

School District 63 (Saanich)

Policy Name: Public Involvement in Decision Making

No: 1040

Preamble

Public education needs the community's support and confidence to remain strong, successful and vibrant as a foundation of Canadian culture. The Saanich Board of Education is elected and guided by its communities to govern and make decisions in the best interests of all students in the district. The Board encourages students, parents, staff and community members to consult the district's website to learn about the ways they can be involved in the Board's consultation and decision-making processes.

Policy Statement

As the Board of Education is committed to involving the public in meaningful ways, the Board will facilitate public involvement, especially the involvement of people and groups potentially affected by a decision. The Board will consult, listen to and consider people's interests and concerns when making major decisions pertaining to the organization of the district, its budget and the education, health and welfare of students in its care.

Statutory Reference

Contractual Reference

Policy Reference

Date of Initial Board Approval: August 2002

Amendments: Sept 2014

School District 63 (Saanich)

Policy Name: Public Involvement in Decision Making

No: 1040

Guiding Principles

1. The Board believes that sharing information is the key to citizens' understanding of public education directions and governance and how the board makes decisions about school district priorities and budgets.
2. The Board is committed to undertaking public involvement processes that are timely, transparent, accessible, accountable, supported by factual information and inclusive of the diversity in the communities it serves.
3. The Board recognizes that facilitating public involvement includes a range of activities that may consist of providing information, gathering and sharing input, and/or including relevant parties at the appropriate times in discussions and the decision-making process.
4. The Board will decide on method and process of involving the public, endeavoring to identify the appropriate constituencies affected by its decisions and explaining the scope of the pending decision, the decision-making process and procedures and any constraints facing the Board.
5. Depending on the nature and/or complexity of the decision, the Board will use a variety of ways to provide information, gather feedback and report back to the community on how the public's views were considered in its deliberations.
6. The Board believes that all staff have a role in communicating with the public and that the public interest is best served when staff communicate openly and responsively about policies, programs, services and initiatives they help to administer, while treating private and sensitive information with the discretion it requires.

Date of Initial Board Approval: August 2002

Amendments: Sept 2014

School District 63 (Saanich)

Policy Name: Public Involvement in Decision Making

No: 1040

Administrative Procedures

1. The District supports the use of available technology (websites, email, call out system, other) in order to communicate out to the community and when seeking input from the community.
2. When the District seeks feedback from all parents, the opportunity to provide handwritten, hard copy responses will be made available. Similarly, schools will provide hard copy information notices to families who require them.
3. Surveys will be handled electronically, with some hard copies available in school offices.
4. The District website www.sd63.bc.ca will be the centre point for communication. Generally, school websites will also carry information where public feedback is sought.
5. Feedback collected will be received by the Executive Assistant to the Superintendent for collation and tabulation.
6. Results of feedbacks or surveys will be publicly available.
7. The Board will consider input or feedback gathered through these processes as part of its decision-making process.

Date of Initial Board Approval: August 2002

Amendments: Sept 2014

School District No. 63 (Saanich)

Policy Name: Parent Involvement

No: 1100

Preamble

The Board of Education believes that parents are partners in the education of their children. Parents have the right and responsibility to work with the school and the school district in support of children and learning and in the process of determining educational goals, policies and services provided for their children. The Board also believes that it is important to support parents in their primary responsibility of ensuring that children are provided with the healthy and supportive environment necessary for learning.

The Board recognizes that the most effective education for students occurs when parents are active partners in the learning process. Collaborative partnerships between school staff and parents provide an atmosphere of teamwork which motivates, supports and encourages children to become lifelong learners and valuable contributors to society. Continued parental involvement in the education of their children, throughout all grade levels, contributes to student achievement and to a positive school environment.

Policy Statement

The Board recognizes that student success is enhanced by positive working relationships among parents, teachers, support staff, administrators, district staff, trustees, and, as appropriate, community partners.

The Board acknowledges and respects the rights of parents to be involved in the education of their children and values parents' contributions to school communities. The Board supports and encourages parents' involvement by creating and maintaining a climate and structure which support meaningful parent involvement.

Note: For the purposes of this policy, the term "parent" shall be as defined in the School Act.

Date of Initial Board Approval: July 1982

Amendments: November 1989
February 2009

School District No. 63 (Saanich)

Policy Name: Parent Involvement

No: 1100

Statutory References: School Act Section 7 – Parents’ Entitlements and Responsibilities
School Act Section 8 – Parents’ Advisory Council
School Act Section 9 – Examination of Student Records
School Action Section 10 – Liability for Damage to Property
School Action Section 11 - Appeals
Statement of Education Policy Order OIC 1280/89 –
Mandate for the School System

Contractual References

Policy References: 1010 “Educational Philosophy”
1110 “Parent/Student Appeals Bylaw”
1120 “School Planning Councils”
1220 “Parental Access to Student Records and Student Information”
1350 “Human Rights and Discrimination”
1360 “Complaints regarding Personnel, Programs or Procedures”
3000 “Special Education”

Date of Initial Board Approval: July 1982

Amendments: November 1989
February 2009

School District No. 63 (Saanich)

Policy Name: Parent Involvement

No: 1100

Guiding Principles

1. Schools are learning communities within which students, educators, support staff and community members – respecting and supporting each others' roles – share responsibility for student learning.
2. Parents have the right and responsibility to be involved in their children's education. These rights co-exist with the rights and responsibilities of everyone who works in the school district, and with the broader community.
3. The Board is committed to creating an environment that values and respects the diversity of students and parents.
4. The Board commits to creating a positive climate designed to create parent partnerships that enrich students' learning experiences and that respects the needs, interests and perspectives expressed by parents.
5. The Board believes that parent involvement includes, but is not limited to, parents:
 - a. serving as advocates for their child's educational and cultural needs;
 - b. participating in classroom activities and school-related activities, functions and events;
 - c. participating in the activities of Parent Advisory Council, District Parents' Advisory Council and School Planning Council;
 - d. working cooperatively with the school to solve problems and create positive, productive learning environments both at home and at school;
 - e. supporting the school in instilling in their children an appreciation for the value of education and a sense of individual responsibility for learning and achievement;
 - f. preparing their child for school and monitoring and responding to school-related responsibilities;
 - g. being invited into and continually engaged in communication regarding their children and regarding the operation of the classroom, school and district; and,
 - h. being partners in education through participation in school and district processes including, where appropriate, the work of committees.

Date of Initial Board Approval: July 1982

Amendments: November 1989
February 2009

School District No. 63 (Saanich)

Policy Name: Parent Involvement

No: 1100

Administrative Procedures:

1. The Superintendent and all principals will ensure that statutory requirements are met as they relate to parents and parent involvement, including Parent Advisory Councils, School Planning Councils and the District Parents' Advisory Council (Confederation of Parent Advisory Council of Saanich - COPACS).
2. The Superintendent and all principals will ensure that the requirements and the overall intentions of this policy are met and communicated clearly to parents.
3. Prior to October 15 of each school year, the principal shall call a meeting of all parents within the school community to:
 - a. familiarize parents with the Board policy related to parent involvement;
 - b. provide the president (or designate) of the Parent Advisory Council the opportunity to explain their group's structure, function and membership;
 - c. provide the president (or designate) of the Parent Advisory Council the opportunity to explain the existence and function of the District Parents' Advisory Council (COPACS).
4. Prior to October 30 of each school year, the Superintendent of Schools or designate will work with the President of the District Parents' Advisory Council (COPACS) to convene an Annual Parent Involvement Meeting which is intended to bring together all Parents' Advisory Council executive members, school and district administrators and trustees. The purpose of this meeting shall be:
 - a. to provide the Superintendent the opportunity to give an overview of current educational issues at the District and Provincial level;
 - b. to familiarize parent executives of Board policy related to a District Parents' Advisory Council (COPACS);
 - c. to provide the President of the District Parents' Advisory Council (COPACS) the opportunity to explain their group's structure, function and membership.

