

SCHOOL DISTRICT 63 (SAANICH)
POLICY DEVELOPMENT COMMITTEE
Agenda

Committee Members: Trustee Stelck, Chair
Trustee Holman
Trustee Martin

Staff Support: Dave Eberwein, Superintendent of Schools
Jason Reid, Secretary Treasurer

Partner Representatives: Don Peterson, STA
Dean Coates, CUPE
Pete Westhaver, SAA
James Taylor, COPACS

Other Attendees:

Tuesday, May 11, 2021
1:00 pm, MS Teams

A. PRESENTATIONS AND QUESTIONS

No Items.

B. ITEMS FOR DISCUSSION

1. International Student Program – Grade 8 Students - attachment

C. ITEMS FOR RECOMMENDATION

1. Policy 25 (International Student Program)

Staff Recommendation:

As the required Notice of Motion has been provided, I, Trustee Stelck move the following motion:
That Policy 25 (International Student Program) be approved.

2. Policy 26 (Online Learning)

Notice of Motion:

I, Trustee Stelck provide notice that at the September, 2021 public meeting of the Board of Education, I will move the following motion:
That Policy 26 (Online Learning) be approved.

D. ITEMS FOR INFORMATION

1. Administrative Procedures 303 (International Student Program)
2. Administrative Procedures 230 (Online Learning)

E. FUTURE AGENDA ITEMS

That the following remain as policies pending a review by the Board about what portions of these programs the Board wishes to retain as policy:

- Policy 29 (Sexual Orientation & Gender Identity)
- Policy 18 (Recruitment & Selection of Personnel) – clarity on hiring authority
- Correspondence
- Policy 7 (Board Committees)
- Policy 9 (Board Operations)
- Policy 1 (Foundational Statements)
- Core French
- SENCOTEN Language (in conjunction with Strategic Plan)

BRIEFING NOTE

To: Policy Committee

Prepared By: Dave Eberwein
 Superintendent of Schools

Subject: International Student Program
 Grade 8 students

Date: May 6, 2021

Background

This briefing note is provided as supplementary material for the Board and Policy Committee in their consideration of Policy 25 (International Student Program).

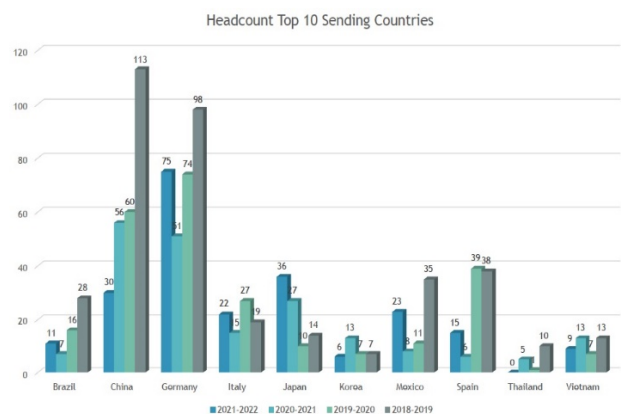
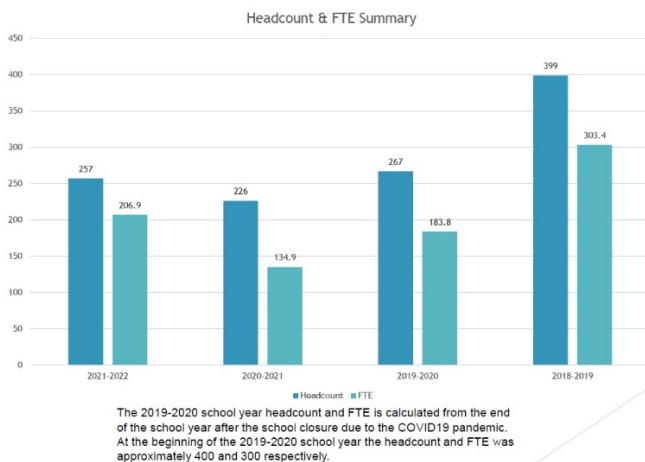
The Board of Education is currently reviewing its policy on international students. As part of this review there have been questions raised about the inclusion of Grade 8 students in the program. This briefing note is being provided to support any discussion of this topic.

