

Public Notice – Board of Education Online Public Meeting

A public meeting of the Board of Education for School District 62 (Sooke) **will be held on February 24, 2025 at 7:00 pm.**

Please note that all Public Board and Committee meetings are now held in person at the District School Board Office, located at 3143 Jacklin Road, Victoria.

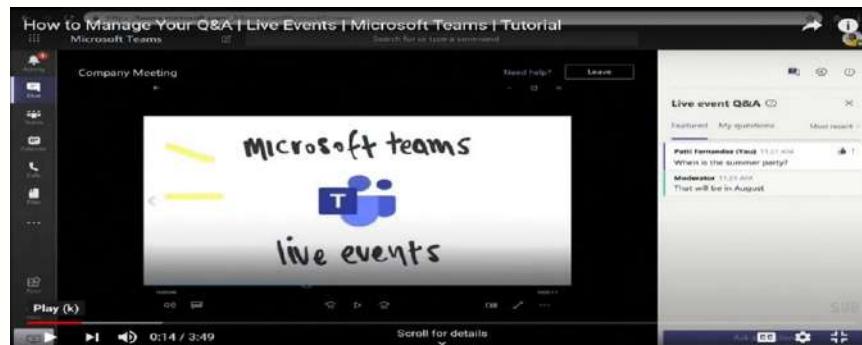
Furthermore, the meeting will be livestreamed via MS teams, to encourage more public participation.

To join the meeting please click here: [Follow Link](#)

To guide you, the following is information on how to join a live event in MS Teams.

<https://support.office.com/en-us/article/attend-a-live-event-in-teams-a1c7b989-ebb1-4479-b750-c86c9bc98d84>

- Anyone who has the link can attend the online meeting without logging in to MS Teams.
- Members of the public have the opportunity to ask questions related to agenda items discussed at the meeting:
 - Select the **Q&A** function on the right side of the screen.
 - When asking a question using the Q&A function, please identify yourself. **Anonymous questions will not be responded to.**
 - A reminder for Stakeholder groups to use the **Q&A** function.
 - Members of the media can direct their questions to the Communications Manager at School District 62 for response following the meeting.



If you have questions regarding the meeting and how to access it that aren't answered in the link above please email info@sd62.bc.ca. See link for upcoming and previous Board and Committee meetings [Public Meetings | Sooke School District \(sd62.bc.ca\)](#) materials.



**BOARD OF EDUCATION
PUBLIC MEETING
By Live Event
February 25, 2025 – 7:00 p.m.**

AGENDA

1. CALL TO ORDER AND ACKNOWLEDGEMENT OF FIRST NATIONS TERRITORIES

We are honoured to be meeting on the traditional territories of the Coast Salish, specifically Esquimalt Nation, Songhees Nation, and acknowledge the three nations SD62 works with directly in our schools: Sc'ianew Nation, and T'Sou-ke Nation; including the West Coast Pacheedaht Nation, Nuuchahnulth. (words gifted by the three nations SD62 works with)

2. AGENDA (page 2)

2.1 Call for amendments and additional items

Motion Requested: That the Board of Education of School District 62 (Sooke) adopt the public meeting agenda of January 28, 2025, as presented (or as amended).

2.2 Report on In Camera Meeting – Cendra Beaton

This notice is to inform the public that prior to this meeting an “in-camera” meeting of the Board was held where issues of legal, land and personnel were discussed.

3. MINUTES (page 6)

3.1 Call for amendments to minutes

Motion Requested: That the Board of Education of School District 62 (Sooke) adopt the public meeting minutes of the January 28, 2025, as presented (or as amended).

4. INFORMATIONAL ITEMS AND ANNOUNCEMENTS

4.1 Board Chair Update – Cendra Beaton

5. EDUCATIONAL PRESENTATIONS

5.1 Royal Bay School Trip to Tacoma, Washington, Oct. 24 to Oct. 26, 2025 – Lucas MacNeil/Cody Cook (page 15)

5.2 Royal Bay School Trip to Baltimore, Maryland, Oct. 30 to Nov. 3, 2025

5.3 Royal Bay School Trip to Portland, Oregon, Nov. 14 to Nov. 16, 2025

5.4 Royal Bay School Trip to Tukwila, Washington, Dec. 5 to Dec. 7, 2025

5.5 Royal Bay School Trip to Seattle, Washington, Mar. 2026 (TBD)



- 5.6 Royal Bay School Trip to Oregon, Washington, Apr. 2026 (TBD)
- 5.7 Royal Bay School Trip to Denver, Washington, Jun. 18, 2026 to Jun. 22, 2026
- 5.8 International School Trip to Yukon, Mar. 15 to Mar. 17, 2025 – Paul Block
- 5.9 International School Trip to Rocky Mountains, Mar. 25 to Mar. 28, 2025 – Paul Block

Motion Requested: That the Board of Education of School District 62 (Sooke) approve the above noted field trips as outlined in items 5.1-5.7, subject to the oversight and direction of the Superintendent's office for each trip.

Motion Requested: That the Board of Education of School District 62 (Sooke) approve the above noted field trips as outlined in items 5.8 and 5.9, subject to the oversight and direction of the Superintendent's office for each trip.

6. INDIGENOUS EDUCATION COUNCIL

- 6.1 Indigenous Education Council Update – Tara Jensen and Jon Carr (page 63)

7. CORRESPONDENCE & DELEGATIONS

- 7.1 Correspondence
 - a. Email from S. Paradi, dated February 19, 2025 RE Flower Count 2025. (page 66)

Motion Requested:

That the Board of Education of School District 62 (Sooke) receive the email from S. Paradi, dated February 19, 2025.

- 7.2 Standing Delegations (STA, CUPE, PVP, SPEAC) – 5 minutes each
- 7.3 Other Delegations – 5 minutes each

8. FINANCE, FACILITIES AND SERVICES

- 8.1 Resources Committee – Meeting of February 11, 2025 – Allison Watson (page 70)

Motion Requested: That the Board of Education of School District 62 (Sooke) approve the District and School Fees for 2025/2026 and the International Program Fees for 2026/2027 school year as presented at the Resources Committee meeting of February 11, 2025.

Motion Requested: That the Board of Education of School District 62 (Sooke) approve Option C Revised Rental Fees and Custodial Fees as presented at the Resources Committee Meeting of February 11, 2025.



Motion Requested: That the Board of Education of School District #62 (Sooke) give first, second, and third readings to the 24/25 Amended Annual Budget Bylaw specifying a total budget of \$233,309,566.

Motion Requested: That the Board of Education of School District 62 (Sooke) receive the Quarterly Minor Capital Report as presented at the Resources Committee Meeting of February 11, 2025.

Motion Requested: That the Board of Education of School District 62 (Sooke) receive the report from the Resources Committee Meeting of February 11, 2025.

8.2 2024/25 February 1701 Enrolment Update – Monica Braniff (page 97)

9. EDUCATION PROGRAM

9.1 Education-Policy Committee – Meeting of February 4, 2025 – Ebony Logins (page 98)

Motion Requested: That the Board of Education for School District 62 (Sooke) approve the District’s 2025-29 Strategic Plan.