Administrative Procedures cont'd:

5. The Board supports Parent Advisory Councils as follows:
 - a. Each parent of students enrolled in a school is entitled to be a voting member in the Parents' Advisory Council.
 - b. Each Parents' Advisory Council shall have a written constitution and bylaws. The constitution and bylaws shall include reference to:
 - (i) name of Parents' Advisory Council;
 - (ii) process for scheduling and appropriate notification of meetings;
 - (iii) election process;
 - (iv) executive officers (numbers and titles) including a representative to the District Parents' Advisory Council (COPACS);
 - (v) function: the constitution shall include reference to specific purposes consistent with this Policy;
 - (vi) process for constitutional review and dissolution;
 - (vii) the management of finances.
 - c. A copy of the Parents' Advisory Council constitution and bylaws shall be kept on file in the office of each school.
 - d. The Parents' Advisory Councils shall meet at the direction of its Executive. In special circumstances the principal may request a meeting of the Parents' Advisory Council. All meetings are open to, and should respect the involvement of all members including school staff members and student council representatives.
 - e. The schools will provide assistance to their Parents' Advisory Council in the form of secretarial time, stationery, copying, distribution of materials, use of interschool mail, postage and a meeting room on a reasonable "as needed" basis.
 - f. A Parents' Advisory Council may communicate directly with the Board of Education and/or its district administrative staff regarding school-based issues after consultation with the principal and, as needed, the District Parents' Advisory Council (COPACS).

Administrative Procedures cont'd:

6. The Board supports the District Parents' Advisory Councils (COPACS) as follows:
 - a. The District Parents' Advisory Council (COPACS) shall be a council composed of the elected delegates from each Parents' Advisory Council.
 - b. The District Parents' Advisory Council (COPACS) shall have a written constitution and bylaws. The constitution and bylaws shall include reference to:
 - (i) name of District Parents' Advisory Council (Confederation of Parents' Advisory Councils of Saanich - COPACS);
 - (ii) process for scheduling meetings;
 - (iii) election process;
 - (iv) executive officers (number and titles);
 - (v) representation from Parent Advisory Councils (elected executive officer);
 - (vi) function: the constitution shall include reference to specific purposes consistent with the Board's Parent Involvement Policy;
 - (vii) process for constitutional review and dissolution.
 - c. A copy of the District Parents' Advisory Council (COPACS) constitution and bylaws shall be kept on file in the office of the Secretary-Treasurer.
 - d. The District Parents' Advisory Council (COPACS) shall meet at the direction of its executive. In special circumstances the Superintendent of Schools may request a meeting of the District Parents' Advisory Council (COPACS). All meetings are open to all parents and should respect the involvement of staff and trustees.
 - e. The District will provide assistance to the District Parents' Advisory Council (COPACS) in the form of secretarial time, stationery, copying, distribution of materials, use of interschool mail, postage and a meeting room on a reasonable "as needed" basis.
 - f. Throughout the school year, there shall be regular meetings between the Superintendent of Schools and the executive of COPACS.

School District 63 (Saanich)

Policy Name: School Planning Councils

No: 1120

Policy Statement

The Board of Education supports the establishment of School Planning Councils at each school in the District for the purposes set out in the School Act. The Board recognizes its responsibility to ensure that School Planning Councils function effectively with high ethical standards and in accordance with the provisions of the School Act to represent the school community in the process of school planning.

Statutory Reference

School Act Section 8 – Parents’ Advisory Councils
School Act Section 8.1 – School Planning Council
School Act Section 82 – Fees and deposits

Contractual Reference

Policy Reference: 1010 – Educational Philosophy
1330 – School and District Planning for Student Achievement
3060 - Programs of Choice and Specialty Academies

Date of Initial Board Approval: January 2003

Amendments: February 2009

School District No. 63 (Saanich)

Policy Name: School Planning Councils

No. 1120

Guiding Principles

The Board supports the purposes of School Planning Councils, which include:

1. Ensuring the collaborative preparation of a proposed school plan.
2. Endorsing the completed school plan for forwarding to the Board.
3. Consulting on matters referred by the Board, the Superintendent, or the Superintendent's designate.
4. Consulting on matters referred by the principal, the staff, the Parent Advisory Council and/or any member(s) of the school community.
5. Abiding by the School Planning Council "Members" Code of Conduct (see Appendix I).
6. Consulting with the Superintendent or designate to ensure that effective processes are used to develop the school plan.
7. Consulting with the principal in regard to the creation of and fees related to a specialty academy.

The School Planning Council does not discuss or become involved in:

1. Personal and confidential information on students, parents, teachers and other employees.
2. Performance or conduct of individual employees, students and parents.
3. Terms and conditions of individual employment contracts.
4. Activities beyond the advisory and consultative roles set out in the School Act and this policy.

Date of Initial Board Approval: January 2003

Amendments: February 2009
February 2013

Policy Name: School Planning Councils

No. 1120

Administrative Procedures

1. The principal of the school, one teacher representative and three parent representatives comprise the membership of the School Planning Council for the school.
2. Any legislative changes regarding the membership of the School Planning Councils shall be reflected in the composition of School Planning Councils by the dates specified in legislation.
3. The principal shall consult with the Parent Advisory Council on its bylaws for the election by secret ballot, of representatives to the School Planning Council to ensure that the bylaws safeguard the rights of parents to participate in this decision.
4. By September 30, the principal of each school shall advise the Parent Advisory Council and the teachers in the school of the need to elect representatives and the required process.
5. If there is no Parent Advisory Council active in the school, the principal shall notify parents of the need for a process through which a School Planning Council election can occur. Should an election fail to occur, the principal shall make recommendations to the Board for a process to appoint parent representatives.
6. If an insufficient number of parent representatives are elected by the Parent Advisory Council by November 30, the principal shall notify parents and, by December 5, make recommendations to the Board for a process to appoint parent representatives.
7. Teachers shall elect a representative to the School Planning Council by secret ballot no later than November 30 and in accordance with the School Act.
8. If no teacher representative is named by November 30, the principal shall notify teachers and, by December 5, make recommendations to the Board for a process to appoint a teacher representative.

Policy Name: School Planning Councils

No: 1120

Administrative Procedures (cont'd)

9. The principal may designate a vice-principal to act as his or her alternate for one or more meetings.
10. The Superintendent or designate may attend and participate in any meeting of a School Planning Council.
11. The principal has statutory responsibility for the functioning of the School Planning Council.
12. School Planning Council meetings shall be open to all members of the school community and shall be advertised through the school's normal channels of communication. School Planning Councils may also invite others to attend and/or participate in their meetings.
13. Only the School Planning Council members (see Admin Procedure #1) have voting rights on a School Planning Council.
14. A School Planning Council shall have at least three scheduled meetings per school year. Additional meetings may be convened at the call of the Principal or Chair, upon at least one week's notice.
15. Quorum shall be the principal (or a vice-principal alternate) and two other members. The School Planning Council shall make every reasonable effort to meet only when all members are available.
16. Approval of the proposed School Plan shall be by consensus of the members of the School Planning Council. Failing consensus, a team of representatives from the STA, COPACS, and district administration would meet with the School Planning Council in support of arriving at consensus. Failing that, a vote would occur. Each member shall have one vote. The final plan will be presented to the School Board as required by the School Act.
17. A School Planning Council may create sub-committees to explore matters within the Council's jurisdiction and may invite additional participants to join the sub-committees.

