<td>April 3</td>
<td>April 1</td>
<td>March 30</td>
</tr>
<tr>
<td>Good Friday</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Friday</td>
<td>March 30</td>
<td>Friday</td>
<td>April 19</td>
</tr>
<tr>
<td>Easter Monday</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Monday</td>
<td>April 2</td>
<td>Monday</td>
<td>April 22</td>
</tr>
<tr>
<td>Victoria Day</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Monday</td>
<td>May 21</td>
<td>Monday</td>
<td>May 20</td>
</tr>
<tr>
<td>Administrative Day</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Friday</td>
<td>June 29</td>
<td>Friday</td>
<td>June 28</td>
</tr>
<tr>
<td>Schools Close</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Friday</td>
<td>June 29</td>
<td>Friday</td>
<td>June 28</td>
</tr>
<tr>
<td>Professional Development dates</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Oct 6, School Based</td>
<td>TBA</td>
<td>TBA</td>
<td></td>
</tr>
<tr>
<td>Oct 20, PSA</td>
<td>TBA</td>
<td>TBA</td>
<td></td>
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<tr>
<td>Feb 19, NDTA</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Feb. 20 School Based</td>
<td></td>
<td></td>
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<tr>
<td>May 10, MOE (Curriculum)</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>May 11, School Based</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*Updated: Feb 7, 2018*
## School Calendar for 2017-18

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Schools Open for Students</td>
<td>Tuesday, September 5</td>
</tr>
<tr>
<td>Non-Instructional Day (School-based Pro D Day)</td>
<td>Friday, October 6</td>
</tr>
<tr>
<td>Thanksgiving Day</td>
<td>Monday, October 9</td>
</tr>
<tr>
<td>Non-Instructional Day / Pro D Day (Provincial PSA)</td>
<td>Friday, October 20</td>
</tr>
<tr>
<td>Remembrance Day (Observed)</td>
<td>Monday, November 13</td>
</tr>
<tr>
<td>Last day of classes before Winter Vacation</td>
<td>Friday, December 22</td>
</tr>
<tr>
<td>Schools Re-Open after Winter Vacation</td>
<td>Monday, January 8</td>
</tr>
<tr>
<td>BC Family Day</td>
<td>Monday, February 12</td>
</tr>
<tr>
<td>Non-Instructional Day (District Pro D Day)</td>
<td>Monday, February 19</td>
</tr>
<tr>
<td>Non-Instructional Day (School-based Pro D Day)</td>
<td>Tuesday, February 20</td>
</tr>
<tr>
<td>Last Day of Classes before Spring Vacation</td>
<td>Friday, March 16</td>
</tr>
<tr>
<td>Good Friday</td>
<td>Friday, March 30</td>
</tr>
<tr>
<td>Easter Monday</td>
<td>Monday, April 2</td>
</tr>
<tr>
<td>Schools re-open after Spring Vacation</td>
<td>Tuesday, April 3</td>
</tr>
<tr>
<td><strong>Non-Instructional Day (Curriculum In-Service Day)</strong></td>
<td><strong>Thursday, May 10</strong></td>
</tr>
<tr>
<td>Non-Instructional Day</td>
<td>Friday, May 11</td>
</tr>
<tr>
<td>Victoria Day</td>
<td>Monday, May 21</td>
</tr>
<tr>
<td>Administrative Day - Schools area closed</td>
<td>Friday, June 29</td>
</tr>
</tbody>
</table>

There are 188 days in session.

Superintendent’s Office  Calendar – Local School 2017-18 as at Feb 7, 2018  /km
January 24, 2018

Carrie McVeigh
Secretary Treasurer
School District No. 68 (Nanaimo-Ladysmith)
Email: carrie.mcveigh@sd68.bc.ca

Dear Carrie McVeigh:

It is my pleasure to advise you that School District No. 68 (Nanaimo-Ladysmith) has been awarded a grant in the amount of $10,000 to support development of teaching and student-use learning resources to address Indigenous language learning curriculum and programs. The grant will be distributed to your school district via electronic funds transfer.

The Ministry of Education has engaged with Aboriginal communities and school districts through research and consultations to gain a better understanding of communities’ needs for Indigenous language revitalization initiatives, and of ways that the Ministry can support initiatives, particularly those related to Aboriginal language learning curriculum, program development, and policy. The Ministry is committed to reflecting Aboriginal worldviews and perspectives in the Kindergarten to Grade 12 (K-12) curriculum, including full course offerings in Aboriginal languages.

The funds are being provided as a grant to 19 BC public school districts with a Minister-approved Aboriginal language curriculum document. These funds support the Minister of Education’s commitment to Indigenous language learning as mandated in his mandate letter from the Premier, particularly the development of resources for Indigenous language learning programs.

The funds are intended to support the development of teaching and student-use learning materials and resources for the existing Aboriginal language Integrated Resource Package (IRP) in SD No. 68 as indicated in Appendix A. The funds are to be used for the development of classroom-use materials only. Other criteria for the use of the funds include:

- Funds may be used to support resource development team meeting costs including teacher-on-call (TOC) costs, Elder honoraria, catering, and travel expenses for developers, as required.