Motion Requested: That the Board of Education for School District 62 (Sooke) approve the 2025-26 school calendar and 2026-27 school calendar (as revised).

Motion Requested: That the Board of Education for School District 62 (Sooke) give Notice of Motion to draft revised Policy and Regulations C-309 “District and School Codes of Conduct”.

Motion Requested: That the Board of Education for School District 62 (Sooke) give Notice of Motion to draft revised Policy and Regulations C-311 “Student Attendance”.

Motion Requested: That the Board of Education of School District 62 (Sooke) receive the report from the Education-Policy Committee Meeting of February 4, 2025.

10. STUDENTS

11. FOUNDATIONS AND GOVERNANCE

11.1 Trustee Liaison Reports – Board of Education

- BCSTA Provincial Council meeting February 22, 2025 – Christine Lervold
- BCPSEA AGM January 30-31, 2025 – Christine Lervold
- EMCS Society Meeting Feb 20, 2025 – Amanda Dowhy



12. ADMINISTRATION

- 12.1 Board of Education 90 Day Work Plan – Cendra Beaton (page 131)

13. PERSONNEL

- 13.1 Superintendent’s Report – Paul Block (page 132)

14. UPCOMING EVENTS

- Education Policy Committee - March 4
- Resources Committee - March 5
- Meeting of Board Chairs & Partner Liaison - March 6 & 7
- VISTA Tri-District Conference March 7 & 8
- International Women’s Day - March 8
- March is Irish Heritage Month

15. RISE AND REPORT

16. QUESTION PERIOD

Members of the public have the opportunity to ask questions related to agenda items discussed at tonight’s meeting using the QA function in MS Teams. Individuals must identify themselves and ask questions directed to the Chair. Members of the media can direct their questions to the Manager, Communications for response following the meeting.

17. ADJOURNMENT



MINUTES
BOARD OF EDUCATION
PUBLIC MEETING
January 28, 2025 – 7:00 p.m.

TRUSTEES: Cendra Beaton, Board Chair Allison Watson, Vice Chair
 Russ Chipps online via MS Teams Amanda Dowhy
 Christine Lervold Ebony Logins
 Trudy Spiller

STAFF: Paul Block, Superintendent
 Brian Jonker, Secretary-Treasurer
 Monica Braniff, Deputy Superintendent
 D’Arcy Deacon, Associate Superintendent
 David Strange, Associate Superintendent
 Fred Hibbs, Executive Director, Human Resources
 Steve Tonnesen, Manager, Digital Solutions - Operations

REGRETS: Farzaan Nusserwanji, Executive Director, Digital Solutions

SECRETARY: Jenny Seal

1. CALL TO ORDER AND ACKNOWLEDGEMENT OF FIRST NATIONS TERRITORIES

The meeting was called to order at 7:07 p.m. by the Board Chair, who acknowledged the traditional territories of the First Nations.

2. AGENDA

2.1 Call for amendments and additional items

57. MOVED Allison Watson/Ebony Logins
 That the Board of Education of School District 62 (Sooke) adopt the public meeting agenda of January 28, 2025, as amended.
 CARRIED



2.2 Report on In Camera Meeting – Cendra Beaton

This notice is to inform the public that prior to this meeting an “in-camera” meeting of the Board was held where issues of legal, land and personnel were discussed.

3. **MINUTES**

3.1 Call for amendments to minutes

58. MOVED Allison Watson/Amanda Dowhy
That the Board of Education of School District 62 (Sooke) adopt the public meeting minutes of December 17, 2024, as presented.
CARRIED

4. **INFORMATION ITEMS AND ANNOUNCEMENTS**

4.1 Board Chair Update – Cendra Beaton

The Board Chair wished everyone a happy new year. She took a moment to send thanks to staff who worked over the holiday season ensuring a smooth return to operations after the break. She sent her gratitude for engagement by partner groups in the budget process. The Chair introduced Brian Jonker, the new Secretary-Treasurer and welcomed him to the District. After being elected Chair in December, Cendra Beaton provided trustee assignments to committees and representation for the year, and thanked Trustees for their work.

The 2025-2029 Strategic Plan is nearing completion and the Board Chair encouraged everyone to read it. In secondary schools, Capstone projects are underway. The Chair visited schools and spoke with students about their projects. This week marks literacy week across BC. The Chair stressed the importance of Literacy and sent her gratitude for all the work being done.

4.2 EFAP (Employee & Family Assistance Provider) Presentation – Walmsley EFAP Inc. – Garth Walmsley & Rob Baker

Fred Hibbs provided a brief background of the Request for Proposals process and introduced the successful proponent; Walmsley EFAP Inc. Fred expressed his appreciation to Christine Merner and Kathryn Roy, who worked on the RFP process, and the partner groups for their help in selecting the successful proponent.

Walmsley Inc. exclusively offers EFAP and is very pleased to be able to provide the service to a community they are a part of. Garth Walmsley and Rob Baker offered a brief history of the company and described the services available. Counsellors who work for Walmsley Inc. are locals who know the resources of the area. Services are



flexible and need-based, and accessible through a variety of methods. All counsellors are required to be PCACC qualified. Staff will have access to an Online Wellness Library on a variety of topics. Workshops and webinars are offered and can be customised. Some services will be available to add-on for a fee. Communications will go out shortly, announcing the start date of February 1st, 2025.

The Board offered congratulations to Walmsley Inc. for being the successful proponent. Questions were answered around webinars being offered.

5. EDUCATIONAL PRESENTATIONS

5.1 Belmont School Trip to Shoreline, Washington July 13 – 16, 2025 – Kyle Harrington & Stephen McHugh

Kyle Harrington, Head Football Coach at Belmont, provided an overview of the trip to Shoreline, Washington. There will be 5-6 teachers, as well as parents. Kyle participated in this trip last year and shared some highlights. The trip itinerary was reviewed and details provided around supervision, cost and insurance. Questions were answered regarding communication protocols since the trip is being offered outside of the school calendar.

59. MOVED Christine Lervold/Amanda Dowhy
That the Board of Education of School District 62 (Sooke) conditionally approve the Belmont Secondary School Trip to Shoreline, Washington from July 13-16, 2025, subject to the oversight and direction of the Superintendent's Office.
CARRIED

6. INDIGENOUS EDUCATION COUNCIL – no report

7. CORRESPONDENCE & DELEGATIONS

7.1 Correspondence

- a. Letter from Minister Lisa Beare dated December 27, 2024 RE Enhancing Student Learning Report Submission
- b. Letter from Minister Kang dated January 7, 2025 RE Response to December 10 Letter
- c. Letter from Minister Beare dated January 13, 2025 RE Response to December 10 Letter
- d. Letter from C. Moss dated January 13, 2025 RE New School in Sooke
- e. Letter from C. Brown, RE 678 Latoria Rd.
- f. Letter from SD61 dated January 20, 2025 RE Climate Action Advocacy



60. **MOVED** Ebony Logins/Allison Watson
That the Board of Education of School District 62 (Sooke) receive the above noted correspondence as outlined in section 7.1a., b., c., d., e. and f.
CARRIED

7.2 Standing Delegations (STA, CUPE, PVP, SPEAC) – 5 minutes each
STA – Francesca Lee

Francesca Lee explained her role in the Curriculum Transformation Department. As well as educating students, she works with teachers via presentations and assemblies. She has helped build the District's Resources by providing sexual health materials. Within the STA Francesca Lee holds the Public Relations Chair. She is on the Member Engagement Committee and works on TTOC appreciation.