Policy Name: School Planning Councils

No: 1120

Administrative Procedures (cont'd)

18. Meeting expenses are the responsibility of the school.
19. A School Planning Council has no power to raise or expend money.
20. The Council is responsible for overseeing the preparation of a proposed school plan or update, to be presented to the Board by May 15.
21. A School Planning Council must consult with the school's Parent Advisory Council during preparation of the school plan.
22. It is expected that parent representatives will function as representatives of all school families and represent their community of interest, not the interests of any subgroup.
23. The Board must consult with the School Planning Council in respect of (a) allocation of staff and resources in the school; (b) matters contained in the Board's achievement contract relating to the school; (c) educational services and educational programs in the school.
24. In order for the proposed school plan to be considered for adoption by the Board, it must be consistent with the educational objectives, strategic directions and policies of the Board, meet legal requirements, be supportable from available resources, and be reasonably likely to achieve its goals.
25. If the Board rejects or modifies a proposed School Plan, it shall provide reasons to the School Planning Council.
26. In accordance with the School Act, Section 82.1, the principal will support the school planning council in consulting with the parent advisory council of the school regarding the creation of a specialty academy.
27. Where a specialty academy is offered, the school planning council will, before July 1 of every year, decide whether or not to approve a proposed schedule of fees for a specialty academy.

Date of Initial Board Approval: January, 2003

Amendments: February 2009
February 2013

Policy Name: School Planning Councils

No: 1120

Appendix I

School Planning Council Members' Code of Conduct

A person who serves on a School Planning Council will:

1. perform his/her duties with honesty and integrity;
2. respect the rights of others;
3. respect that the School Planning Council does not deal with confidential information.
4. support public education;
5. abide by the Policies and Procedures of the School District;
6. attend School Planning Council meetings;
7. commit to working collaboratively to meet the needs of all students in the school;
8. commit to using participatory decision-making processes and operate on the basis of consensus wherever possible;
9. commit to fairly represent the collective view of the school community even if it differs from his/her personal view/perspective;
10. review and refine the School Plan to ensure that it is an accurate reflection of the needs of the school community.

Statement of Understanding:

I, the undersigned, in accepting a position as a member of the _____ School Planning Council, have read, understood and agree to abide by the Members' Code of Conduct.

Name of School Planning Council Member: _____

Signature: _____

Date: _____

Phone No: _____

Email: _____

School District 63 (Saanich)

Policy Name: Complaints regarding Personnel, Programs
or Procedures

No: 1360

Preamble

The Board recognizes that from time to time students or parents (or guardians) may have concerns regarding the operation of the School District.

Policy Statement

Student or parent (or guardian) complaints concerning schools, personnel, programs or procedures will be dealt with in a fair, respectful and timely way.

Statutory Reference

Contractual Reference

Policy Reference: No. 1110 "Parent/Student Appeals Bylaw"
No. 3120 "Challenge of Learning Resources"
No. 5520 "Complaints related to a Member of the Management
Team"
No. 6000 "Child Abuse"

Date of Initial Board Approval: May 2008

Amendments:

School District No. 63 (Saanich)

Policy Name: Complaints regarding Personnel, Programs
or Procedures

No: 1360

Guiding Principles

1. Complaints, questions, or expressions of concern shall be dealt with in confidence and in a manner that reflects mutual respect and fair process.
2. The Board believes that the best solutions are found as near to the source of the complaint as possible and should be investigated and resolved as soon as possible.
3. Complaints will be dealt with in a courteous and constructive manner focusing on resolving the issue and supporting positive relationships.
4. Complaints related to personnel will be dealt with in ways described in a collective agreement or contract of employment if applicable.
5. Any complaint not resolved through the processes outlined in this policy may be addressed through Policy 1110 "Parent Student Appeals Bylaw" if it relates to a decision made by an employee and it significantly affects the health, education or safety of a student.
6. Complaints specific to child abuse, learning resources or a member of the management team should be dealt with in accordance with Policies 6000, 3120 and 5520 respectively.

Date of Initial Board Approval: May 2008

Amendments:

School District No. 63 (Saanich)

Policy Name: Complaints regarding Personnel, Programs
or Procedures

No: 1360

Administrative Procedures

1. The Student and/or Parent Handbook for each school and the annual Information Booklet for Parents and Students shall contain a brief description of the Complaints Policy and Appeals Bylaw and shall inform parents of where they can be found.
2. Annually, at the first parent assembly at each school, the principal shall provide a brief description of the Complaints Policy and Appeals Bylaw.
3. Copies of the Appeals Bylaw, including the Notice of Appeal, and the Complaints Policy shall be readily available at each school office, at the School Board Office and on district and school websites.
4. Specific complaint policies in regard to alleged child abuse can be found in Board Policy 6000 "Child Abuse"; in regard to complaints regarding the appropriateness of locally evaluated learning materials in Board Policy 3120 "Challenge of Learning Resources"; and in regard to a member of the management team in Board Policy 5520 "Complaints related to a Member of the Management Team."
5. Complaints not covered by Administrative Procedure 4 will be handled in the following manner:
 - (a) Should the concern be the result of an action or decision of an employee, the complainant is encouraged to discuss the issue with that employee;
 - (b) If not resolved by the employee the complainant should involve the appropriate principal or supervisor;
 - (c) Should the principal or supervisor not resolve the concern then the complainant should involve either the Assistant Superintendent (Student Services), the Assistant Superintendent (Instructional Services) or the Secretary-Treasurer;
 - (d) Should the concern remain unresolved, the Superintendent of Schools may be contacted for assistance with process;
 - (e) At any time the complainant may contact a trustee by phone or direct a letter to the Board Chair for assistance with process;
 - (f) If concerns are still not addressed satisfactorily, a complainant may formally appeal a decision to the Board according to the Administrative Procedures outlined in Policy 1110 - Parent/Student Appeals Bylaw (see Guiding Principle 5).
6. A complainant has a right to be supported by a person of his or her choosing throughout a process of complaint resolution.

School District No. 63 (Saanich)

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Policy Name: Complaints regarding Personnel, Programs
or Procedures

No: 1360

Administrative Procedures

7. Personnel against whom complaints are made will be informed of the complaint when appropriate and will have an opportunity to respond.

Date of Initial Board Approval: May 2008

Amendments:

School District 63 (Saanich)

Policy Name: Environmental Learning and Sustainability

No: 1370

Preamble

The Board of Education is committed to building a culture of environmental learning and sustainability and aims to demonstrate its responsibility as a caring leader in the field of environmental stewardship.

This policy is intended to support the education of ecologically literate individuals with the knowledge, skills, attitudes, experiences and motivation to take personal responsibility and leadership for innovative local and global solutions.

The policy is also intended to reduce the local and global impact of district activities to a practical minimum through actions based on an increased awareness of human caused environmental impact. This includes planning for mitigation and adaptation within our district in the context of a changing world to protect and improve our community for future generations.

Policy Statement

The Board is committed to the highest possible standard of environmental stewardship and supports sustainability in all district operations along with the integration of environmental and sustainability education into classroom learning.

Statutory Reference BC Climate Action Charter
BC Energy Plan
Greenhouse Gas Reductions Targets Act and Regulations
(GGRTA, 2007)
CRD Solid Waste Management Plan

Contractual Reference **Powersmart Partners Agreement**

Policy Reference Policy 2450 – Site Development
Policy 2500 – Purchasing
Policy 3040 – Field Trip Policy
Policy 3100 – Selection of Learning Resources
Policy 3130 – Use of Technology & Information Systems