(cont’d …)
• Funds may be used to purchase products required to produce the resource materials.
• Funds are not to be used towards the purchase of equipment, meeting space rental costs, or teacher salaries.
• As the IRP for SD No. 68 is shared with SD No. 79 (Cowichan Valley), the Ministry requires that some discussion and joint planning occurs between the two districts to determine possible opportunities for shared development processes and production. The expectation is that each district will benefit from having district-specific materials developed but that shared development processes and product production are considered wherever possible. The two districts may combine their funds to address this requirement. Reports are expected from each district indicating the specific district development as well as the shared development.
• Each resource must include the Government of British Columbia logo, as provided by the Ministry of Education Indigenous Languages Coordinator (Aboriginal Education, Learning Division), to be placed in the same position in the resource as the applicable school district(s) and First Nation(s) logos.
• Learning resources must indicate the support of the Ministry of Education in a written statement within the resource, preferably as part of the copyright section. (See criteria and example of Copyright Statement attached in Appendix B)

The Ministry of Education and the School District will collaborate as follows:
• The Ministry of Education Indigenous Languages Coordinator (Aboriginal Education, Learning Division) will provide the SD No. 68 District Principal, Aboriginal Education, with some considerations that can provide a basis for the discussions in the district and community to support the resource development and sharing process, such as:
  o best practice models for student-use resources based on grade/age/proficiency levels
  o ways to address dialect issues within a district and communities in the development of teaching and learning resources
  o ways to share resources and/or development processes among same language SDs
  o ways to share resources and/or development processes by language family across a number of SDs and territories
• The SD No. 68 District Principal, Aboriginal Education, and the resource development team will use the awarded grant funds in part to host a planning meeting at an appropriate time on or before February 23, 2018. Funds may be used to support TOC costs, catering, and travel expenses for participants, as required, as well as planning time for the team members to prepare for the meeting.
• A review of intended resource development products and processes will be communicated to the Ministry of Education Indigenous Languages Coordinator (Aboriginal Education, Learning Division) in a written report or via teleconference as agreed upon between the Indigenous Languages Coordinator and the SD No. 68 District Principal, Aboriginal Education, on or before March 9, 2018.
• A final written report detailing the use of the funds will be forwarded to the Ministry of Education Indigenous Languages Coordinator (Aboriginal Education, Learning Division) **on or before June 1, 2018.** The report will include information about the creation and development processes of the resources, recommended options for sharing the materials, and a list of the products that are in progress and/or completed.

A grant of this nature requires that the Ministry of Education outline its standard expectations in terms of accountability and acknowledgement.

We request that School District No. 68 (Nanaimo-Ladysmith):

• Use all the grant funds only for the purpose outlined above;
• Communicate with the Ministry of Education Indigenous Languages Coordinator (Aboriginal Education, Learning Division) regarding the intended use of the funds by March 9, 2018;
• **Ensure that the funds are committed for use by March 30, 2018, and are fully spent by June 29, 2018; and**
• Be aware that the Ministry will reclaim any portion of the grant should SD No. 68 not use the funds received for the purposes outlined in this letter.

Thank you for your commitment to assist the Ministry in supporting the success of education transformation, including resource development related to Indigenous language revitalization.

If you have any further questions or require information, please contact Anne Hill, Coordinator, Indigenous Language Learning, at Anne.Hill@gov.bc.ca

Sincerely,

Ted Cadwallader
Provincial Director, Aboriginal Education Learning Division

pc: Laura Tait and Anne Tenning, Aboriginal Education, SD No. 68 (Nanaimo-Ladysmith)
Denise Augustine, District Principal, Aboriginal Education, SD No. 79 (Cowichan Valley)
Jennifer McCrea, Assistant Deputy Minister, Learning, Liaison and Student Safety
Anne Hill, Coordinator, Indigenous Language Learning, Aboriginal Education, Learning Division

Attachments:
• **Appendix A: List of Indigenous Language IRPs** (including SDs and the website where this information can be found)
• **Appendix B: Copyright of the Resource**
Appendix A

Indigenous Language Curriculum Documents

Ministry-Approved
https://www2.gov.bc.ca/gov/content/education-training/k-12/teach/curriculum/languages-template/indigenous-languages

SD #82  Gitksenimax ~ Gitxsanimax 5 to 12 Integrated Resource Package (2014)
SD #33  Halq’eméylem 5 to 12 Integrated Resource Package (2007)
SD #49  Heiltsuk 5 to 12 Integrated Resource Package (2002)
SD #68/79 Hul’q’umi’num’ 5 to 12 Integrated Resource Package (2007)
SD #85  Kwak’wala 5 to 12 Integrated Resource Package (2010)
SD #72  Liqwala/Kwakwa’ala 5 to 12 Integrated Resource Package (2008)
SD #53  nsílylxcan 5 to 12 Integrated Resource Package (1999)
SD #70/84 Nuučaanuí 5 to 12 Integrated Resource Package (2009)
SD #73  Secwepemctsin 5 to 12 Integrated Resource Package (1999)
SD #63  SENĆOTEN 5-12 Integrated Resource Package (2012)
SD #46  Shashishalem 5 to 12 Integrated Resource Package (2001)
SD #92  Sim’algaxhl Nisg’a’a 5 to 12 Integrated Resource Package (2001)
SD #52  Sm’algyax 5 to 12 Integrated Resource Package (2000)
SD #57  Tsek’ene 5 to 12 Integrated Resource Package (2006)
SD #74  Upper St’at’imcets 5 to 12 Integrated Resource Package (1998)
SD #50  Xaayda Kil / Xaad Kil 5 to 12 Integrated Resource Package (2017)
Appendix B: Copyright of the Resource

Information to be included in this document

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For any associated teaching and learning resources, the copyright statement for the individual resource is the legal statement of permission for use.