CUPE 459 – Amber Leonard

The CUPE President read Call to Action #42. Her goal is to bring the truth and understanding to everyone in the community. She is proud to have worked towards establishing a protocol agreement between the STA and CUPE. The framework provides a map of dialogue to assist with collaboration. The CUPE Pro-D day is coming up in May. She is very proud of the members that step up to present, adding to their co-workers' knowledge and experience. She is hearing that members are seeking better workplace morale and suggested exploring mentorship programs to support. More opportunities for mentorship are needed. She praised the selection of Walmsley Inc. to provide EFAP services to staff.

The Board acknowledged CUPE's collaboration and Amber Leonard's leadership.

SPEAC – Tom Davis

The SPEAC President sent his thanks to Mark Johnston, Corrinne Kosik, Janine Brooks and Steve Tonnesen for their contributions to the Parent Education Session hosted by SPEAC on January 22, 2025. More sessions are coming up.

The Board requested a copy of the slide deck from the Parent Education Session and extended their appreciation to SPEAC for working with District staff to provide these opportunities to parents.

PVP – Katrina Abell & Jennifer Dailey

Katrina Abell & Jennifer Dailey presented examples of Kindness and Literacy from around the District. At Spencer, an artist presented. At John Stubbs, students enjoyed 'Reading Buddies' (Older students read to younger students). `Starbooks



Café' was offered, where students can choose a book and enjoy a treat and a cup of tea. Award Winning Author, Michael Bortolotto presented. Port Renfrew Elementary students were gifted several copies of *The Guinness Book of World Records*. Millstream Elementary created a game called 'Kind-opoly'; instead of 'go to jail', the students draw a card instructing them to do an act of kindness. Happy Valley staff dressed up to represent '*The Bad Seed, The Good Egg, The Cool Bean, and The Great Eggscape!*' reading series. The Victoria Grizzlies visited Ruth King, read and played hockey with the students. Poirier students have been working on being kind to each other through Gaga Ball, building and sharing. At John Stubbs, they shared a flashlight read in the gym with their buddy classes. Staff collected books donated by families for kids to take home and keep. Belmont students finished their Capstone projects. Sooke Elementary staff put on a 'Readers Theatre' and performed for the students. Sooke Elementary had guest readers, dress up day and an author visit. They practiced kindness using 'greetings in your pocket' and played a trivia game.

7.3 Other Delegations - none

8. FINANCE, FACILITIES AND SERVICES

8.1 Resources Committee Meeting of January 14, 2025 – Allison Watson

Trustee Watson provided an overview of the Resources Committee Meeting of January 14, 2025. Brian Jonker explained that the re-calculated grant from the Ministry of Education & Childcare was delayed but was received today.

61. MOVED Allison Watson/Christine Lervold
That the Board of Education of School District 62 (Sooke) allow all three readings of the 2024/25 Amended Budget Bylaw at its meeting of February 25, 2025.
CARRIED (UNANIMOUSLY)

(Motion #64 was addressed before returning to Motion #61)

62. MOVED Allison Watson/Christine Lervold
That the Board of Education of School District 62 (Sooke) approve the proposed Academy Fees for the 2025-26 school year as presented at the Resources Committee Meeting of January 14, 2025.
CARRIED



63. MOVED Allison Watson/Christine Lervold
That the Board of Education of School District 62 (Sooke) receive the report from the Resources Committee Meeting of January 14, 2025.
CARRIED
64. MOVED Allison Watson/Ebony Logins
That the Board of Education of School District 62 (Sooke) approve the proposed Outdoor Education Academy fee for the 2025-26 school year as presented at the Resources Committee meeting of January 14, 2025.
CARRIED

9. EDUCATION PROGRAM

- 9.1 Education-Policy Committee Meeting of January 9, 2025 – Cendra Beaton
Committee Chair Ebony Logins could not attend the January 9 Education-Policy meeting. Cendra Beaton attended in her absence and provided an overview of the meeting. She noted that Wayne Kelly provided a thorough presentation on the proposed Outdoor Education Academy. Outdoor Education provides a valuable opportunity to keep students interested who may become disengaged.
65. MOVED Cendra Beaton/Amanda Dowhy
That the Board of Education of School District 62 (Sooke) approve the SD62 Outdoor Education Academy at Belmont Secondary School to begin September 2025.
CARRIED
66. MOVED Cendra Beaton/Ebony Logins
That the Board of Education of School District 62 (Sooke) receive the report from the Education-Policy Committee Meeting of January 9, 2025.
CARRIED
- 9.2 Adoption of District Policies & Regulations – Paul Block
Draft revised Regulations C-329 and draft revised Policy and Regulations D-121 have received feedback. The required period has passed, and approval can proceed.
67. MOVED Ebony Logins/Amanda Dowhy
Given that the required period for Notice of Motion has been served, that the Board of Education of School District 62 (Sooke) ADOPT draft revised Regulations C-329 “Field Trips”.
CARRIED



68. **MOVED** Ebony Logins/Amanda Dowhy
Given that the required period for Notice of Motion has been served, that the Board of Education of School District 62 (Sooke) ADOPT draft revised Policy and Regulations D-121 “Animals on District Property and in Classrooms”.
CARRIED

10. STUDENTS

11. FOUNDATIONS AND GOVERNANCE

11.1 Trustee Liaison Reports – Board of Education

Victoria Family Court Youth Justice Committee – Christine Lervold

The AGM was held January 23, 2025. Marie-Térèse Little was re-elected as Chair and Kimberly Guiry was re-elected as Vice-Chair. The minutes from the meeting will be posted on the Victoria Family Court website.

EMCS Society Meeting – Amanda Dowhy

The EMCS Society hosted Family Literacy events on Saturday. Children enjoyed reading with a Colwood Firefighter and the Mayor. Every child in attendance had an opportunity to take home an age-appropriate book. An upcoming program called ‘Books and Bannock’ will feature an Indigenous Author and will be available to all families. Information to be communicated about this event soon.

12. ADMINISTRATION

12.1 Board of Education 90 Day Work Plan – Cendra Beaton

The Board Chair opened the floor to comments or questions regarding the 90-day work plan.

13. PERSONNEL

13.1 Superintendent’s Report – Paul Block

The Superintendent provided an update on Learning, Engagement and Growth. In an interview with Gregor Craigie on CBC radio, he spoke about registration opening and the needs in the District due to growth.