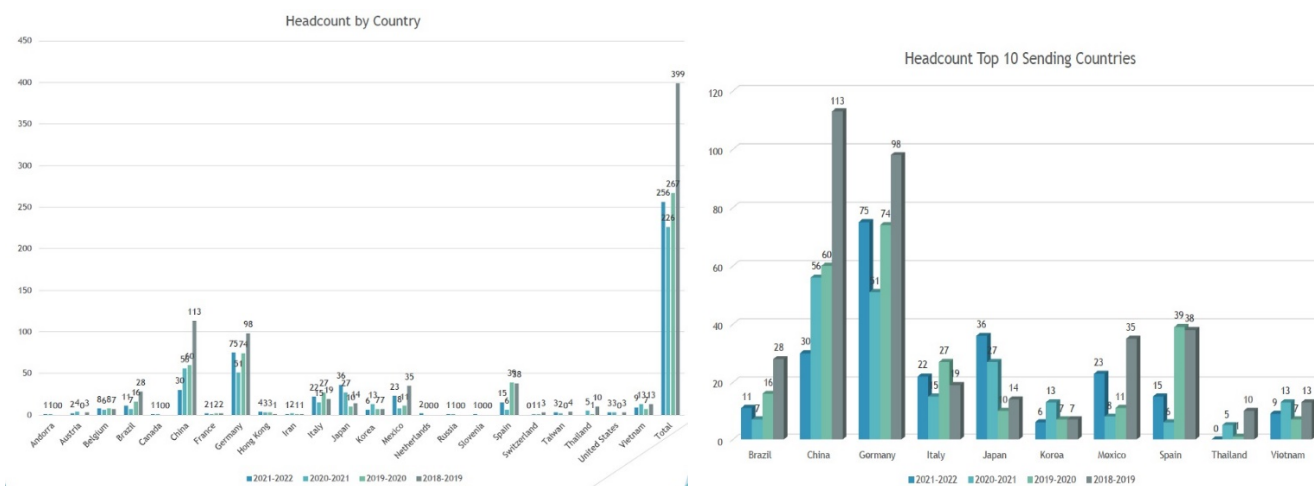
There are two main sections:

1. **Saanich School District – SISP Data (2018-2021)** - An overview of SISP with a recent historical look at our Grade 8 numbers.
2. **Provincial Data** - A comparison between BC school district data on international student homestays.

The information from SISP provides a review on recent historical trends in international enrollment in our district. Table 2, which is provided towards the end of the briefing note, provides a provincial comparison of homestay grade levels. By showing this data, it provides a window into the grades of students being accepted into the various district international student programs. Specific data on numbers of students at specific grade levels is not available and district identities are masked. Saanich Schools is highlighted for your reference.

Saanich School District - SISP Data (2018 – 2021)