Copyright Statement

This section should include the list of partners that were involved in the development process in whatever order is the most appropriate such as the <SD# District name> Board of Education, <First Nation> Language Authority, <First Nation> Education Council, <First Nation> Tribal Council, etc.

This section should also include the acknowledgement to the Ministry of Education for providing financial support for the development and production process.

You may also include language such as “…on behalf of the <First Nation> Chiefs for the <First Nation> children, present and future.”

Sample copyright statement:
“Copyright © 2018 School District No. <SD# District name> Board of Education and the <First Nation> Education Council, in partnership with the <First Nation> Language Authority, <First Nation> Tribal Council, and [etc.], on behalf of the <First Nation> Chiefs for the <First Nation> children, present and future.”

“We gratefully acknowledge the Ministry of Education and Aboriginal Education team for their financial support and assistance in the development of this resource.”

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(Include the names of the partners that would be appropriate to make this decision.)
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This copyright allows unlimited use of this resource by the <SD# District name> Board of Education, which sponsored its development. Permission to copy and use this publication in part, or in its entirety, for non-profit educational purposes is granted to all staff of British Columbia schools and First Nations schools within the <First Nation> Nation, for the purpose of teaching <Language name>.

For the sentence regarding non-profit educational purposes (highlighted above), you may wish (but are not required) to include:

...use within the Yukon..., as well as the following: ...granted to teachers, administrators, employees of Boards of Education, organizations who are members of the Education Advisory Council, and members of School Planning Councils providing direct or indirect educational programs to entitled students as identified by the School Act or the Independent School Act (or by applicable legislation in the Yukon).
Graduation Rates 2016/2017
## NLPS Graduation Rate 2016/2017

<table>
<thead>
<tr>
<th>District</th>
<th>Grad Rate (%) All Students</th>
<th>Cohort size</th>
<th>Grad Rate (%) Aboriginal</th>
<th>Cohort size</th>
<th>Grad Rate (%) Special Needs</th>
<th>Cohort size</th>
</tr>
</thead>
<tbody>
<tr>
<td>NLPS</td>
<td>72.4</td>
<td>1311</td>
<td>52.1</td>
<td>201</td>
<td>53</td>
<td>128</td>
</tr>
<tr>
<td>BC</td>
<td>84</td>
<td>57458</td>
<td>65.9</td>
<td>5969</td>
<td>69.4</td>
<td>6943</td>
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</tbody>
</table>
All Students 5-year range
BC  73% to 85%
NLPS 72% to 73%

Aboriginal 5-year range
BC  58% to 74%
NLPS 52% to 64%
Indicators of Children at Risk 2012

[Image of a page from a report showing a table and a diagram]

file:///C:/Users/ssaywell/Downloads/Socio-Economic%20Indices%20-%20Indicators%20of%20Children%20at%20Risk%20by%20SD%20(5).PDF
## Indicators of Youth at Risk 2012

### School Districts of Youth at Risk 2012

<table>
<thead>
<tr>
<th>School District</th>
<th>Composite Index* of Youth at Risk</th>
<th>% of Youth, Age 15-24, on Income Assistance as of Sep 2012</th>
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<tr>
<td></td>
<td>% Rank</td>
<td>Index Rank (WP-20)</td>
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<tr>
<td>28 Qualicum</td>
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### Composite Index of Youth at Risk

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<tr>
<th>School District</th>
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<th>Rank</th>
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<tbody>
<tr>
<td>52 Prince Rupert</td>
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<td>0.25</td>
<td>22</td>
</tr>
</tbody>
</table>

* Composite Index calculated from the weighted mean of the individual indicators. Index values range from 0 to 2.0. Higher values indicate a higher risk of youth being at risk.
Collective Teacher Efficacy \((d = 1.57)\).

This is a factor that can be manipulated at a whole school level. It involves helping all teachers on the staff to understand that the way they go about their work has a significant impact on student results – for better or worse. Simultaneously, it involves stopping them from using other factors (e.g. home life, socio-economic status, motivation) as an excuse for poor progress. Yes, these factors hinder learning, but a great teacher will always *try* to make a difference despite this, and they often succeed.
## Grad Rate Comparison

<table>
<thead>
<tr>
<th>District</th>
<th>Grad Rate (%)</th>
<th>Cohort size</th>
<th>Grad Rate (%)</th>
<th>Cohort size</th>
<th>Grad Rate (%)</th>
<th>Cohort size</th>
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<td>NLPS</td>
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<td>1311</td>
<td>52.1</td>
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<td>74.5</td>
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<td>57458</td>
<td>65.9</td>
<td>5969</td>
<td>69.4</td>
<td>6943</td>
</tr>
</tbody>
</table>
Aboriginal Grad Rate

Compare completion rates for Aboriginal and Aboriginal in Nanaimo-Ladysmith.
Special Needs Grad Rate

Compare completion rates for Special Needs and Special Needs in Nanaimo-Ladysmith.