Principal and Vice-Principal interviews are ongoing. Paul Block sent his appreciation to Nora Reid, Dave Strange, D’Arcy Deacon & Monica Braniff for supporting this process. He sent kudos to the partner groups and members of the Indigenous Education Council for their role in recruitment interviews. Spring staffing has begun,



and the Superintendent acknowledged this can be a stressful time for teachers and support staff.

There have been almost 12 months of engagement around the 2025-2029 Strategic Plan which will come to the Board for approval at the end of February. This is important because the Strategic Plan informs the District Operational Plan, which informs School Plans. Acknowledgement goes to former Superintendent Scott Stinson for setting the District on this path.

Enrolment projections – Monica Braniff spoke about enrolment projections currently in progress for next year. No numbers can be provided today but projection updates will continue. The Data Team is looking at trends over time as well as students who may be leaving the District (graduating, moving etc.). Using data from MyEd BC and data from the community, the team comes up with a projection for the upcoming year. Three-year projections will be sent to the Ministry of Education and Childcare on February 15th.

The Superintendent celebrated that we are 8 months away from the opening of SĆIΛNEW STEŁITKEŁ Elementary. The structure and culture of the school is coming together under the leadership of Principal Camille McFarlane and District Principal Mark Kaercher. They are working to ensure the school has the resources needed to open in September 2025.

Finally, Paul Block acknowledged the Finance department and the Trustees for their work over the winter break. He also sent his appreciation to staff who weren't at work ensuring they were recharged for their return in January.

14. **UPCOMING EVENTS**

- January 29 – Kindergarten & Late French Immersion registration opens
- January 29 – Lunar New Year
- January 30-31 BCPSEA AGM*
- February – Black History Month
- February 3 – Regular registration (grades 1-12) and Academy registration
- February 4 – Education Policy Meeting
- February 11 – Resource Committee Meeting
- February 14 – Valentine's Day & Non-instructional Day
- February 17 – Family Day
- February 22 - BCSTA Provincial Council*

*Representative only



15. RISE AND REPORT

16. QUESTION PERIOD

Members of the public have the opportunity to ask questions related to agenda items discussed at tonight’s meeting using the QA function in MS Teams. Individuals must identify themselves and ask questions directed to the Chair. Members of the media can direct their questions to the Manager, Strategic Communications for response following the meeting.

17. ADJOURNMENT

The meeting was adjourned at 8:53 p.m.

Certified Correct:

Chairperson of the Board

Secretary-Treasurer



INTERNATIONAL EDUCATIONAL TRIPS
PRELIMINARY APPLICATION
STEP ONE

Boards
WSS - Tacoma
- Oct 25/26
16 of 137

This form must be completed as Step One of an approval process. It must be approved by the Principal and Associate Superintendent (outside Canada and continental USA) six months before the date of departure. Once this completed form has been approved, the trip details may be confirmed and communication to student and parents/guardians can commence.

Part A:

School: Royal Bay Date Submitted: Jan 27 '25

Principal: Mine Hutch

Supervisor (Educator in charge): Lesca Maclellan + Carly Cook

Destination of Trip: Chambers Creek Regional Park, Tacoma WA

Departure Date: Oct 24 '25 Return Date: Oct 26 '25

Grade level(s): 9-12 No. of students involved: 40-50

Approx. cost of tour: \$ Approx. cost to students: \$ 300

Transportation: Ferry + Charter bus

No. of school days missed (recommend 3 days maximum) 1

Source of Funding: family / fundraising

Accommodation Arrangements: Billet Hotel/Motel Camping Other

- How has the proposed International Educational Trip been included in the overall plan for the year?

Students miss 1 day. Work missed will be expected to be done during & after trips.

- Unique Risk/Safety Considerations: Bumps, bruises, broken bones.

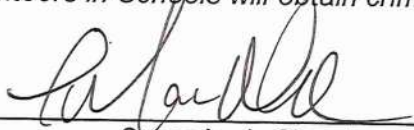
Everyone must have proof of medical & cancell
INS.

Part B

Please provide a detailed attachment with the following information:

1. Educational objectives/purpose of the trip
2. Proposed draft itinerary
3. Method of financing the trip
4. Plan for supervision (include number of supervisors and names - minimum 1:10)
5. Travel insurance and alternate destination planning to ensure minimal financial impact to participants should travel plan changes need to be made, to ensure student safety.
6. Any other pertinent information

Permission is requested to plan the above International Educational Trip. I have read all applicable documents and addressed the responsibility of the supervisor. The preliminary International Educational Trip application form has been reviewed and parent/ legal guardian approval for student participation will be obtained. Volunteers as defined by Policy and Regulations D-111 Volunteers in Schools will obtain criminal record checks.



Supervisor's Signature

Jan. 27 2025

Date

**PERMISSION GRANTED TO PLAN THE PROPOSED
INTERNATIONAL EDUCATIONAL TRIP**



Principal's Signature

Jan 28/25

Date



Associate Superintendent's Signature

Feb 19, 25

Date

STEP 1 – PART B

1. **Educational objectives/purpose of the trip.**

- Purpose of the extracurricular trip is to take 1 or 2 teams of grade 9-12 to Tacoma, Washington for a lacrosse tournament. The lacrosse academy students work very hard in their academy/PHE class. Going to this tournament allows the students an opportunity to show/preform their development and learnings that they have worked on each day at school. This trip does have a curricular aspect to it, as we are teaching students how to travel appropriately within a group, during a school sanctioned event. Students will be participating against other high schools and teams of students the same age.
- During this trip, there will be a ratio of 1:10 adults (including teachers, supervisors and chaperones). Students will always be under supervision, even during “free time”. Students will be spending most of their time either at the playing fields or hotel. We may go for a team dinner if the restaurant allows large groups.

2. **Proposed itinerary** – please see last pages.

3. **Method of Financing the Trip** – We will be using money from our academy fundraising account, as well as money from families that want to pay themselves.

**Families will need to provide physical evidence of...

- trip cancelation insurance
- trip medical insurance
- covid-19 vaccine proof (if required)
- 2 copies of student pass port (1 for the school and 1 for Lucas to have on the trip)

4. **Supervisors.**

- Lucas MacNeil (staff), Cody Cook (staff),
- And 2-3 more chaperones or coaches. TBD still on who exactly they will be.
- All participants will comply with the school And District Codes of Conduct, acting as ambassadors of both the school and school district. They will be provided with a trip booklet and waiver form that outlines expectations for international travel.
- Activities include playing lacrosse, going for food, and staying at the hotel.

5. **Travel Insurance**

- Families will be informed that they MUST have trip cancelation insurance, and travel medical insurance. The families will be accountable for any changes. Again, they must provide physical proof of this before the trip.
- Alternate destination plan for this trip is likely not needed. But in case of an issue arising, communication with both Mike Huck and Wayne Kelly will occur.

6. **Pertinent information.**

- This is a new event so we have not yet been. It is a great experience for students to travel, and for students to spend time together on the bus to build a positive/inclusive culture.
- Due to the tournament having a waiver to be signed as a condition of participation, it is pertinent that students will have individual medical insurance to ensure they are taken care of and will safely get home.