Date of Initial Board Approval: September 2009

Amendments: April 2011

Policy Name: Environmental Learning and Sustainability

No: 1370

Guiding Principles

1. The Board believes that students must be active in building a society that is socially responsible and environmentally sustainable. The Board supports staff, students and parents being involved in local or global projects that will serve as ongoing reminders of this commitment.
2. The Board supports traditional ecological knowledge (TEK) which draws connections between the land and traditional aboriginal ways of knowing and being. Aboriginal peoples have a long history of sustainability through their cultures and have traditionally been inextricably connected to the land. Support for curricular integration of TEK recognizes culturally influenced, alternate views about ecology and the environment.
3. The Board expects that initiatives undertaken as part of this policy will be consistent with the principles of inclusive schools.
4. The Board expects that every function from office to grounds to educational delivery to community connections will be managed in ways that enhance environmental stewardship and sustainability.
5. The Board encourages community engagement and partnerships in all district environmental learning and sustainability activities.
6. Through this policy the Board affirms its commitment to the principles of teaching and learning contained in the BC Ministry of Education (2008) *Sustainability Education Framework, and Environmental Learning and Experience: An Interdisciplinary Guide for Teachers* as well as Environment Canada's (2007) document *Framework for Environmental Learning and Sustainability in Canada*.
7. The Board is committed to assessing progress, setting targets, creating action plans and communicating results of energy and sustainability practices.
8. The Board is committed to an overall reduction of 33 percent of greenhouse gases and 50 percent of total energy by 2020, based on normalized 2007 levels (excluding buses). This represents an average reduction of 5% total energy per year through from 2007 to 2020. The Board will seek capital and outside funding programs to assist in meeting these targets and will endeavour to allocate savings into further sustainability measures.
9. The Board is committed to having a long-term energy, water, waste and greenhouse gas reduction plan and to annually approving reduction targets and implementation plans that will support this long-term plan. In addition, the Board will receive reports on an annual basis which outline progress in relation to processes and targets described in the plan.

Date of Initial Board Approval: September 2009

Amendments: April 2011

Policy Name: Environmental Learning and Sustainability

No: 1370

Administrative Procedures

A. Leadership teams in each school will:

1. Form a school-based Environmental Learning and Sustainability Committee (Green Team) involving staff, students, parents and community members where practicable.
 - a. The committee's role is to determine priorities and promote initiatives related to environmental learning and sustainable practices.
 - b. The committee will report its progress and initiatives annually to the district Green Team.
2. Support school-wide recycling and ecologically sustainable practices including reducing the use of paper and other products, reducing utility use, reducing water use, re-using items as possible, and exploring other ways to increase efficiencies and/or reduce environmental impact.
3. Encourage contributions to websites or other forms of communication related to environmental projects.
4. Support implementation of *Environmental Learning and Experience: An Interdisciplinary Guide for Teachers*, including learning about the natural environment using outdoor learning spaces of school sites as accessible learning resources (refer to Policy 2450).
5. Encourage awareness of and adherence to traditional ecological knowledge (TEK).

B. Leaders at the district level will:

1. Form a district-based Environmental Learning and Sustainability Committee (Green Team) involving staff, students, parents and community members where practicable.
 - a. The district's role is to determine priorities and promote initiatives related to environmental learning and sustainable practices.
 - b. The district Green Team will report its progress and initiatives annually to the Board.
 - c. The committee will be involved in the development of district plans as described in Administrative Procedures B.6.
 - d. The committee will serve as a clearinghouse of information in regard to environmental learning and sustainability.

Administrative Procedures (cont'd)

2. Encourage all district employees to act as environmental stewards, including in district operations.
3. Actively seek and recommend environmentally sensitive procedures, materials, and equipment.
4. Periodically review and update practices as funds, knowledge and improved technology permit.
5. Facilitate professional development opportunities for district employees to further their understanding and knowledge of environmental principles and traditional ecological knowledge (TEK).
6. Establish annual energy, water, waste, and greenhouse gas reduction targets and provide a report to the Board on operational or capital projects and other outside funding sources or partnerships in support of those targets.

C. Leaders in Physical Plant Services/Transportation will:

1. Consider environmental impact when purchasing goods or services.
2. Promote best practices in efficient equipment operation and reduced idling through SmartDriver programs.
3. Consider environmentally friendly technologies and practices for improved equipment or facilities operation.
4. Consider lower carbon heating and energy efficient building systems or passive additions for building heat or electrical systems where practicable and financially feasible.
5. Promote building design or operations practices that are consistent with the guidelines of the Canada Green Building Council and the Leadership in Energy and Environmental Design.
6. Work to reduce active landscaping needs through native drought resistant species plantings and the creation of natural vegetation zones.
7. Work with staff and suppliers to reduce waste and assist with recycling needs.

School District No. 63 (Saanich)

Policy Name: Site Development

No: 2450

Preamble

An attractive well-developed school site facilitates and encourages use by students, staff and community; it enhances the appearance of the building; it provides opportunities for learning and play; it is safe.

Policy Statement

The Saanich School District will endeavor to ensure thoughtful and imaginative school site development in accordance with provincial and national standards.

Statutory and Contractual References: B.C. Building Code
B.C. Plumbing Code
Municipal Zoning By-laws
Can/CSA Standards & MOE Insurance
Underwriters Standards

Date of Initial Board Approval: May 1998

Amendments:

School District No. 63 (Saanich)

Policy Name: Site Development

No: 2450

Guiding Principle for Administrative Procedures

The Board expects that all parties in the planning process will work collaboratively to develop the best possible plans for site development.

Date of Initial Board Approval: May 1998

Amendments:

Policy Name: Site Development

No: 2450

Administrative Procedures

In consideration of site development proposals, the following are considered:

Educational and Cultural Design Considerations

Outdoor Learning Spaces

The school site shall be a readily accessible learning resource. Soil, water, air, rocks, insect, plant and animal life on the site can be studied, measured, sampled and experimented with. These features help students to learn about the natural environment and its inter-relationship with human beings. Wetlands, streams, indigenous vegetation, rocks and other site features which can be utilized by the educational program shall be preserved.

Gathering Places

Areas in which people--students, staff and community residents--can gather, sit and socialize shall be considered in the site development plan. These spaces shall be comfortable, attractive and sturdy.

Play Areas for Young Students

School playgrounds shall allow strenuous physical activity like running, jumping, climbing and swinging. They shall also provide opportunities for the development of manipulative skills, for game playing, building and imagining. They shall be safe and attractive.

Play Areas for Older Students

Larger outdoor play spaces are required on school sites used by older children and adults. Courts and athletic fields for both informal and organized games shall be provided. These may include facilities for softball and baseball, tennis, football, volleyball, track, field hockey or any other sport offered by the school's physical education program.

Joint Venturing

Joint venturing may be developed in cooperation with community groups, recreation commissions, municipalities or other government agencies to encourage and accommodate adult use and participation in lifetime sports.

Community Use

Community use of the school site shall be included in any planned development. The educational facilities and sites are community resources and can operate harmoniously with educational programs. In developing a site, the school district shall include the community in the planning process.

Policy Name: Site Development

No: 2450

Technical and Aesthetic Design Considerations

Orientation of Building

The location of the facility on the site shall allow desired development of athletic fields and play and learning areas, and shall avoid hazardous entrances on main thoroughfares. Approaches to schools shall, whenever possible, not require pupils to cross main traffic arteries. Entrance drives, walkways and bus routes and loading spots shall be designed with consideration for the users' safety and convenience. Proper orientation is essential for both comfort and energy conservation.

Walks

Walks shall be designed to handle the volume and type of pedestrian traffic anticipated. Areas bordering walks shall be treated in a manner that will endure wear. Walkways shall also be placed so that they will provide direct and convenient access to and from the facility.

Parking

Parking shall be designed for safe entrance and exit of traffic at peak hours. Landscaping and grading shall be provided to enhance visual aesthetics. Circulation patterns shall ensure that arrival and departure of students, staff, visitors and service vehicles are separated from bus arrival and departure areas and pedestrian walkways. Provisions for safe bicycle access and parking shall be ensured.

Lighting

Lighting of the school site shall be designed to promote the safety of the users and to enhance the appearance and security of the building. Parking areas, pedestrian walkways, entrances and steps shall be clearly illuminated.

Grading

Creative, functional grading of the school site will improve the appearance of the building, and can provide screening from noise, wind and other climatic conditions. Grading of play areas to create earth forms for climbing, sliding, etc., provides good recreational opportunities when surplus material is available.