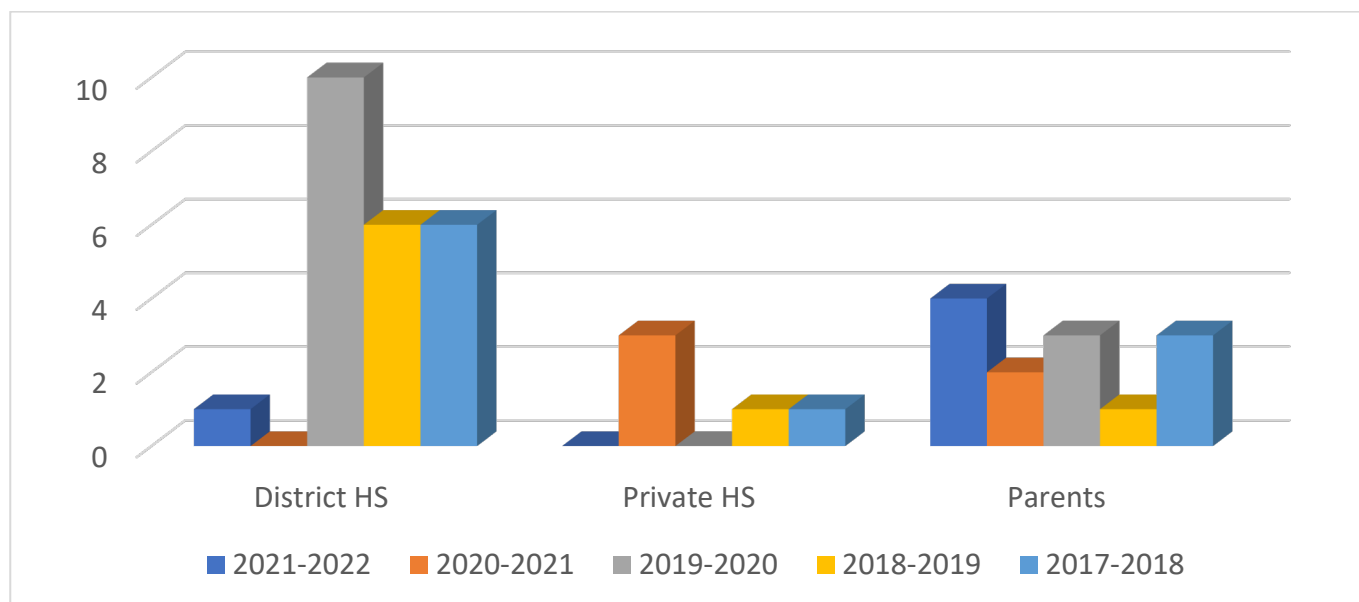
SISP Grade 8 International Headcount (2017 – 2021)

- ▶ 2020-2021 – 5
- ▶ 2019-2020 – 13
- ▶ 2018-2019 – 8
- ▶ 2017-2018 – 10

Table 1: SISP International Student Enrollment (2021-2021 School Year by FTE)

Enrolment By Grade, 2020-2021 School Year (FTE)												
School	Grade 2	Grade 3	Grade 4	Grade 5	Grade 6	Grade 7	Grade 8	Grade 9	Grade 10	Grade 11	Grade 12	Total
Claremont	0	0	0	0	0	0	0	3.3	9.1	21.6	25.5	59.5
Stellys	0	0	0	0	0	0	0	0.5	6.5	9.9	15.5	32.4
Parkland	0	0	0	0	0	0	0	0.8	6.7	11	11.5	30
Royal Oak	0	0	0	0	0.5	2	2.5	0	0	0	0	5
North Saanich	0	0	0	0	2	0	1	0	0	0	0	3
Bayside	0	0	0	0	0	1	1	0	0	0	0	2
Brentwood	0	0	1.5	0.5	0	0	0	0	0	0	0	2
Keating	0	0.5	0	0	0	0	0	0	0	0	0	0.5
Kelset	0.5	0	0	0	0	0	0	0	0	0	0	0.5
Cordova Bay	0	0	0	0	0	0	0	0	0	0	0	0
Deep Cove	0	0	0	0	0	0	0	0	0	0	0	0
Lochside	0	0	0	0	0	0	0	0	0	0	0	0
Prospect Lake	0	0	0	0	0	0	0	0	0	0	0	0
Sidney	0	0	0	0	0	0	0	0	0	0	0	0
Total	0.5	0.5	1.5	0.5	2.5	3	4.5	4.6	22.3	42.5	52.5	134.9
a grade level not listed had zero international students enrolled												
Fee paying student here with their parents (do not qualify for 1701 funding)												

SISP Grade 8 International Homestay Placement



Saanich School District - Middle School Principal Reflections

Bayside Middle School – Rae Dennett, Principal

“Grade 8 International students allow for an increase of diversity in our classrooms. From our experience at Bayside the students connect and become members of the school community. The students brought an element of diversity while sharing their language and their culture.”