Field Trip Itinerary – Can change based on schedule

Estimated times

Friday October 24, 2025

10:05 am. Students will meet at BC Walk on Ferry Terminal - Swartz Bay

11:00 am. Coaches and Students will board the ferry to Vancouver, Tsawwassen Terminal as walk ons.

12:50 am. Group will board a 54 seat charter bus.

2:30 pm. Group stop off at 10600 Quil Ceda Blvd, Tulalip, WA 98271, United States for lunch and an hour of shopping.

3:30 pm. Re-board the bus.

5:30 pm. Arrive at Hotel

10:00 pm. Curfew. Kids are in bed.

All times and events are flexible, depending on game schedule.

Saturday October 25th 2025

7am Wake up for both team.

7:20am teams down stairs for breakfast.

9 am. Both teams leave for the fields.

Go to fields for the days to play games.

There will be food trucks for the kids to eat.

Apprx: 5pm back to hotel.

6 pm – Go for team dinner.

Sunday October 26th 2025

Estimated times. Games can go from 8am – 3pm

Pending on game time, we will be up an hour and a half before start time.

7:00 am Wake up and go for breakfast.

8:45 am check out and leave hotel for playing field.

Remainder of day we will be finishing off our games to be played.

1:30-4:00 pm leave field to head back to Tsawwassen Terminal as walk ons.

7 or 9:00 pm catch the ferry back to Victoria.

9:30 or 10:30 arrive to Swartz Bay ferry terminal where students will be picked up by parents.

Supplies and Equipment for Staff to Bring

- Cell phone
- First aid kit
- Garbage bags for bus
- Students medical card information and emergency contact information
- DOWN LOAD "TOURNEY MACHINE" ON YOUR PHONE FOR ALL SCHEUDLES AND UPDATES

Baltimore
Oct 30 - Nov 2

INTERNATIONAL EDUCATIONAL TRIPS
PRELIMINARY APPLICATION
STEP ONE

This form must be completed as Step One of an approval process. It must be approved by the Principal and Associate Superintendent (outside Canada and continental USA) six months before the date of departure. Once this completed form has been approved, the trip details may be confirmed and communication to student and parents/guardians can commence.

Part A:

School: Royal Bay Date Submitted: Jan. 27 2025

Principal: Mike Hutch.

Supervisor (Educator in charge): Lucas MacNeil + Gaby Cook

Destination of Trip: Baltimore Maryland.

Departure Date: Thur. Oct 30 Return Date: Mon. Nov 3

Grade level(s): 9-12 No. of students involved: 20-24

Approx. cost of tour: \$ — Approx. cost to students: \$ 1200-1600

Transportation: Flight, rental car

No. of school days missed (recommend 3 days maximum) 2-3

Source of Funding: Fundraising + family.

Accommodation Arrangements: — Hotel/Motel — Camping — Other —

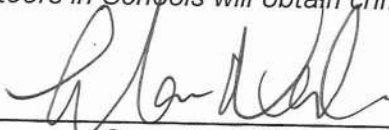
- How has the proposed International Educational Trip been included in the overall plan for the year?
Students miss 2-3 days of school. Work will be expected to be done during/after trips.
- Unique Risk/Safety Considerations: Bumps, bruises, broken bones. Everyone must have proof med/trul/care. Ins.

Part B

Please provide a detailed attachment with the following information:

1. Educational objectives/purpose of the trip
2. Proposed draft itinerary
3. Method of financing the trip
4. Plan for supervision (include number of supervisors and names - minimum 1:10)
5. Travel insurance and alternate destination planning to ensure minimal financial impact to participants should travel plan changes need to be made, to ensure student safety.
6. Any other pertinent information

Permission is requested to plan the above International Educational Trip. I have read all applicable documents and addressed the responsibility of the supervisor. The preliminary International Educational Trip application form has been reviewed and parent/ legal guardian approval for student participation will be obtained. Volunteers as defined by Policy and Regulations D-111 Volunteers in Schools will obtain criminal record checks.



Supervisor's Signature

Jan. 27 2025
Date

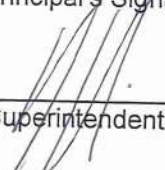
PERMISSION GRANTED TO PLAN THE PROPOSED INTERNATIONAL EDUCATIONAL TRIP



Principal's Signature

Jan 28/25

Date



Associate Superintendent's Signature

Feb 19/25

Date

Field Trip Itinerary – Can change based on schedule

Estimated times

THURSDAY October 30th 2025

Everyone must arrive to Victoria International Airport by 8 am.

Depart Victoria 10:35 am, Air Canada Flight AC1902

Arrive Toronto Pearson Air Port 6:06 pm

Depart Toronto 8:30 pm, Air Canada Flight AC8786

Arrive Regan Airport 10:01 pm

We will take a shuttle from the airport, to Holiday Inn Airport/Crystal City. 2650 Richmond Highway, Arlington, VA, USA 22202

FRIDAY October 31st 2025

DRIVERS need to get the rental vehicles from AVIS

9:30 am Check out of hotel

Go see Lincoln Memorial, White House Visitor Centre & National Mall

Drive to Maryland University and tour their facilities

LUNCH

Drive to Blandair Regional Park to see the fields and facilities.

Check into Hotel where we will stay Thursday, Friday, Saturday night.

Homework time.

Dinner

Hotel: Extended Stay America Columbia – Columbia Corporate Park. 8890 Stanford Blvd, Columbia MD 21045

SATURDAY NOVEMBER 1

Games all day

Extended Stay America Columbia – Columbia Corporate Park. 8890 Stanford Blvd, Columbia MD 21045

SUNDAY NOVEMBER 2

Games all day

Extended Stay America Columbia – Columbia Corporate Park. 8890 Stanford Blvd, Columbia MD 21045

MONDAY NOVEMBER 3

8:30 am Check out of hotel

Shuttle Service takes us from hotel to Ronald Reagan Int Air Port

Depart Ronald Reagan 12:35 pm, Air Canada Flight AC8785

Arrive Toronto 2:11 pm

Depart Toronto 7:45 pm, Air Canada Flight AC1903 - Arrive Victoria 10:03 pm

STEP 1 – PART B

1. **Educational objectives/purpose of the trip.**

- Purpose of the extracurricular trip is to take 1 team to Baltimore, Maryland for a lacrosse tournament. The lacrosse academy students work very hard in their academy/PHE class. Going to this tournament allows the students an opportunity to show/preform their development and learnings that they have worked on each day at school. This trip does have a curricular aspect to it, as we are teaching students how to travel appropriately within a group, during a school sanctioned event. Students will be participating against other high schools and teams of students the same age.
- During this trip, there will be a ratio of 1:10 adults (including teachers, supervisors and chaperones). Students will always be under supervision, even during “free time”. Students will be spending most of their time either at the playing fields or hotel. We may go for a team dinner if the restaurant allows large groups.