Vegetation

Respect for existing vegetation is encouraged; trees growing on the site shall be preserved wherever possible. Plantings shall consist of varieties which are indigenous to the locality and which will respond well to light and soil conditions on the site and have low maintenance requirements.

School District No. 63 (Saanich)

- 3 -

Policy Name: Site Development

No: 2450

Planning Process

The Saanich School District is committed to consultation with students, staff, parents and the community in the development of new school sites or the renovation of existing sites. Ultimate priority will be given to what will best serve the students of each school.

Playground Equipment

Playground apparatus and equipment shall be carefully selected and placed with consideration given to ease of supervision, accessibility, safety and economical use of the school site. All new equipment shall meet Can/CSA Standards & MOE Insurance Underwriters Standards.

Printed: May 1998

School District 63 (Saanich)

Policy Name: Community Use of Schools

No: 2400

Preamble

The Board of School Education believes that district facilities should be available to the community.

Policy Statement

Whenever possible, beyond the provision of mandatory education for students, School District facilities will be made available to the community.

Statutory References:

Contractual References:

Policy References:

Date of Initial Board Approval: May 1971

Amendments: April 1999

School District 63 (Saanich)

Policy Name: Community Use of Schools

No: 2400

Guiding Principles

1. Eligibility of Applicants

Applicants must be capable of accepting responsibility for conduct of participants and financially responsible for damage.

2. Suitability of Facilities

There is no warranty, expressed or implied, on the part of the School District as to the suitability or condition of the premises and LESSEE MUST ACCEPT SAME AT HIS/HER OWN RISK. The School District reserves the right to substitute one facility for another if the need arises.

3. Type of Activity

Lessee must limit themselves and their group to the activity or activities specified in contract, unless otherwise authorized in writing.

Date of Initial Approval: May 1979

Amendments: November 1989
May 1992
June 1992
January 1993
August 1996
April 1999
September 2007
October 2014

Administrative Procedures

1. Applications

Applicants requesting the use of District facilities are required to complete the forms provided. These forms shall be submitted at least 15 calendar days prior to commencement date.

Each principal shall indicate to the Community Use Department by June 15th of each year the evenings they wish to have school facilities reserved for after school educational activities during the following school year. If any discrepancies arise, the Superintendent of Schools or delegate will determine the educational justification. No requests will be considered after June 15th.

User categories are listed in descending order of priority:

1. Students of the school – under control of the principal
2. District Requirements
3. Joint Use Agreements
4. Licensed Daycares
5. Other community groups
6. Commercial
7. District Employees – For personal recreation activities on regular school days only

Users in categories 4, 5, 6 and 7 will, under no circumstances, advertise or promote their activity as being connected in any way with the operation of the school or the District, and shall use the name of the school only to identify the site where the activity takes place, and not as part of the title of the activity.

Under category 4, the Saanich Board of Education supports the use of board property by licensed child care providers on business days between the hours of 7:00am and 6:00pm. The use of board property by licensed child care providers must not disrupt or otherwise interfere with the provision of educational activities including early learning programs and extra-curricular school activities. Revenue obtained by the board from the use of board property by licensed child care providers will not be more than the direct and indirect costs incurred and to be incurred by the board as a result of making that use available.

2. Charges

Charges will be paid in advance, or as otherwise arranged, to the Saanich School District in accordance with current rates. For activities involving more than 20 people or over a period of more than 5 days, a 10% administrative fee will be charged. Playing field charges will only apply to users over the age of 19 years. Rental rates are shown on the attached Schedule A. Should additional custodial services be requested or required, these services will be provided as indicated by the school.

Policy Name: Community Use of Schools

No: 2400

Administrative Procedures (cont'd)

3. Cancellation

If any of the facilities covered by a contract are required for purposes of the School District, the said facilities shall be made available to the School District, provided that the Lessee receives ten (10) calendar days notice in writing of any such intended use. Lessee shall give ten (10) calendar days notice prior to cancellation of the contract or a 10% cancellation fee will be charged.

4. Supervision

The person in charge of a group is responsible for the admission, and conduct of all participants and/or spectators on School District property. The School District reserves the right to evaluate the supervision provided.

A Facility Supervisor is required when District facilities are used on days or nights when either school or schools are not in session, when custodians are not on duty, or in situations where the manager of Community Use deems it necessary. Facility Supervisors are employed by the School District at the Lessee's expense.

The School District reserves the right to cancel permits where it considers control is inadequate.

The individual designated as "in charge" will:

- Where applicable, make themselves known to the custodian on duty or the Facility Supervisor in the building.
- Enforce all Board regulations concerning the use of school facilities and playing fields.
- Supervise entrance and adjacent area to prevent unauthorized persons from entering the building.
- Limit activities and participants to the area assigned to the group.
- Ensure that specified days and times are adhered to.

5. District Premises

District Premises will be available Monday to Sunday inclusive, at times other than required for school and District needs. No sub-letting of facilities is permitted.

- All requests for use of school equipment must be approved by the principal of the school 10 days prior to use.
- Footwear which could damage or mark floors is not permitted.

Policy Name: Community Use of Schools

No: 2400

Administrative Procedures (cont'd)

- Groups playing soccer indoors must use approved indoor soccer balls.
- All floor hockey sticks shall be the Standard "Cossum" type.
- Adult floor hockey may only be played in gymnasiums that have composite rubber or vinyl flooring. A surcharge is applied to compensate for the additional maintenance to these facilities.
- As per Policy 2410 and Policy 6200, there shall be no consumption of alcohol and no smoking on School District property.
- Lessees shall familiarize themselves with school evacuation plans
- Outdoor facilities are available to groups over the age of 19 at rates per Schedule A.
- Claremont and Parkland tracks will not be available for out of District use without Board approval. Fee to be determined by the Community Use Department.
- Shower and washroom facilities are available at cost.

6. Playing Fields

All requests for use of fields will be authorized by the Community Use Department. A schedule of approved activities and other relevant records will be kept by the Community Use Department. The School District reserves the right at any time to cancel, without notice, the use of any playing fields, and/or outdoor facilities if in the opinion of the School Board such playing fields/outdoor facilities require maintenance or are unfit for use. The School District shall be the sole judge of the condition of the playing fields, but will expect the Lessee to exercise judgement in the use of fields during inclement weather. Deliberate abuse of the district premises and/or facilities may result in the Lessee's contract being terminated.

7. Parking and Parking Lots

Parking of vehicles shall be prohibited on all school grounds, except in specified parking lots. Fire lanes must be kept clear at all times. Use of parking lots is arranged through the Community Use Department. Rates for activities in parking lots shall be set by the Community Use Department.

Policy Name: Community Use of Schools

No: 2400

Administrative Procedures (cont'd)

8. Property

The Lessee will indemnify and save harmless the School District from all manner of actions, causes of action, suits, debts, demands, loss, costs, claims and demands whatsoever arising either directly or indirectly as a result of the use of school property.

The Lessee shall indemnify the School District forthwith or upon demand for any loss or damage or power wastage occurring to the property of the School District, resulting either directly or indirectly as a result of the use of the facilities under the terms of this Agreement. Lessee is responsible for any costs involved in "securing" facilities left open by Lessee.

Date of Initial Approval: May 1979

Amendments: November 1989
May 1992
June 1992
January 1993
August 1996
April 1999
September 2007
October 2014

School District No. 63 (Saanich)

Policy Name: Community Use of Schools

No: 2400

APPENDIX A

RENTAL RATES FOR COMMUNITY USE OF SCHOOLS

Cancellation charge of 10% will be applied to permits cancelled with less than **72 hours** notice.