North Saanich Middle School – Kal Russell, Principal

“Grade 8 international students are a great addition to North Saanich. We try to place one international student in each one of our grade 8 classrooms. These students bring diversity into our rooms and provide our NSMS students with a more global perspective on world topics and issues. In addition, they get to connect and develop friendships with a person from a different culture and perspective, which enhances their learning and experience at North Saanich. In short, a new student helps bring positive energy and new experiences to our classrooms and school community.”

Royal Oak Middle School – Karen MacEwan, Principal

“Our school benefits greatly from having Gr 8 international students. They fit in well and they often continue on with the cohort to Claremont which is a great way for Gr 8 students to make friends before going to secondary school. International students bring diversity to our school community and multi-cultural perspectives. They broaden our students' understanding and we help broaden theirs as well. Having students from across the world at our school provides a great starting point for learning about global perspectives and creates new friendships.”

Provincial Data

Table 2: BC School Districts International Programs – FTE in Gr K-8 (2020-2021)

FTE in GrK-8	Grade 1	Grade 2	Grade 3	Grade 4	Grade 5	Grade 6	Grade 7	Grade 8	Grade 9	Grade 10	Grade 11	Grade 12
0					█							
0									█			
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35									█			
40										█		
70					█							
85								█				
105							█					
120					█							
140								█				
170									█			
220										█		
230						█						
250												
370												
1980												

NOTES:

- Black cells represent the grade at which students can be in a homestay
- Black cells, Gr 5 or less, likely have a policy “Can live with a member of their extended family”
- Districts with 0 FTE likely allow an elementary program but cannot attract students due to their programs being rural or new
- District identities are masked (names omitted and FTE rounded to the nearest 5)
- Districts ordered from smallest to largest number of students
- Saanich School District is highlighted in GREY (5 FTE)

Summary

British Columbia has 32 school districts which offer an international student program. The majority of them (i.e., 20/32) provide for student homestays below Grade 8. This would likely indicate that these districts accept elementary aged students into their programs. Saanich Schools allows homestays at the Grade 8 level.

Most international student programs do not put limits on grades because children often come in sibling pairs and excluding some grades would then exclude the pair altogether. However, no explicit data on specific school districts is available.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'Dave Eberwein', with a horizontal line extending to the right from the end of the signature.

Dave Eberwein
Superintendent of Schools

DE/klg

INTERNATIONAL STUDENT PROGRAM

The Board supports the integration of international students into district schools as a means of increasing intercultural and international understanding. International Education enriches student development and connects the district to the broader global knowledge economy and brings cultural benefits to schools and communities.

The Board recognizes that additional resources will be required to support the integration of international students.

Guiding Principles

1. The International Program will be designed in a way that supports sustainability and long-term viability of the program. As such, the program is to have representation from multiple countries and regions of the world.
2. International students will be admitted into district schools in one of two categories:
 - 2.1. International Exchange students
 - 2.2. Saanich International Student Program (SISP) students
3. SISP student recruitment will be designed to reflect the following:
 - 3.1. Prioritizing the diversity of countries;
 - 3.2. Sustainable and reliable international recruitment agencies;
 - 3.3. Student grade placement which provides an appropriate fit with the district's available spaces in its schools;
 - 3.4. Consideration of the District's ability to provide adequate supports (e.g. ELL and other school resources, homestay availability);
 - 3.5. Ensuring adequate student numbers to run key programs or courses;
 - 3.6. Overall school capacities;
 - 3.7. Students will be placed into secondary grades with placements in the district's neighbourhood secondary schools.
4. SISP will be required to generate sufficient revenue to support the SISP infrastructure, provide any necessary staffing and resources to schools to support these additional students and provide positive revenue for the district. to enhance program and services for all students.
5. Tuition fees and any other applicable fees (e.g. Homestay fees, Insurance fees) will be charged to all SISP students. These fees will be approved annually by the Board. Tuition fees will not be charged to International Exchange students as these are funded by the Ministry of Education as equivalent to a non-fee paying student.