2. **Proposed itinerary** – please see last pages.

3. **Method of Financing the Trip** – We will be using money from our academy fundraising account, as well as money from families that want to pay themselves.

**Families will need to provide physical evidence of...

- trip cancelation insurance
- trip medical insurance
- covid-19 vaccine proof (if required)
- 2 copies of student pass port (1 for the school and 1 for Lucas to have on the trip)

4. **Supervisors.**

- Lucas MacNeil (staff), Cody Cook and 2-3 more chaperones or coaches. TBD still on who exactly they will be.
- All participants will comply with the school And District Codes of Conduct, acting as ambassadors of both the school and school district. They will be provided with a trip booklet and waiver form that outlines expectations for international travel.
- Activities include playing lacrosse, going for food, and staying at the hotel.

5. **Travel Insurance**

- Families will be informed that they MUST have trip cancelation insurance, and travel medical insurance. The families will be accountable for any changes. Again, they must provide physical proof of this before the trip.
- Alternate destination plan for this trip is likely not needed. But in case of an issue arising, communication with both Mike Huck and Wayne Kelly will occur.

6. **Pertinent information.**

- This is a new event so we have not yet been. It is a great experience for students to fly, and for students to spend time together on the bus to build a positive/inclusive culture.
- Due to the tournament having a waiver to be signed as a condition of participation, it is pertinent that students will have individual medical insurance to ensure they are taken care of and will safely get home.

Portland
-fall
Nov 14-16

INTERNATIONAL EDUCATIONAL TRIPS
PRELIMINARY APPLICATION
STEP ONE

This form must be completed as Step One of an approval process. It must be approved by the Principal and Associate Superintendent (outside Canada and continental USA) six months before the date of departure. Once this completed form has been approved, the trip details may be confirmed and communication to student and parents/guardians can commence.

Part A:

School: David Boy Date Submitted: Jan. 27 2025

Principal: Kline Hutch.

Supervisor (Educator in charge): Lucas Mackel / Galy Cook.

Destination of Trip: Portland, Oregon

Departure Date: Nov 14 2025 Return Date: Nov 16 2025

Grade level(s): 9-11 No. of students involved: 40-50

Approx. cost of tour: \$ — Approx. cost to students: \$ 300.00

Transportation: Ferry, charter bus

No. of school days missed (recommend 3 days maximum) 1

Source of Funding: Family, Fundraising

Accommodation Arrangements: Billet Hotel/Motel Camping Other

- How has the proposed International Educational Trip been included in the overall plan for the year?
Students miss 1 day. work must be made up during/after trip.
- Unique Risk/Safety Considerations: Bump, bruise, broken bones. Everyone must have travel/cancel/med. ins.

Part B

Please provide a detailed attachment with the following information:

1. Educational objectives/purpose of the trip
2. Proposed draft itinerary
3. Method of financing the trip
4. Plan for supervision (include number of supervisors and names - minimum 1:10)
5. Travel insurance and alternate destination planning to ensure minimal financial impact to participants should travel plan changes need to be made, to ensure student safety.
6. Any other pertinent information

Permission is requested to plan the above International Educational Trip. I have read all applicable documents and addressed the responsibility of the supervisor. The preliminary International Educational Trip application form has been reviewed and parent/ legal guardian approval for student participation will be obtained. Volunteers as defined by Policy and Regulations D-111 Volunteers in Schools will obtain criminal record checks.



Supervisor's Signature

Jan. 27 2025

Date

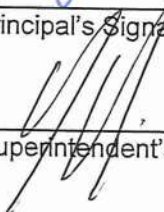
PERMISSION GRANTED TO PLAN THE PROPOSED INTERNATIONAL EDUCATIONAL TRIP



Principal's Signature

Jan 28 / 25

Date



Associate Superintendent's Signature

Feb 19 / 25

Date

STEP 1 – PART B

1. **Educational objectives/purpose of the trip.**

- Purpose of the extracurricular trip is to take a grade 9/10 and 10/11 team to Portland, Oregon for a lacrosse tournament. The lacrosse academy students work very hard in their academy/PHE class. Going to this tournament allows the students an opportunity to show/preform their development and learnings that they have worked on each day at school. This trip does have a curricular aspect to it, as we are teaching all students how to travel appropriately within a group, during a school sanctioned event. Students will be participating against other high schools and teams of students the same age.
- During this trip, there will be a ratio of 1:10 adults (including teachers, supervisors and chaperones). Students will always be under supervision, even during “free time”. Students will be spending most of their time either at the playing fields or hotel. We may go for a team dinner if the restaurant allows large groups.

2. **Proposed itinerary – please see last pages.**

3. **Method of Financing the Trip – We will be using money from our academy fundraising account, as well as money from families that want to pay themselves.**

**Families will need to provide physical evidence of...

- trip cancelation insurance
- trip medical insurance
- covid-19 vaccine proof (if required)
- 2 copies of student pass port (1 for the school and 1 for Lucas to have on the trip)

4. **Supervisors.**

- Lucas MacNeil (staff), Cody Cook (coach), Additional Chaperones as needed (coach)
- All participants will comply with the school And District Codes of Conduct, acting as ambassadors of both the school and school district. They will be provided with a trip booklet and waiver form that outlines expectations for international travel.
- Activities include playing lacrosse, going for food, and staying at the hotel.

5. **Travel Insurance**

- Families will be informed that they MUST have trip cancelation insurance, and travel medical insurance. The families will be accountable for any changes. Again, they must provide physical proof of this before the trip.
- Alternate destination plan for this trip is likely not needed. But in case of an issue arising, communication with both Mike Huck and Wayne Kelly will occur. Because we are driving over the border, we can still have the opportunity to get home via Black Ball Ferry Line, or Anacortes Ferry Terminal.

6. **Pertinent information.**

- We have been to this event once before. It is a great event for students to spend time together on the bus to build a positive/inclusive culture.
- Due to the tournament having a waiver to be signed as a condition of participation, it is pertinent that students will have individual medical insurance to ensure they are taken care of and will safely get home.

Field Trip Itinerary – Portland Oregon Tournament

Estimated times

Friday Nov 14th 2025

- 6:20 am. Students will meet at BC Walk on Ferry Terminal - Swartz Bay
- 7 am. Coaches and Students will board the ferry to Vancouver, Tsawwassen Terminal as walk ons.
- 8:45 am. Coaches and students will walk off the ferry and pick up their baggage.
- 9 am. Group will board charter bus.
- 1 pm – Stop for 10 minutes to stretch and walk around
- 3:30 pm. – Arrive @ Woodburn Premium Outlets for an hour to shop and eat quickly
- Woodburn Premium Outlets, 1001 N Arney Rd, Woodburn, OR 97071, USA
- 4:30 pm – Leave Woodburn Shopping Centre

All times and events are flexible, depending on game schedule.