Graph showing the completion rates from 1999/2000 to 2015/2016 for Special Needs and District completion rates, with a steady increase over the years.
Resident Grad Rate

77.7%
<table>
<thead>
<tr>
<th>District</th>
<th>Grad Rate (%)</th>
<th>Grad Rate (%)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>All Students</td>
<td>Residents</td>
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<td>NLPS</td>
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<td>79</td>
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</tr>
<tr>
<td>Cowichan</td>
<td>81.1</td>
<td>81.4</td>
</tr>
</tbody>
</table>
QUESTIONS?
BOARD OF EDUCATION
INFORMATION SHEET

Education Committee Meeting
Wednesday, February 7th, 2018

To: Education Committee
From: Bob Esliger, Assistant Superintendent
RE: Student International Travel & AP 333 Updates

INFORMATION

On Wednesday December 6th, Superintendent Designate Tim Davie discussed with the Board their recommendation of August 31, 2016 and recommended that the moratorium on field trips outside of North America expire on August 31, 2018, and that such field trips adhere to the following:

- Guidelines and timelines as noted in Administrative Procedure 333 – Field Trips be strictly adhered to in all instances.
- Out of Province / International Educational Travel Field Trips must have a curricular focus, recognizing that curricular field trips are defined as those that are directly related to the curricular offerings of school and, such trips would usually involve an entire class (or school specific curricular program or District Program (AP 333 Field Trips, 2016, p. 2).
- The Principal, as Educational Leader, and Assistant Superintendent must be informed and involved throughout all approval processes.
- The Superintendent/CEO or designate shall have final decision regarding approval of out-of-province/international field trips.
- All funds and records for out-of-province/international field trips must be processed through the school.
- Parents and organizers must be informed up-front that out-of-province/international field trips are subject to cancellation, at the discretion of the Superintendent/CEO or designate, based on factors that may affect the safety or well-being of trip participants i.e. Travel Advisory or Security Alerts.

Background and Rational

It was decided at the December 6th, 2017, Education Committee meeting that because the Board will now move forward with permitting international student travel, after August 31, 2018, that a process will be formalized to identify risks, approvals, insurance, contract cancellation language and other key areas that should be considered by staff in reviewing applications.

Please see attached AP 333 with updates highlighted in yellow.
AP 333 – Field Trips

Administrative Procedure 333 – Field Trips

Purpose

The Board of Education, Nanaimo Ladysmith Public Schools, affirms the educational value of well planned and supervised field trip learning experiences. Such experiences enrich the curriculum and provide an opportunity for young people to apply their school learning in situations outside the classroom.

All such activities must have clear educational value, proper advance preparation, informed parental consent (consent given with full knowledge of the risks involved and the probable consequences of the proposed activity), adequate supervision and a high standard of care.

While there is a risk factor involved in all activities, the Board will not approve field trips that have a high level of risk. However, the Superintendent or designate can over-rule this and approve an out of province / international field trip. A list of prohibited field trips may be found on the Online Field Trip Procedure site under the Resources tab in a document titled Risk Levels & Prohibited Activities.

The Board recognizes that safety for all students and staff is a primary requirement.

The type of trip, the location of the trip and the level of activity must be matched to the qualifications and abilities of the lead teacher, sponsors and supervisors.

Field trips generally fall under the following categories:

1. Extra-Curricular Field Trips
   These include all voluntary activities that take place generally after school hours or on weekends under the sponsorship and/or instruction of a teacher. Such activities may involve travel away from the school for purposes of competition.
   Examples: Athletic Activities; Band; Drama; Fine Arts Presentations

2. Curricular Field Trips
   These involve activities that take place as extensions of the classroom learning situation and involve trips away from the school for as little as one period or as long as several days.

3. Out-of-Province /International Field Trips
   These involve travel to other provinces within Canada or to foreign countries. Their purpose is to broaden students’ understanding of other cultures and to help them to see their relationship in the world as a Canadian. All international fieldtrips must have a curricular focus.

4. Commercial or Interest-Based Excursions (involving students but not organized by the school district)
   The Board will not assume any responsibility for commercial or interest-based field trips or excursions that have not received approval or endorsement by the Board. These are either provided by companies specializing in student travel, or for trips that provide an excursion for students based on a common interest. Employees may, as individuals, participate in student package tours or interest-based excursions provided it is Board approved.
AP 333 – Field Trips

Exceptions
Where individual students travel to attend a place of work or study are not normally considered to be field trips:

At the principal’s discretion, curricular exceptions may include:
- Career Preparation
- Career Education
- Career Apprenticeship Programs and Career Co-op Programs trips
- School Physical Education class runs
- Specialty schools and specialty programs (e.g., outdoor kindergartens, environmental schools, etc.)