6. The Superintendent will provide a bi-annual report in November and April to the Board on the International Student Program including the current student enrollment and any recommendations for future enrollment levels. The full-time equivalent number of SISIP students in any given school year will not exceed 5% of the full-time equivalent number of students resident in the district as of the February student count of the previous school year, exclusive of SIDES enrolment.
7. The SISIP will be administered by a Principal appointed by the Board.

Reference: Sections School Act Sections 2, 3, 4, 7, 8.2, 20, 22, 23, 65, 74.1, 75.1, 82, 85
Child, Family and Community Service Act
Divorce Act
Immigration and Refugee Protection Act
Infants Act
Visiting Forces Act
School Regulation 265/89
Ministry of Education Policy Document: International Students

Approved: November 2020
Amended: _____ 2021

ONLINE LEARNING

The Board of Education is committed to providing a quality Online Learning experience for school-aged and adult students within the Saanich School District and beyond District borders, pursuant to Ministry of Education permission to offer Online Learning. The Board is committed to offering and supporting courses and programs within the District's Online Learning program so that students can achieve their educational goals.

Online Learning provides an opportunity for students and families to exercise choice with respect to the environment, methods and structures through which students are able to achieve their educational goals. Online Learning provides a different access to an educational program for those students desiring flexibility beyond the traditional classroom environment.

The Board believes that it is also important to provide an option for adult learners who are in pursuit of their graduation requirements and acknowledges the importance of Online Learning as one such option.

Reference: Sections 2, 3, 3.1, 4, 6, 7, 17, 20, 22, 23, 65, 74.1, 75, 82, 85, 106.3 School Act

Collective Agreements

Graduation Program MO 302/02

British Columbia Adult Graduation Requirements MO 320/04

Required Areas of Study in an Educational Program MO 295/95

Individual Education Plan MO 638/95

BC Ministry of Education - Distributed Learning Requirements & Guidelines for Students with Special Needs

Approved: November 2020

Amended: XXXXX 2021

INTERNATIONAL STUDENT PROGRAM

Background

The District supports the integration of international students into District schools as a means of increasing intercultural and international understanding. Specific programs under which international students may be admitted to District schools include:

- International Student Exchanges
- International Student Program (SISP)

The District recognizes that additional resources will be required in order to develop its Program and to ensure that other program service levels are maintained. In particular, the International Student Program will be required to generate sufficient revenue as to support the necessary program infrastructure, provide sufficient staffing and resources to schools so that they are able to offer appropriate educational support to international students, enhance other programs and services within the district, and generate positive revenue for the District.

The following Procedures are meant as a summary of the procedures used in the International Student Program. The most current descriptions about SISP including Program description, application requirements, legal obligations and payment/refunds can be found on the International Student Program website: <https://studyinsaanich.ca/>

Procedures

1. International students are not 'ordinarily resident' in the District. As such, tuition fees will be charged to for their registration within our district. Tuition fees are not charged for International Student Exchanges for the following reasons:
 - 1.1. An exchange student is a student from another country who is taught in our district in exchange for a Saanich School District student being taught in the home country of the other student.
 - 1.2. International student exchanges are sponsored by the District, or private organizations sanctioned by the District, and are admitted to the District in exchange for local students being taught abroad.
 - 1.3. The District receives Ministry funding for exchange students and, as such, tuition fees are not charged.
2. Students and their parents who are new to the Program will be given a copy of the District procedures regarding international students, including the dismissal process, the process to request a refund and the International Student Program rules.
3. International students may enroll from 3 months to 1 year for academic programs leading to graduation in British Columbia.