Saturday Nov 15 2025

- 7:30 am. Wake up.
- 7:45 am. Go for breakfast.
- 8:45 am. Leave hotel to go to lacrosse fields. Will spend most of the day at the field where there will be food vendors. The hotel is .7 of a mile from the field so we will walk.
- BOYS PLAY between 10 and 4pm
- If needed, parent drivers driver can head back to the hotel with a chaperone and group of students if they need to get food.
- 6:00 pm. If done games, we will go for team dinner.

*Games can potentially go until 9 pm at night. If so, we will arrange for students to get food and stay dry if raining. Shuttles can be arranged for students to go back to hotel if needed with myself or Cody cook.

All times and events are flexible, depending on game schedule.

Sunday Nov 16th

- 8:00 am. Wake up.
- 8:20 am. Go for breakfast.
- 9:45 am. Leave hotel to go to lacrosse fields. Will spend most of the day at the field where there will be food vendors. The hotel is .7 of a mile from the field so we will walk.
- BOYS PLAY between 9 and 2
- Leave for Tsawwassen Ferry Terminal as soon as games are done.
- 8:30 or 9:30 arrive to Swartz Bay ferry terminal where students will be picked up by parents.

Supplies and Equipment for Staff to Bring

- Cell phone
- First aid kit
- Garbage bags for bus
- Students medical card information and emergency contact information

Seattle
Dec 5-7

INTERNATIONAL EDUCATIONAL TRIPS
PRELIMINARY APPLICATION
STEP ONE

This form must be completed as Step One of an approval process. It must be approved by the Principal and Associate Superintendent (outside Canada and continental USA) six months before the date of departure. Once this completed form has been approved, the trip details may be confirmed and communication to student and parents/guardians can commence.

Part A:

School: Royal Bay Date Submitted: Jan 28 2025

Principal: Kline O'Hara

Supervisor (Educator in charge): Lucas Mackel, Cody Cook

Destination of Trip: Tulinda, Washington

Departure Date: Dec 5 Return Date: Dec 7

Grade level(s): 9-12 No. of students involved: 40-50

Approx. cost of tour: \$ — Approx. cost to students: \$ 300

Transportation: Ferry + Charter bus

No. of school days missed (recommend 3 days maximum) 1

Source of Funding: Family + Fundraise

Accommodation Arrangements: Billet Hotel/Motel Camping Other

- How has the proposed International Educational Trip been included in the overall plan for the year?

Students miss 1 day. Work must be made up after the trip.

- Unique Risk/Safety Considerations: Bump, brace, broken bones,

Everyone must have travel/med./cancel. ins.

Part B

Please provide a detailed attachment with the following information:

1. Educational objectives/purpose of the trip
2. Proposed draft itinerary
3. Method of financing the trip
4. Plan for supervision (include number of supervisors and names - minimum 1:10)
5. Travel insurance and alternate destination planning to ensure minimal financial impact to participants should travel plan changes need to be made, to ensure student safety.
6. Any other pertinent information

Permission is requested to plan the above International Educational Trip. I have read all applicable documents and addressed the responsibility of the supervisor. The preliminary International Educational Trip application form has been reviewed and parent/ legal guardian approval for student participation will be obtained. Volunteers as defined by Policy and Regulations D-111 Volunteers in Schools will obtain criminal record checks.

Supervisor's Signature

Jan 27 2025

Date

**PERMISSION GRANTED TO PLAN THE PROPOSED
INTERNATIONAL EDUCATIONAL TRIP**

Principal's Signature

Jan 28/25

Date

Associate Superintendent's Signature

Feb 19/25

Date

STEP 1 – PART B

1. **Educational objectives/purpose of the trip.**

- Purpose of the extracurricular trip is to take a grade 9/10 and a 11/12 team to Seattle for a lacrosse tournament. The lacrosse academy students work very hard in their academy/PHE class. Going to this tournament allows the students an opportunity to show/preform their development and learnings that they have worked on each day at school. This trip does have a curricular aspect to it, as we are teaching students how to travel appropriately within a group, during a school sanctioned event. Students will be participating against other high schools and teams of students the same age. We will be going with a grade 9/10 group, and a grade 11/12 group.
- During this trip, there will be a ratio of 1:10 adults (including teachers, supervisors and chaperones). Students will always be under supervision, even during “free time”. Students will be spending most of their time either at the playing fields or hotel. We may go for a team dinner if the restaurant allows large groups.

2. **Proposed itinerary – please see last pages.**

3. **Method of Financing the Trip – We will be using money from our academy fundraising account, as well as money from families that want to pay themselves.**

**Families will need to provide physical evidence of...

- trip cancelation insurance
- trip medical insurance
- covid-19 vaccine proof (if required)
- 2 copies of student pass port (1 for the school and 1 for Lucas to have on the trip)

4. **Supervisors.**

- Lucas MacNeil (staff), Cody Cook and 2-3 more chaperones/coaches as required to keep ratio.
- All participants will comply with the school And District Codes of Conduct, acting as ambassadors of both the school and school district. They will be provided with a trip booklet and waiver form that outlines expectations for international travel.
- Activities include playing lacrosse, going for food, and staying at the hotel.

5. **Travel Insurance**

- Families will be informed that they MUST have trip cancelation insurance, and travel medical insurance. The families will be accountable for any changes. Again, they must provide physical proof of this before the trip.
- Alternate destination plan for this trip is likely not needed. But in case of an issue arising, communication with both Mike Huck and Wayne Kelly will occur. Because we are driving over the border, we can still have the opportunity to get home via Black Ball Ferry Line, or Anacortes Ferry Terminal.

6. **Pertinent information.**

- We have been to this event several times. It is a great event for family to watch and for students to spend time together on the bus to build a positive/inclusive culture.
- Due to the tournament having a waiver to be signed as a condition of participation, it is pertinent that students will have individual medical insurance to ensure they are taken care of and will safely get home.

Field Trip Itinerary – Can change based on schedule

Estimated times

LOCATIONS:**Hotel** – Comfort Suites Airport Tukwila Seattle. 7200 Fun Center Way, Tukwila WA, 98188. (425) 227-7200**Playing Fields** - 14800 Starfire Way, Tukwila, WA 98188, United States**FRIDAY, DECEMBER 5th**

Time	Details
8:10 am	Meet at Swartz Bay Ferry Terminal
9 am	BC ferry leaves Swartz bay terminal for Tsawwassen
10:40 am	Walk off the ferry, gather bags. Load charter bus and head to Tulalip
11 am	Depart Tsawwassen Ferry terminal
1 pm	Arrive at Tulalip Outlet Center (10600 Quil Ceda Blvd, Tulalip, WA 98271, United States)
2:15 pm	Depart from Tulalip Center for Target Grocery Store (301 Strander Blvd, Tukwila, WA 98188, United States)
3:30 pm	Arrive to Target (Target Grocery, 301 Strander Blvd, Tukwila, WA 98188, United States)
4 pm	Depart Target and go to hotel
4:10 pm	Arrive at hotel (7200 Fun Center Way, Tukwila WA, 98188.)
4:15 pm	Check into hotel. Provide students, adults and driver their room.
7 pm	9/10 will meet in hotel lobby with Lucas and _____. All will walk to field for 8:20 pm game. Field 3 vs Lilac City 25/26
8 pm	11/12 will meet in hotel lobby with Cody and _____. All will walk to field for 9:10 pm game. Field 1 vs PNW Select HS Elite.
8:20 pm	9/10 game start
9:10 pm	11/12 game starts – 9/10 watch
10 pm	ALL back to hotel.
11 pm	lights out and bed time for all

PARENTS PLEASE NOTE:

This is a very long day of travel and playing. We are going to Target to get groceries for the 2 days.