At the principal’s discretion, extra-curricular exceptions may include:
- Seasonal athletics such as varsity basketball, volleyball, soccer, rugby, football, track and field, etc. where a form could be completed at the beginning of the season and updates provided to parents as the season progresses;
- Band trips within district to perform at district schools – where a form could be completed at the beginning of each semester.

Definitions
Curricular field trips are defined as those that are directly related to the curricular offerings of school. Such trips would usually involve an entire class.

Extra-curricular field trips are enrichment activities which may not be directly related to classroom programs and which are optional. Students from more than one class/school may be afforded the opportunity to participate in such field trips.

Guiding Principles
All field trips must be planned using the “Online Field Trip Application Procedure” that is located on the District’s staff portion of the web site at https://field-trips.sd68.bc.ca/. Detailed information required for effective planning is provided as the lead teacher/district employee completes the form on-line. After completing the form, the teacher will be provided with a printed copy of the form that can then be shared with the principal of the school or the appropriate assistant superintendent. The online field trip application and necessary forms must be completed and submitted to the principal prior to the designated time frame specified for the type of field trip being planned.

- Parents, teachers and sponsors/organizers must be informed up-front that out of province/international field trips are subject to cancellation at the discretion of the Superintendent/CEO or designate, based upon factors that may affect the health, safety and/or well-being of students/participants. I.e. a travel advisory or security alert
- Please pay careful attention to travel advisories by visiting the Travel Advice and Advisories Website.

Responsibility

1. All school field trips require the approval of the principal prior to any planning or information sharing campaign.

2. The principal shall assume overall responsibility for the arrangement and supervision of the travel and the curricular or extra-curricular activity. The principal may delegate such responsibility to teachers and/or other persons deemed to be appropriate. The principal shall ensure that field trips, to the greatest extent possible, are experienced equitably among all classes and students in the school. The online field trip procedure must be used for all field trips and can be located on the
AP 333 – Field Trips

district web site. Field trips are categorized according to type, duration, risk levels (Low, Medium or High Risk) and safety and/or supervision requirements.

a. Principals may approve single day trips (within B.C.). B.C. trips involving fine arts, school athletic teams involved in league play, playoffs, provincials, and exhibition tournaments including those involving overnight stays.

b. Principals may approve trips (within B.C.) up to three days duration and must inform their assistant superintendent (or designate) prior to the event. The Lead Teacher must submit field trip requests to the principal and/or Assistant Superintendent within the following time frames:

- School Neighbourhood Walking Field Trip – **two (2) days** prior to trip.
- One Day Field Trip – **one (1) week** when inside the district; **two (2) weeks** when outside the district.
- Overnight (In Province) Field Trip – a trip of up to three days requires one **(1) month** notice; more than three days requires **three (3) months** notice.
- Overnight (Out-of-Provience/International) Field Trip – the principal’s pre-approval is required; Assistant Superintendent requires **four (4) months** notice prior to the event and prior to meeting with parents.
- High-Risk Field Trip – the principal’s pre-approval is required; the Assistant Superintendent’s pre-approval required and request forms submitted **three (3) weeks** prior to the event.

c. The assistant superintendent may approve B.C. trips exceeding three days and all trips out-of-province/international trips.

- For field trips (In Province) exceeding three days approval in principle from the Assistant Superintendent must be obtained at least **three (3) months** in advance and prior to holding a meeting with parents.
- For student trips involving travel out-of-province/international, approval in principle from the assistant superintendent must be obtained at least **four (4) months** in advance and prior to holding meetings with parents. This request is to be submitted in writing with appropriate details as requested in consultation with the assistant superintendent (or designate).

d. Informed parental consent, in writing, must be obtained for all field trips. Signed consent forms and accident reports for any students that are injured on a field trip must be kept for two (2) years after the completion of a trip or until a student reaches 19 years of age.

e. An appropriate program of instruction at school shall be provided for students who do not participate in the field trip. Parents shall be advised of these arrangements.

3. The school principal shall approve day field trips and field trips within the province. Where out-of-district field trips are longer than two days in duration, principals shall inform the Assistant Superintendent or designate prior to the event.

4. The Superintendent/CEO or designate must provide final approval for all out-of-province/international field trips. Applications for out-of-province/international field trips must be submitted at least four months in advance of the event.

5. Neither curricular nor “whole school, whole class or whole team” extra-curricular field trips shall be denied to a student because of cost. Emergency funding shall be provided on the basis of need to the extent that funds are available. If available funds are insufficient to ensure that all students who wish
AP 333 – Field Trips

to participate can be included in a field trip that is intended to involve the entire school, class or team of which the student is a part, the field trip must be abandoned, or re-scheduled to a time when funds are sufficient.

6. Parents of students of elementary age (Kindergarten through Grade 7) shall not be asked to pay for either curricular or "whole school, whole class or whole team" extra-curricular field trips where the cost to parents/guardians is in excess of $50.00.

7. An appropriate program of instruction shall be provided at school for students who do not participate in a field trip. Parents shall be advised of these arrangements.

Roles and Responsibilities

Student
It is expected that students participating in any school-sponsored field trip will abide by their school’s code of conduct which follows District Administrative Procedure 344. For high risk field trips and extended or international field trips, parents and students are required to sign a Field Trip Guidelines and Regulations form.