4. The International Student Program is for secondary-aged students with placements in the District's three neighbourhood secondary schools (Gr 9-12).
 - 4.1. In-catchment resident students, and any local out-of-catchment resident students who apply before March 31, will be given priority over international students for September placement in a school.
5. By March of each year, the SISP Principal will consult with the Principal of each school to determine projected international enrolment in their school.
6. The SISP Principal will provide a review of overall school enrollment to the Superintendent on an annual basis.
7. Submission of Student Applications
 - 7.1. All international student applications will be submitted to the Saanich International Student Program for approval by the SISP Principal in accordance with the procedures outlined on the district website: <https://studyinsaanich.ca/>
 - 7.2. Where, because of extraordinary circumstances, an international student is unable to comply with these procedures, application for admission may be dealt with by the Superintendent.
8. Student Admission Requirements
 - 8.1. Demonstration of functional literacy in English.
 - 8.2. Proof of satisfactory academic standing in their country of origin.
 - 8.3. All necessary documentation for students with complex learning needs such as learning disabilities, behavioural challenges, medical needs or documented special needs.
 - 8.4. Ability to comply with the requirements of Immigration, Refugees and Citizenship Canada.
 - 8.5. Prior to departing for Canada, a signed participation agreement by both the parent/guardian and student, which outlines the terms and conditions of registration, including the required homestay fee, medical insurance, travel requirements and program rules.
 - 8.6. Demonstration of any requested medical or health information along with any required medical testing results before entry into Canada.
 - 8.7. Students wishing to attend for more than one year must apply and be re-admitted annually.
9. Fees
 - 9.1. The District will charge fees to those students involved in the International Student Program.
 - 9.2. The Board approves tuition fees and homestay fees for international students on an annual basis for the next school year. Tuition fees and homestay fees are payable to the District when the student is accepted into the program.

- 9.3. Returning students are required to pay their fees by April 1st of the previous school year. Students who have not paid their fees by this time will not be guaranteed placement in the Program for September.
- 9.4. A schedule of fees will be submitted to the Superintendent on an annual basis.

10. Refunds

- 10.1. A complete description of the District's refund process can be located within the International Student Legal Agreement which is located on the International Student Program website.
- 10.2. All requests for refunds must be in writing.
- 10.3. All withdrawals from the International Student Program must be in writing.
- 10.4. The application fee and home stay placement fee refund requests are per the refund procedure found on the International Student Program website.

11. Application and Admission Procedures

To apply for and be accepted into the program, students and parents must:

- 11.1. Apply from their country of residence;
- 11.2. Complete an application form on the SISP website with supporting academic transcripts and letter of support;
- 11.3. Submit a non-refundable application fee (applications will not be processed without this fee);
- 11.4. Be provisionally accepted by the Principal of the Saanich International Student Program office in writing;
- 11.5. Obtain a study permit from Immigration, Refugees and Citizenship Canada. The District will provide a Certificate of Admission (letter of acceptance) to the school;
- 11.6. Agree to the homestay arrangements made on their behalf;
- 11.7. Make their own travel arrangements to Victoria International Airport (YYJ), or to the local Victoria ferry terminals;
- 11.8. Have medical insurance as described below:
 - 11.8.1. By law, all BC residents are required to purchase medical insurance through the Medical Services Plan of BC. The District has a group insurance policy for its international students, both for the Medical Services Plan and for interim medical insurance, which is required during the three-month waiting period for Medical Services Plan coverage;
 - 11.8.2. The District provides this medical insurance coverage to all of its international students for an annual fee. Should international students leave the country during breaks in the school calendar, they are required to maintain adequate medical coverage. Medical Services Plan coverage will cover students for the entire year.

12. School Placement

- 12.1. Placement of students in schools and academic programs shall be the prerogative of the District. If necessary, the District reserves the right to change school placement.
- 12.2. Placement shall be based upon District assessment of English proficiency, age and demonstrated academic competence and the associated school records.

13. Expanded Services

- 13.1. It is the prerogative of the District to require students to participate in various expanded services, such as orientation classes and ELL classes.
- 13.2. Parents will be informed if it is determined that a student requires additional services beyond those normally provided for international students. If the services are available and appropriate, parents will have the choice of withdrawing their student or paying for any additional service costs.