1. Indoor Facilities	<u>Classroom</u>	<u>Elem. Gym</u>	<u>Middle/Sec. Gym</u>
1.1 Normal School Days: <i>(Mon-Fri when school is in session)</i>	\$17.25/hr.	\$21.50/hr.	\$35.25/hr.
1.2 Days in which schools are not in session plus Custodial costs. <i>(min 4 hour booking i.e., non-instructional days, holidays, weekends)</i>	<u>Sch Out</u> \$20.75/hr.	<u>Sch Out</u> \$33.00/hr.	<u>Sch Out</u> \$53.50/hr.

2. Speciality Areas

	<u>School In</u>	<u>School Out</u>
2.1 Choir Room (Claremont).....	\$21.50/hr.	\$25.75/hr.
2.2 Keating Multi-Purpose Room.....	\$21.50/hr.	\$25.75/hr.
2.3 Deep Cove Multi-Purpose Room	\$25.00/hr.	\$30.00/hr.
2.4 KELSET Lunchroom	\$35.50/hr.	\$43.50/hr.
2.5 Bayside Multi-Purpose Room	\$72.00/hr.	\$84.00/hr.
2.5 Stelly's Multi-Purpose Room.....	\$72.00/hr.	\$84.00/hr.
2.6 Parkland Multi-Purpose Room.....	\$72.00/hr.	\$84.00/hr.
2.7 Showers.....	\$50.00/per session	

(min booking of 4 hrs when school is not in session)

3. Playing Fields (descriptions may be obtained from the Community Use Department)

3.1 Non-irrigated playing fields	\$15.50/hr
3.2 Irrigated playing fields	\$23.50/hr

4. Commercial Use Rates *(trade shows, for-profit organizations/events):*

three (3x) the Non-Profit Rate.

5. Use of Parking Lots for Commercial Activities - must be arranged through the Community Use Department (rates available upon request)

6. Claremont and Parkland tracks - tracks are not available for out of district use without Board approval. Fee to be determined by the Community Use Department at time of application.

7. Floor Hockey Information

Floor hockey is permitted in the Brentwood, Lochside and Prospect Lake gyms only. Hourly surcharge applied.

Additional Charges:

- Tables - \$8.50 each *(plus cartage)*
- Chairs - .90 chair *(plus cartage)*
- Choir Risers - \$13.00 each

Any event that occurs when school is closed (non-instructional days, holidays, weekends) or has over 125 people in attendance requires a Facility Supervisor. Cost: \$25/hr (min 4 hrs).

Technical Support (student) for Theatre/MP Rooms: \$12/hr.

Any non-athletic event held in a gym may require the floor to be covered.

- \$90.00 per day *(plus \$100 pickup/delivery charge).*

Surcharge on groups playing Floor Hockey.

- \$3.90/hr

Cancellation charge of 10% will be applied to groups cancelling with less than 72 hours notice.

School District No. 63 (Saanich)

Policy Name: Site Development

No: 2450

Preamble

An attractive well-developed school site facilitates and encourages use by students, staff and community; it enhances the appearance of the building; it provides opportunities for learning and play; it is safe.

Policy Statement

The Saanich School District will endeavor to ensure thoughtful and imaginative school site development in accordance with provincial and national standards.

Statutory and Contractual References: B.C. Building Code
B.C. Plumbing Code
Municipal Zoning By-laws
Can/CSA Standards & MOE Insurance
Underwriters Standards

Date of Initial Board Approval: May 1998

Amendments:

School District No. 63 (Saanich)

Policy Name: Site Development

No: 2450

Guiding Principle for Administrative Procedures

The Board expects that all parties in the planning process will work collaboratively to develop the best possible plans for site development.

Date of Initial Board Approval: May 1998

Amendments:

School District No. 63 (Saanich)

Policy Name: Site Development

No: 2450

Administrative Procedures

In consideration of site development proposals, the following are considered:

Educational and Cultural Design Considerations

Outdoor Learning Spaces

The school site shall be a readily accessible learning resource. Soil, water, air, rocks, insect, plant and animal life on the site can be studied, measured, sampled and experimented with. These features help students to learn about the natural environment and its inter-relationship with human beings. Wetlands, streams, indigenous vegetation, rocks and other site features which can be utilized by the educational program shall be preserved.

Gathering Places

Areas in which people--students, staff and community residents--can gather, sit and socialize shall be considered in the site development plan. These spaces shall be comfortable, attractive and sturdy.

Play Areas for Young Students

School playgrounds shall allow strenuous physical activity like running, jumping, climbing and swinging. They shall also provide opportunities for the development of manipulative skills, for game playing, building and imagining. They shall be safe and attractive.

Play Areas for Older Students

Larger outdoor play spaces are required on school sites used by older children and adults. Courts and athletic fields for both informal and organized games shall be provided. These may include facilities for softball and baseball, tennis, football, volleyball, track, field hockey or any other sport offered by the school's physical education program.

Joint Venturing

Joint venturing may be developed in cooperation with community groups, recreation commissions, municipalities or other government agencies to encourage and accommodate adult use and participation in lifetime sports.

Community Use

Community use of the school site shall be included in any planned development. The educational facilities and sites are community resources and can operate harmoniously with educational programs. In developing a site, the school district shall include the community in the planning process.

Policy Name: Site Development

No: 2450

Technical and Aesthetic Design Considerations

Orientation of Building

The location of the facility on the site shall allow desired development of athletic fields and play and learning areas, and shall avoid hazardous entrances on main thoroughfares. Approaches to schools shall, whenever possible, not require pupils to cross main traffic arteries. Entrance drives, walkways and bus routes and loading spots shall be designed with consideration for the users' safety and convenience. Proper orientation is essential for both comfort and energy conservation.

Walks

Walks shall be designed to handle the volume and type of pedestrian traffic anticipated. Areas bordering walks shall be treated in a manner that will endure wear. Walkways shall also be placed so that they will provide direct and convenient access to and from the facility.

Parking

Parking shall be designed for safe entrance and exit of traffic at peak hours. Landscaping and grading shall be provided to enhance visual aesthetics. Circulation patterns shall ensure that arrival and departure of students, staff, visitors and service vehicles are separated from bus arrival and departure areas and pedestrian walkways. Provisions for safe bicycle access and parking shall be ensured.

Lighting

Lighting of the school site shall be designed to promote the safety of the users and to enhance the appearance and security of the building. Parking areas, pedestrian walkways, entrances and steps shall be clearly illuminated.

Grading

Creative, functional grading of the school site will improve the appearance of the building, and can provide screening from noise, wind and other climatic conditions. Grading of play areas to create earth forms for climbing, sliding, etc., provides good recreational opportunities when surplus material is available.

Vegetation

Respect for existing vegetation is encouraged; trees growing on the site shall be preserved wherever possible. Plantings shall consist of varieties which are indigenous to the locality and which will respond well to light and soil conditions on the site and have low maintenance requirements.

School District No. 63 (Saanich)

- 3 -

Policy Name: Site Development

No: 2450

Planning Process

The Saanich School District is committed to consultation with students, staff, parents and the community in the development of new school sites or the renovation of existing sites. Ultimate priority will be given to what will best serve the students of each school.

Playground Equipment

Playground apparatus and equipment shall be carefully selected and placed with consideration given to ease of supervision, accessibility, safety and economical use of the school site. All new equipment shall meet Can/CSA Standards & MOE Insurance Underwriters Standards.

Printed: May 1998

School District No. 63 (Saanich)

Policy Name: Disposal of School Board Land and/or Improvements **No.** 2480

Preamble

The Board recognizes that declining and shifting student populations and changing facility needs may result in the need to dispose of any unused Board land or improvements by lease, sale or land exchange, easement or right of way in whole or in part.

Definitions

In this policy facility means land and/or improvements. Improvements mean any building, fixture, structure or similar thing constructed or placed on the land. Disposal means sale or lease as defined in the Interpretation Act, easement or right of way.

Policy Statement

When disposing of land or improvements through either sale or lease, the Board will ensure that such disposal does not conflict with or detract from regular or extracurricular programming or the current or future needs of the school district. The disposal shall comply with the School Act and regulations. Disposals to the public shall be through a public tender or other competitive bidding process to ensure fair market value is obtained. The Board may dispose directly to a local government or community partner for an alternative community use and may consider disposal at less than fair market value.