Teacher
- must pay careful attention to travel advisories by visiting the Travel Advice and Advisories Website.
- email trip details to the Ministry of Education at EDUC.learningdivision@gov.bc.ca prior to departure.

Teacher/Supervisors
- are advised not to have their own children accompany them on the trip.
- must make initial application for approval four months before the event.
- must ensure that a proposed itinerary of student activities and schedules is provided for each day of the trip. If required, the Superintendent or designate will request the final itinerary three weeks prior to the trip.
- will establish a phone tree with parents of all participants as part of the field trip application before it is given final approval.
- will ensure a communication plan between the teachers/supervisors, the school/school district, and families is in place before the trip.
- will establish emergency administrative contact in planning for all out of province or international field trips,
  - in the event of an emergency, it is recommended that students and supervisors not use social media platforms. Instead, use the communication plan put in place prior to the trip to ensure everyone is sharing accurate and factual information,
- will establish with their administrative officer at least one telephone debriefing (the time of which will be established beforehand).
- will register the trip with the Canadian Embassy.
- must ensure that all methods of transportation are provided in accordance with the Transportation Section of this procedure.
- must have the ability to be contacted by, and to communicate with students at any time (i.e. by cell phone).
- must organize/coordinate and attend at least two team/group meals per day.
- will determine muster points in the travel plans that all students and accompanying supervisors are made aware of, particularly where students will be housed in different locations, in case of emergency situations in the community.
- shall meet daily with all fellow teachers and supervisors to review/debrief the day’s activities.
AP 333 – Field Trips

(student reps may be included) and confirm the supervision schedule for the following day.
- shall have the right to send students home at any time for reasons of student misconduct after
discussion with the principal.
- will indicate to students the specific times at which face-to-face contact is expected.
- will ensure that group medical insurance has been provided for all students.
- will provide at least two room checks to take place within one hour after the curfew as
established in the itinerary.
- will be provided with a list of all students, contact #’s, brief medical history or alert and space to
add in Room #’s or Billet #’s for overnight stays. (Provide a compact, one-page list for teachers
and supervisors when on trips for easy reference.)

School Requirements/Planning/Mitigation of Risk
1. The principal of a school shall review the merits of each field trip prior to approving it. Additionally,
he/she shall ensure that staff in charge are aware of district and school policies and monitor their
adherence. The principal and/or lead teacher shall provide assurance that the criteria established by
the Board within these procedures have been met by ensuring:
- The goals and objectives of the trip must be available as part of the planning process.
- Planning, including educational activities prior, during and after field trips.
- A risk assessment has been conducted in terms of the competency and capabilities of the teacher
leaders to conduct the program activities; the readiness and suitability of students for the
program activities is considered appropriate; and the field trip site has been assessed for the
purposes of minimizing risk.
- For all out of province and international field trips parents/guardians must sign a consent form
acknowledging associated risks.
- Complete checklist/records including telephone numbers/medical numbers of all students and
adults travelling on field trips. Leave copies for the assistant superintendent (or designate), the
school and the sponsoring teacher for each field trip.
- Complete the district and school emergency checklist with copies for the assistant
superintendent (or designate), the school office and the sponsoring teacher for each field trip.
- Plan for how inappropriate student conduct will be dealt with.
- Ensure suitable accommodation.
- Ensure suitable transportation.
- Confirm assignment of teachers teaching on call (TTOC).
- Teachers and students shall make provisions for missed course work because of participation in
curricular or extra-curricular trips. Additionally, students must take responsibility for completing
work/assignments missed as the result of a field trip.
- Except for local specific activities which are required for a course, such as excursions to business
establishments and local sites, Physical Education activities etc., lead teachers must carry a copy
of:
  • The district field trip administrative procedures, and
  • A copy of the district emergency procedures.

2. Detailed trip itinerary is provided to parents and filed in school office (includes a schedule of
activities, free time, destination contact and phone numbers and cell phone number of teacher
/supervisor(s)).

3. For overnight field trips there must be at least one adult supervisor, over the age of 25, the same
gender as the students.

4. Any volunteer wishing to serve as a student supervisor on overnight field trips must complete a
‘Criminal Record Check’ as per AP 310 – Volunteers.
AP 333 — Field Trips

5. Teacher/supervisor has phone number (home and cell) of principal, vice-principal and the assistant superintendent and should call immediately if an accident/incident occurs.

6. If suicide ideation/attempt or a disclosure of abuse/neglect should occur while on a field trip a local authority should be contacted in addition to those identified in #5 above. Any medical emergency should first be dealt with by calling 911.
   * District procedure for reporting abuse/neglect must be followed. If a criminal offence needs to be reported due to the action of an individual on the field trip, the local police detachment would be contacted as those identified in #5 above.

7. Provisions must be in place for sending a student home due to serious misconduct or health issues. If it becomes necessary for a student to be sent home from the field trip, the group leader, in consultation with the principal, will develop a plan to return the student home according to the unique needs of the student involved and the circumstances under which the student is leaving the travel group. A responsible adult who is approved by the trip supervisor must accompany students returning home. In all cases, the parent/guardian (or delegate) must be notified of the plan and costs prior to the student being sent home.