14. Homestay Guidelines

- 14.1. All students who require the care of a District custodian are required to stay in a homestay which has been approved by the District.
- 14.2. The homestay family will follow all of the provisions contained within the Homestay Guidelines that can be found on the International Student Program website.

15. Requirements for Permanent Resident students and Canadian citizen students whose parents do not live in Canada:

- 15.1. All such students must apply through the SISF office to attend school in the District, and applications will be considered on a case-by-case basis.
- 15.2. Permanent Residents not ordinarily resident in the District and Canadian citizen students whose parents do not live in Canada may be admitted to District schools on a fee-for-service basis. The expression 'ordinarily resident' carries a restricted signification which is held to mean residence in the course of the customary mode of life of the student as opposed to special or occasional or casual residence. Students who require homestay services are not 'ordinarily resident' in the District.
 - 15.2.1. Out-of-District Permanent Resident students and Canadian citizen students whose parents do not live in Canada may be admitted to District schools as full fee-paying students in the same way, and with the same services, as international students.
 - 15.2.2. Students who become landed after October 1 will receive no refund of tuition fees.
 - 15.2.3. Out-of-District immigrant students and Canadian citizen students may be required to live with a homestay family which has been approved by the District.
 - 15.2.4. Homestay families for out-of-District immigrant students are subject to the same regulations as other international student homestay families;
 - 15.2.5. The District retains the right to limit the total number of out-of-District immigrant students accepted annually as regular students.

16. Dismissal from the Program

Participation in the International Student Program is a privilege and all students shall follow the applicable rules and expectations to remain registered in the Program:

- 16.1. Students are required to abide by the laws of British Columbia and Canada;
- 16.2. Students are required to accept and follow the rules of the Program including specific Program expectations, school rules, the District Code of Conduct, and all reasonable homestay rules;
- 16.3. Students are required to obey the terms and conditions described on the study permit as issued by Immigration, Refugees and Citizenship Canada;
- 16.4. Students are required to make reasonable efforts to achieve academic success while in the program;
- 16.5. By February of each year students may be invited to return for the following school year. Invitations may be withheld if:
 - 16.5.1. Academic performance has been less than satisfactory due to lack of effort or attendance;
 - 16.5.2. The student has been unable or unwilling to comply with District or program expectations;
 - 16.5.3. In the opinion of the Program staff, the student has been unable to succeed in a homestay situation.Students who are not invited back will be informed in writing of the reasons, and given suggestions for alternative programs of study.
- 16.6. In the event of a student violating the District Code of Conduct, the International Program contract agreement, homestay expectations or any law, the following District responses may occur:
 - 16.6.1. A verbal warning indicating what is expected;
 - 16.6.2. A written warning of the violation, the expectations for correction and the appropriate timelines for correction;
 - 16.6.3. Dismissal from the International Student Program and being returned home at the international student family's expense.
- 16.7. Parents/guardians and the student shall be given the opportunity to respond to any concerns and to make any suggestions for reparations.
- 16.8. If, in the opinion the Superintendent or SISP Principal, behaviour violations are repeated or are sufficiently serious to warrant dismissal from the Program, the student and their parents will be advised in writing that the student is being dismissed for cause. Letters of Dismissal for Cause will be forwarded to the parent / guardian by confirmed email delivery, registered mail or courier.
- 16.9. Arrangements will be made with the parent / guardian of the student for removal from the school and/or homestay in a timely manner.
- 16.10. A copy of the Letter of Dismissal for Cause shall be made available to Immigration, Refugees and Citizenship Canada.

- 16.11. Students and/or their parents/guardians may appeal a decision to dismiss a student for cause as per [Board Policy 16 – Appeals Bylaw](#).