Statutory References: School Act, Section 96 and Ministerial Order M193/08

Policy Reference: Policy 2470 (School Closures)

Date of Initial Board Approval: September 2004 **Amendments:** January 2011

Policy Name: Disposal of School Board Land and/or Improvements **No.** 2480

Guiding Principles

1. Each facility will be considered on its own merit.
2. No part of a facility shall be made available for rent or lease during regular school hours if it is felt that to do so would interfere with the district's educational program being offered in the facility.
3. Consideration will be given to the current and future educational needs of the district and possible alternative uses of the facility.
4. For disposal by a lease of 10 years or more or a sale of the land or improvements, the Board will engage in broad consultation with the community and local government to determine preferred uses of the site after disposal.
5. Community use and community partnerships will be considered.
6. When the Board has decided that a facility is no longer required to serve the needs of the district and will not be required for future educational purposes, unless guiding principle No. 4 applies, the Board shall dispose of the facility through a public process as outlined in the administrative procedures.
7. The Board is not required to dispose of the facility through a public process if the Board proposes to dispose of the facility for an alternative community use:
 - a. to a partner not-for-profit organization;
 - b. to a public authority;
 - c. to a person who, as part of the consideration for disposition, will exchange land or an improvement with the Board;
 - d. to a person under a partnering or lease agreement that has been the subject of a process involving the solicitation of competitive proposals; or
 - e. to an owner of adjoining land for the purpose of consolidating the lands.
8. Any proposed transferee or lessee of a facility must satisfy the Board that it has the ability to meet its financial obligations to the Board and the Board must be satisfied that the disposition of the facility is at fair market value.
9. Any school closure will comply with Policy 2470.

Date of Initial Board Approval: September 2004

Amendments: January 2011

Policy Name: Disposal of School Board Land and/or Improvements

No. 2480

Administrative Procedures

1. Any school closure will follow administrative procedures contained in Policy 2470 prior to initiating these procedures.
2. The Board will determine any approval required by the Minister of Education under the School Act and Associated Orders prior to proceeding with the disposal.
3. The Board will seek approval of the Minister, if required, prior to offering the land and/or improvements for disposal.
4. For a sale or lease over 10 years, the Board will undertake consultation on the disposal:
 - a. A committee will be appointed for a period of consultation of not less than five months:
 - i. The committee may include:
 - the Superintendent or designate;
 - the Secretary-Treasurer or designate;
 - up to three members of the Board of **Education**;
 - council and staff representatives of the local municipality;
 - citizen/neighbour representatives;
 - others as appropriate.
 - ii. The committee's terms of reference will include:
 - analysis of information gathered and feedback from public meetings or surveys including neighbourhood and municipal input;
 - preparation of a final report that includes recommendations to the Board.
5. An independent appraisal or evaluation will be undertaken to determine the fair market value of the property for disposal.

Policy Name: Disposal of School Board Land and/or Improvements

No. 2480

- 2 -

Administrative Procedures (cont'd)

6. The public process for the disposal of a facility will be as follows:
 - a. If the disposition is to a person referred to in no. 4 of the Guiding Principles, the Board may proceed with the disposal after it has passed approval at a public meeting of the Board, provided the Board has published, on its publicly accessible website or in some other public manner, notice of its agenda at least seven (7) days prior to the meeting and the notice includes:
 - i. a description of the land or improvements;
 - ii. the person or public authority who is to acquire the property under the proposed disposition;
 - iii. the nature, and if applicable, the term of the proposed disposition; and
 - iv. the consideration to be received by the Board for the disposition.
 - b. For all other dispositions, the Board shall post at the facility, a sign visible from a public street indicating the nature of the proposed disposition, and the Board shall publish the disposal terms and conditions on BC Bid and a notice in a local newspaper for at least two (2) consecutive weeks that includes:
 - i. a description of the land or improvements;
 - ii. the nature and, if applicable, the term of the proposed disposition;
 - iii. the process by which the land or improvements may be acquired or leased.
7. The Board will approve the disposal of the facility in a public meeting with the disposal by sale approved by bylaw.

Date of Initial Board Approval: September 2004

Amendments: January 2011

School District No. 63 (Saanich)

Policy Name: Saanich International Student Program

No: 3070

Policy

The Board 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:

- (a) International Student Exchanges
- (b) Saanich International Student Program (SISP)

The Board 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 Saanich 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, as well as enhance programs and services for all students and generate positive revenue for the district.

Statutory Reference:

Contractual Reference:

Policy Reference:

Date of Initial Board Approval: April 2006

Amendments:

Policy Name: Saanich International Student Program

No: 3070

Guiding Principles

1. The School Act, Section 2(2) requires that the Board enroll a student in an educational program in a school if he/she is of school age and resident in British Columbia. For a student who does not reside in the catchment area, the Board must determine that space is available in that school. International students are not “ordinarily resident” in the district. Tuition fees will be charged to international students, except those in Guiding Principle No. 2.
2. International student exchanges are sponsored by the district or private organizations sanctioned by the district whereby international students are admitted to the district in exchange for similar services being provided to local students abroad. An “exchange” student is one involved in a reciprocal exchange i.e., there are equal numbers incoming and outgoing on a district basis. As the Board receives Ministry funding for exchange students, tuition fees would not be charged.
3. International students may enroll for a one-year or one semester academic program (incorporating English as a Second Language as necessary) leading to British Columbia graduation.
4. The Saanich International Student Program is for secondary-aged students, with placements normally in the district’s three grade 9-12 neighbourhood secondary schools. Grade 8 students may be accepted in limited numbers based on their maturity and family support.

The Saanich International Program will be designed in a way that supports sustainability and long-term viability of the program. As such, the program and each secondary school should have representation from multiple countries and regions of the world.

5. The total number of international students accepted to the district in each of the following years will not exceed:
 - 350 FTE students in 2012-2013
 - 400 FTE students in 2013-2014
 - 450 FTE students in 2014-2015

In February of each year, the SISP Principal will provide evidence of consultation with school staffs and community about international enrolment in each school. In February of 2015, the SISP Principal will provide a review of overall school enrolment (Canadian and International) and a status report on the SISP program and services in order for the Board to consider changes to limits in subsequent years.

Policy Name: Saanich International Student Program

No: 3070

Guiding Principles (cont'd)

6. In-catchment students, and any local out-of-catchment students who apply before March 31, will be given priority over international students for placement in a school.

Date of Initial Board Approval: April 2006

Amendments: June 2012

Policy Name: Saanich International Student Program

No: 3070

Administrative Procedures

Submission of Applications

1. All international and exchange student applications will be submitted to the Saanich International Student Program office for approval in accordance with these procedures;
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 of Schools.

Admission Requirements

1. Students shall provide proof of satisfactory academic standing in country of origin;
2. Students who wish to register in the academic program leading to B.C. graduation must demonstrate a proficiency in English that will enable them to successfully handle grade equivalent course work;
3. Students who wish to register in the Program must provide a letter regarding behaviour and academic ability in support of the student's application to register in a particular program option;
4. Students with a prior history of learning disabilities, behavioural challenges, medical needs or documented special needs shall provide all relevant details with their applications;
5. Students shall comply with the requirements of Citizenship and Immigration Canada;
6. Students shall accept in writing, prior to departing for Canada, the terms and conditions of the District program, including homestay fee, medical insurance, travel requirements and program rules. A participation agreement signed by both the parent and the student is required;

Policy Name: Saanich International Student Program

No: 3070

Administrative Procedures (cont'd)

7. Students planning to attend for less than three years will be advised that mastery of the English language to the level required to achieve graduation usually takes a minimum of three years;
8. Students wishing to attend for more than one year must apply and be re-admitted annually.