Field Trip Calendar
Each school is required to have a calendar of field trips in the main office for immediate access of information for staff and parents.

Walking Trips
Short supervised walking trips within the vicinity of the school may be taken with the principal’s permission with relevant times recorded in the field trip calendar without having to complete the field trip request form. Normal supervision requirements and ratios apply. Supervising teachers require a contact number (cell phone or walkie-talkie). The ‘Annual Consent Form for School Walking Field Trips’ must be on file with the classroom teachers and maintained for a period of two years.

Cost/Funding
1. Neither curricular nor “whole school, whole class or whole team” extra-curricular field trips shall be denied to a student because of cost. Emergency funding shall be provided on the basis of need to the extent that funds are available. If available funds are insufficient to ensure that all students who wish to participate can be included in a field trip that is intended to involve the entire school, class or team of which the student is a part, the field trip must be abandoned, or re-scheduled to a time when funds are sufficient.

2. Parents of students of elementary age (Kindergarten through Grade 7) shall not be asked to pay for either curricular or “whole school, whole class or whole team” extra-curricular field trips where the cost to parents/guardians is in excess of $50.00.

3. Travel beyond the Mid-Island area is the financial responsibility of the individual school. All travel arrangements are to be made in consultation with the Transportation Supervisor.

4. Funds deposited for travel may be at risk if travel plans require cancellation or postponement. The financial failure of a travel agency may also result in loss of funds. Travel arrangements shall be made with travel agents that allow trip postponement/cancellation in the event of a travel safety threat. When travel agents are used for any travel, they must be covered by a travel assurance fund recognized by a provincial or federal government agency.

5. For out of province/international field trips, all funds and records must be processed through the school.
AP 333 – Field Trips

Transportation
1. A copy of the 'Bus Passenger List' form for each bus/vehicle is filed in the school office and carried by the teacher(s)/supervisor(s).

2. School district buses and drivers are to be used except in the following circumstances:
   - School district buses and drivers are not available.
   - School district buses and drivers are available but the nature of the trip dictates the need for a highway type coach.
   - Parents exercise their right to transport their own child/children within the district and beyond, subject to meeting safety and insurance requirements
     - Children at least 18 kg (40 lbs.) to age nine or 145 cm tall (4' 9''), whichever comes first must be secured in a booster seat, in a seated position equipped with a shoulder harness.

3. Parents must be informed of trips requiring the transportation of students. Such notice shall be given with sufficient time for parents to contact the school should they require information or wish to express concerns. Expressed parental permission is required prior to students participating on such trips.

4. Low-risk activities occurring less than twenty (20) minutes from first aid attendants should have at least one person accessible (not necessarily part of the group) with at least some basic emergency first aid understandings and skills.

5. High-risk activities or where the activity is more than twenty (20) minutes from first aid attendant should have at least one person accessible with Standard First Aid Training.

6. Anyone other than CUPE 606 or external professional drivers:
   - Must be a minimum of 21 years of age.
   - Where applicable, must follow National Safety Code regulations, such as hours of service.
   - Must complete and sign the appropriate forms and adhere to the regulations stated on the volunteer driver’s form.

7. District transportation funding is to be targeted to school sponsored activities:
   - Local Fine Arts,
   - Local athletic competitions,
   - Local curricular/co-curricular travel.

8. All schedules (tournament, league play, etc.) where transportation is involved shall be forwarded to the Transportation Supervisor so that the coordination of all participating schools can create efficiencies.

9. Volunteer Drivers: Wherever possible it is suggested that teachers develop a roster of volunteer drivers who have the annual criminal record check, driver’s abstract and proof of adequate insurance coverage at the beginning of each school year as a method of mitigating last-minute changes in events and/or transportation. The 'Volunteer Driver Application' is valid for one year from the date it is approved. AP 310 – Volunteers provides the necessary procedural components and links for volunteers.

Supervisors
1. The recommended ratios of students-to-adults are as follows:
   a) Elementary Schools - K-5 - minimum of 2 adults or a ratio of 1 to 10 students. Student buddies and adult pod supervisors assigned; Grades 6-7 minimum of 2 adults or ratio of 1 to 15 students.
AP 333 – Field Trips

b) Secondary Schools - minimum of 1 adult per class if within SD68. Outside SD68 the ratio is 1 to 15.

c) Secondary Schools Extra-Curricular - A teacher/district employee employed by NLPS will travel with a school group on any trip that requires an overnight stay.

2. In cases where both male and female students are participating in overnight field trips, the school will ensure that both male and female supervisors are present. In cases where only male or only female students are participating in overnight field trips, and it is not possible to provide adult supervision of the same gender, the field trip will not take place.

3. In embarking upon and returning from a field trip of any kind, the teacher/supervisor will conduct a headcount to ensure that all students are accounted for.

4. Potential supervisors for overnight and extended school sponsored trips will complete a ‘Volunteer Registration Form’ as per AP 310 – Volunteers. This form will be kept on file at the school for at least two years after the trip.

5. Criminal record checks shall be conducted for all supervisors prior to overnight and extended activities.

6. Criminal record checks will be reviewed by the Human Resources Department in consultation with the school principal, and will be kept on file by the Human Resources Department.