Reference: School Act Sections 2, 3, 4, 7, 8.2, 20, 22, 23, 65, 74.1, 75, 75.1, 82, 85
Child, Family and Community Service Act
Divorce Act
Family Act
Immigration and Refugee Protection Act
Infants Act
Visiting Forces Act
School Regulation 265/89
Ministry of Education Policy Document: International Students

Approved: _____ 2021

ONLINE LEARNING

Background

The District is committed to providing quality Online Learning opportunities in the Saanich School District. The Online Learning program will serve school-aged and adult students both within the District and beyond District borders, contingent on Ministry of Education funding and regulations that support the program. In addition, the Online Learning program will support students within the prescribed Ministry of Education regulations who are over the age of 19 and/or are cross-enrolled in multiple districts.

A quality Online Learning program requires a commitment on the part of district staff, administrators and teachers to remain current in their knowledge of the operational and regulatory requirements for Online Learning in British Columbia. Additionally, teachers and administrators responsible for an Online Learning program must be committed to expanding their curricular and pedagogical knowledge to include ways of engaging and supporting student learning in an Online Learning environment.

Courses and programs offered through Online Learning will follow best practices and current pedagogical methods in order to ensure that students are given the best possible educational experience.

Procedures

1. All or part of a student's educational program may be provided by means of Online Learning.
 - 1.1. An Online Learning program offered by the District will support fully-registered students as well as students who remain registered in their neighbourhood school and who wish to enroll in one or more courses to augment their learning.
2. Program Structure
 - 2.1. The Online Learning program will be offered primarily through the South Island Distance Education School (SIDES).
 - 2.2. Some Online Learning courses offered by the District may be taught from within neighbourhood schools, either as stand-alone courses or in partnership with SIDES.
 - 2.3. SIDES will offer course curriculum primarily through online/web-based courses.
 - 2.4. In order to ensure best practice standards, course / program content and delivery will be developed and revised within Ministry of Education requirements.
3. Access to Online Learning
 - 3.1. Students and their families will be informed of opportunities to access District Online Learning options through the annual course selection process.

- 3.2. School-aged students who are ordinarily resident in BC may register for Online Learning courses/programs at SIDES at no charge.
 - 3.3. Adult non-graduate students who are ordinarily resident in British Columbia may register for Online Learning courses that lead to graduation at SIDES at no charge.
 - 3.4. Adult students who have already graduated from secondary school may register for Online Learning courses at SIDES. Courses will be offered to such students at no charge to the student pursuant to Ministry of Education permission.
4. Registration and Enrolment
 - 4.1. Registration and enrolment in the Online Learning program (at SIDES) will occur at the school level.
 - 4.2. Students will be informed of the attributes that are suited to success in the Online Learning model of instruction.
 - 4.3. Students will be accepted into Online Learning as capacity permits.
 - 4.4. Students may register for individual Online Learning courses or for complete Online Learning programs, as allowed by the Ministry of Education.
 - 4.5. Students requiring learning support services will be screened and accommodated according to Ministry of Education Online Learning Policy.
5. Cross-enrollment with neighbourhood schools
 - 5.1. As per Ministry of Education regulations, students who are enrolled at a neighbourhood school (either within the District or outside of the District) may enroll in courses in the Online Learning program at SIDES.
 - 5.2. Where a student whose School of Record is a neighbourhood school, SIDES will communicate course progress and results with the School of Record in addition to reporting to parents as per the School Act.
 - 5.3. SIDES and neighbourhood schools will work together to formalize structures, where resources (i.e., staffing, timetable availability, physical space) are available, to support students in their pursuit of Online Learning opportunities.

Reference: Sections 2, 3, 3.1, 4, 6, 7, 17, 20, 22, 23, 65, 74.1, 75, 82, 85, 106.3 School Act

Collective Agreements

Graduation Program MO 302/02

British Columbia Adult Graduation Requirements MO 320/04

Required Areas of Study in an Educational Program MO 295/95

Individual Education Plan MO 638/95

BC Min of Educ - Distributed Learning Requirements & Guidelines for Students with Special Needs

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