Fees

1. The District will charge tuition fees to those international students involved in the Saanich International Student Program;
2. The Board establishes tuition fees and homestay fees for Saanich international students annually in November for the next school year. Tuition fees are payable directly to School District No. 63 (Saanich) when the student is accepted into the program;
3. Homestay fees are paid to the district. The District then issues payment directly to the host families, on a monthly basis;
4. Returning students will be required to pay the annual fees before June 30th. Students who have not paid will not be guaranteed a place in the program the following September;
5. A schedule of fees will be submitted to the Board by November 30;

Refunds

1. All requests for refunds must be in writing.
2. All withdrawals from the Program must be in writing.
3. The application fee and home stay placement fee are non-refundable
4. A full refund of all fees (except the application processing fee and the home stay placement fee) will be paid only if a Study Permit is refused by Immigration Canada. The student must submit to the School District a letter of rejection from Immigration Canada authorities.
5. If the student withdraws his/her application prior to the start of his/her program, a refund of tuition will be paid minus a \$500 administration fee, application fee and home stay placement fee.
6. A 50% refund of tuition will be paid if the student withdraws prior to the end of the first calendar month of his/her program.

Policy Name: Saanich International Student Program

No: 3070

Administrative Procedures (cont'd)

7. No refund of tuition will be paid:
 - a) if the student completes the first calendar month.
 - b) If the student is dismissed from the Saanich International Student Program due to violation of the program rules.
 - c) If the student is unsuccessful in two homestays due to serious problematic behaviour on the part of the student.
8. In all cases when a student leaves the Saanich International Student Program the payment of outstanding claims, will be refunded. No refunds will be given for partial monthly homestay fees.

Application and Admission Procedures

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

- a) Apply from their country of residence;
- b) Complete an application form, with supporting academic transcripts and letter of support;
- c) Submit a non-refundable application fee (applications will not be processed without this fee);
- d) Be provisionally accepted by the Saanich International Student Program office in writing;
- e) Obtain a study permit from Citizenship and Immigration Canada. The school district will provide a Certificate of Admission (letter of acceptance) to the school;
- f) Agree to the homestay arrangements made on their behalf;
- g) Make their own travel arrangements to Victoria Airport, or to Victoria ferry terminals;
- h) Have medical insurance as described below:
All residents of British Columbia are required by law to purchase medical insurance through the Medical Services Plan of BC. School District No. 63 has a group insurance policy for its international students, both for Medical Services Plan and for interim medical insurance, which is required during the three month waiting period for Medical Services Plan coverage.

Policy Name: Saanich International Student Program

No: 3070

Administrative Procedures (cont'd)

The School District provides this medical insurance coverage to all of its international students for an annual fee. Even if international students leave the country during summer vacation, they are required to maintain their medical coverage. Medical Services Plan coverage, therefore, covers students for twelve months a year. The annual payment is added to the tuition charges each year.

Placement

Placement of students in schools, academic programs and homestays shall be the prerogative of the district. The district will reserve the right to change school placement if necessary.

School and academic program placement shall be based upon district assessment of student aspiration, academic records, demonstrated academic competence, English proficiency and age.

Grade 8 students will only be accepted into the program when there are assurances of full support from family including the ability for ongoing communication.

Expanded Services

1. It is the prerogative of the district and individual schools to require students to avail themselves of expanded services for international students, such as orientation classes, ESL classes, etc.
2. If it is discovered that a student requires services beyond those listed the parents will be informed. If the services are available and can be provided for cost, parents will have the choice of withdrawing their student or paying the additional cost of the services.

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No: 3070

Administrative Procedures (cont'd)

Homestay Guidelines

1. All students in the International Program are required to stay in a homestay which has been screened by district staff if they wish the care of a district custodian;
2. The homestay family will follow all of the provisions contained in the Homestay Guidelines;
3. The homestay family will provide the student with a clean, supervised environment during the student's stay in the home;
 - a) The student will be provided with the student's own room in the home including a bed, bedding, closet, chest of drawers, desk and study lamp;
 - b) The student will be given reasonable use of the home and utilities;
 - c) The student will be provided with three wholesome meals on each day of the student's stay with the homestay family;
 - d) The student will not be charged any fees in addition to those expressly provided in this Agreement during the student's stay with the homestay family;
 - e) All members of homestay families over the age of 16 are required to undergo criminal record checks and a home visit to ensure student safety.

Landed Immigrant Students and Canadian Citizen students whose parents do not live in Canada:

1. All such students must apply to the Superintendent or designate to attend school in the District, and applications will be considered on a case-by-case basis;

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Administrative Procedures (cont'd)

2. Landed Immigrants 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. For example, a student who is ordinarily resident in the district is one who makes or intends to make his/her permanent home in the district; that is, the home where his/her mother and/or father and/or guardian permanently reside. Students who require homestay services are not "ordinarily resident" in the district;
 - a) Out-of-district landed immigrant 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;
 - b) Students who become landed after October 1st will receive no refund of tuition fees;
 - c) Out-of-district immigrant students and Canadian citizen students are required to live with a homestay family which has been screened by the district;
 - d) Homestay families of out-of-district immigrant students are subject to the same regulations as other international student homestay families;
 - e) The Board retains the right to limit the total number of out-of-district immigrant students accepted annually as regular students.

Dismissal Process

1. Participation in the International Student Program is a privilege, and,
 - a) students are required to accept and follow the rules of the program, including specific program rules, school rules and reasonable homestay rules;
 - b) students are required to make a reasonable effort to achieve academic success while in the program;
 - c) students are required to obey the terms and conditions described on the study permit as issued by Citizenship and Immigration Canada;
 - d) students are required to abide by the laws of Canada and British Columbia.

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Administrative Procedures (cont'd)

- e) If a student violates any of the above, he/she may be dismissed from the program in accordance with this Administrative Procedure, with costs of travel home borne by the family;
- f) Students and their parents who are new to the program will be given a copy of the district regulations regarding international students, including the dismissal process, the refund policy and the International Program rules. These will be provided in the student's first language, if necessary;
- g) In April of each year students may be invited in writing to return the following year. Invitations may be withheld if:
 - i. academic performance has been less than satisfactory due to lack of effort or attendance;
 - ii. the student is unable or unwilling to comply with district or program rules, and has been involved in a number of minor rule infractions;
 - iii. the student has had several homestay families and, in the opinion of program staff, is 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.

- h) In the event of a student breaking the law or committing a grave violation of a school rule affecting the safety of others, he/she may be immediately dismissed from the program. The parents of the student and the homestay parents will be advised in writing of the violation and the consequence;
- i) Usually, where a student violates the rules, the student will be advised in person of the violation and the expected behaviour (oral warning). The student will be given assistance to ensure that he/she understands the violation and the expected behaviour;
- j) Should rule violations persist after an oral warning, the student will be advised in writing of the violation, the expectations for correction, and appropriate timelines for correction. The parents of the student and the homestay parents will also be informed;

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Administrative Procedures (cont'd)

- k) Parents/guardians and the student shall be given the opportunity to respond to the concerns and to propose remedies or to provide information should they believe an error, in fact, has occurred.
- l) Should violations be repeated and be sufficiently serious to warrant dismissal in the opinion of the Program Principal or the Superintendent of Schools, the student and his/her parents will be advised, in writing, that the student is dismissed for cause. Letters of Dismissal for Cause shall be forwarded to the parent or official guardian by registered mail or courier;
- m) At this time, arrangements shall be made with the parents or guardian of the student for removal from the school and homestay in a timely manner with return to the student's home country an expectation;
- n) Copies of Letters of Dismissal for Cause shall be made available to Citizenship and Immigration Canada;
- o) Students and their parents may appeal this decision to the Board of Trustees, according to Policy 1110 "Parent/Student Appeals."

Date of Initial Board Approval: May 2006

Amendments: June 2012