7. Criminal record checks for supervisors will be valid for five consecutive years after the date of issue.

Student Safety and Code of Conduct

1. It is expected that students participating in any school-sponsored field trip will abide by their school’s code of conduct which follows District Administrative Procedure 344. For high risk field trips and extended or international field trips, parents and students are required to sign a School/District Field Trip Guidelines form.

2. Medical alert forms have been completed and first aid kit secured. Supervisors must ensure that medication is available for students with serious allergic reactions or medical conditions. Take a copy of the AAF, ALLERJECT™, Epipen™ or ensure the student has his/her ALLERJECT™ or Epipen™. Be aware of anaphylaxis exposure risk and ensure supervising adults are aware of student with anaphylaxis and emergency treatment.

3. Care plans for any student with a medical condition must be taken on the trip and properly implemented.

4. Ample supervision and safety measures must be provided and transportation arrangements must meet all legal and safety requirements.

5. At the earlier stages of the planning of a field trip, parents should be notified in writing of expectations for student behaviour and safe conduct while on the field trip. It is appropriate for a coach or sponsor of a field trip to make the decision – in consultation with school administration and teaching staff – to deny access to the field trip to any student who it is felt may constitute a discipline or safety risk while on the field trip. Parents and students must be notified at the earliest possible date of such a decision to deny access in order to minimize disappointment and to ensure that students do not needlessly engage in fund-raising or planning activities for field trips to which they have been or would be denied access.
AP 333 – Field Trips

6. Prior to embarking on a field trip of any kind, students and parents will be reminded of the school's code of conduct and behaviour and safety expectations specific for the field trip, for example, curfew hours, staying together, reporting on time, etc.

7. Because NLPS is an inclusive school district, it is expected that all students will participate on field trips regardless of visible and invisible diversities including but not limited to: race, sexual orientation, gender identity, ability, religion, culture and socio-economic status.
   a) A plan must be in place to support students who have special needs and/or behavioural challenges who may require specific safety considerations.
   b) If the school, in consultation with the parent/guardian, determines that a student will not be participating on the field trip, a program of instruction will be provided for the student at the school.
   c) Please also refer to the following NLPS Policy and Administrative Procedures:
      i. P 1.0 - Inclusion
      ii. AP 350 - Honouring Diversity and Challenging Racism
      iii. AP 347 - Sexual Orientation and Gender Identity

8. The use of alcohol or illegal substances shall be prohibited at all times during a field trip.

9. The recommended ratios of students-to-adults are as follows:
   a) Elementary Schools - K-5 - minimum of 2 adults or a ratio of 1 to 10 students. Student buddies and adult pod supervisors assigned; Grades 6-7 minimum of 2 adults or ratio of 1 to 15 students.
   b) Secondary Schools - minimum of 1 adult per class if within SD68. Outside SD68 the ratio is 1 to 15.
   c) Secondary Schools Extra-Curricular - A teacher employed by SD68 will travel with a school team on any trip that requires an overnight stay.

10. On a field trip of any kind, the teacher sponsor/adult supervisor will act in a manner consistent with what would be expected of a "judicious parent."

11. On a field trip of any kind, it is expected that teacher sponsors/adult supervisors will endeavour to ensure proper and safe student conduct by providing a proactive, participatory and visible presence.

12. Where a situation warrants a student being sent home from an overnight/out-of-district field trip, parents shall be notified as soon as practicable and appropriate travel and pick up arrangements shall be made for that student.

13. In embarking upon and returning from a field trip of any kind, the teacher/supervisor will conduct a headcount to ensure that all students are accounted for.

14. The Board must be adequately indemnified against all liability concerned with the trips undertaken for out-of-province/international educational travel, (e.g., - medical coverage, loss of money, failure to travel due to sickness, etc.)

15. All students travelling to foreign countries, including the United States, on day or overnight trips, must have individual medical coverage.

16. All students travelling to foreign countries, including the United States, must have a valid passport and a signed letter from the parent(s)/guardian(s) giving their son/daughter permission to travel and receive emergency medical treatment if required while travelling with the school group.
17. It is required that the lead teacher check with the borders or customs to determine what specific travel documents may be required.

18. All students travelling to foreign countries may also be required to have an individual visa, and/or other specific documents as required by each country. Group visas are not acceptable.

19. Student travel to countries that are or subsequently become identified through travel safety warnings by the Government of Canada shall not occur during the period of such warning unless the Board of Education specifically approves such travel during this period.

Workflow
The field trip procedure has been converted to an online workflow that is accessible by all district employees.

The “Online Field Trip Procedure” must be completed and submitted to the principal prior to the designated time frame specified for the type of field trip being planned. This procedure is available to all staff through a link available on the District’s website located here: https://field-trips.sd68.bc.ca/.

Effective: May, 1977
**Education Committee Priorities, Agenda Items and Timeline**

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|                      |                      |                           |                               | Students in the Community |
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**Student Voice:**
- Student Lead Initiatives
- Student Presentations
- New Curriculum
- Civic Engagement
- Leadership
- Transition Planning
- Students in the Community
- Student Travel