To keep up to date, please download the app, tourney machine. They update the app about every 15 minutes.

SATURDAY, DECEMBER 2nd

- 11/12 schedule is set for Saturday. There will be no additions to Saturday
- 9/10 schedule is not fully set. After their first game Saturday, they will have 1 more in the evening, however time is determined how we finish in our pool. Updates will be made on Tourney Machine App.

Time	Details
9 am	Mandatory wake up for all and meet for breakfast by 9:10 am
9:45 am	Everyone is outside to throw the ball around and get some fresh air/activity.
10:15-11:15 am	Mandatory school work time for time we missed.
11:40 am	Everyone meets in hotel lobby to go to 9/10 game.
12:40 pm	9/10 game vs Bellevue – field 2. 11/12 watch
1:45 pm	Everyone walks back to hotel.
3 pm	Everyone leaves to field for 11/12 game
4 pm	11/12 game vs Roosevelt HS. 9/10 watch

- The rest of the evening for games is TBD based on how 9/10 do. They will have 1 more game in the evening.
 - o If we finish 1st, we play at 5:40 pm
 - o If we finish 2nd, we play at 7:20 pm
 - o If we finish 3rd, we play at 8:10 pm
- 8:10 pm the 11/12 play LaxNW Rippers 2024 for final game of round robin.

We will have a group meeting in the evening to discuss what our Sunday looks like

FOOD: Because our schedule is so fluid, students are recommended to get groceries from Target when we do. Right next to the hotel is Sub Way. There is also a “to go” restaurant in Star Fire Sports Complex.

SUNDAY, DECEMBER 3rd

Time	Details
TBD	Pending how we finish in our pool, game times will be determined. We can start as early as 8:20 am, and finish as late as 4:10 pm (9/10 finals start at 3:10 pm)

TRAVELING HOME:

- Pending how we do; we will be back on the earliest ferry possible from Tsawwassen to Swartz Bay.
- We will walk off the Swartz Bay Ferry Terminal, and we will have the kids call their parents to update our plans.
- We currently have a reservation for the 9 pm ferry, but may be on the 7 pm ferry. We will have the kids call you to let you know.

Washington High school goes March 2026

INTERNATIONAL EDUCATIONAL TRIPS PRELIMINARY APPLICATION STEP ONE

This form must be completed as Step One of an approval process. It must be approved by the Principal and Associate Superintendent (outside Canada and continental USA) six months before the date of departure. Once this completed form has been approved, the trip details may be confirmed and communication to student and parents/guardians can commence.

Part A:

School: Royal Bay Date Submitted: Jan 27 2026

Principal: Mike Atch

Supervisor (Educator in charge): Lucas MacNeil

Destination of Trip: Greater Seattle Area

Departure Date: March TBD Return Date: March TBD

Grade level(s): 9-12 No. of students involved: 40-50

Approx. cost of tour: \$ - Approx. cost to students: \$ 250

Transportation: Ferry + charter bus

No. of school days missed (recommend 3 days maximum) 1

Source of Funding: Family / Fundraise

Accommodation Arrangements: Billet Hotel/Motel Camping Other

- How has the proposed International Educational Trip been included in the overall plan for the year?

Students miss 1 day. Work must be made up after the trip.

- Unique Risk/Safety Considerations: Bump, bruise, brain bags.

Everyone must have travel/med/dental ins.

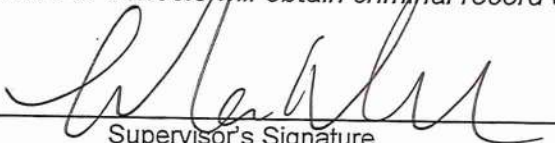
* Dates are TBD. We will likely play in March. However dates cannot be set until we can confirm with the schools when they are allowed to start their season of play

Part B

Please provide a detailed attachment with the following information:

1. Educational objectives/purpose of the trip
2. Proposed draft itinerary
3. Method of financing the trip
4. Plan for supervision (include number of supervisors and names - minimum 1:10)
5. Travel insurance and alternate destination planning to ensure minimal financial impact to participants should travel plan changes need to be made, to ensure student safety.
6. Any other pertinent information

Permission is requested to plan the above International Educational Trip. I have read all applicable documents and addressed the responsibility of the supervisor. The preliminary International Educational Trip application form has been reviewed and parent/ legal guardian approval for student participation will be obtained. Volunteers as defined by Policy and Regulations D-111 Volunteers in Schools will obtain criminal record checks.



Supervisor's Signature

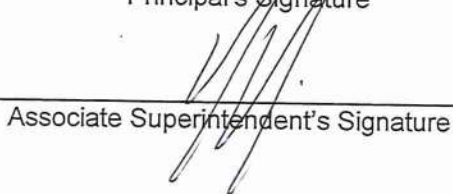
Jan 27 2025
Date

**PERMISSION GRANTED TO PLAN THE PROPOSED
INTERNATIONAL EDUCATIONAL TRIP**



Principal's Signature

Jan 28/25
Date



Associate Superintendent's Signature

Feb 19, 25.
Date

STEP 1 – PART B

1. **Educational objectives/purpose of the trip.**

- Purpose of the extracurricular trip is to take a grade 9/10, and 11/12 team to Seattle, Washington for a tour to play a series of high school lacrosse games. The lacrosse academy students work very hard in their academy/PHE class. Going to this tournament allows students an opportunity to show/preform their development and learnings that they have worked on each day at school. This trip does have a curricular aspect to it, as we are teaching the grade 9 students how to travel appropriately within a group, during a school sanctioned event. Students will be participating against other high schools and teams of students the same age.
- During this trip, there will be a ratio of 1:10 adults (including teachers, supervisors and chaperones). Students will always be under supervision, even during “free time”. Students will be spending most of their time either at the playing fields or hotel. We may go for a team dinner if the restaurant allows large groups.

2. **Proposed itinerary** – please see last pages.

3. **Method of Financing the Trip** – We will be using money from our academy fundraising account, as well as money from families that want to pay themselves.

**Families will need to provide physical evidence of...

- trip cancelation insurance
- trip medical insurance
- covid-19 vaccine proof (if required)
- 2 copies of student pass port (1 for the school and 1 for Lucas to have on the trip)

4. **Supervisors.**

- Lucas MacNeil (staff), Cody Cook (staff) and other coaches/chaperones to ensure we are in ratio. All participants will comply with the school And District Codes of Conduct, acting as ambassadors of both the school and school district. They will be provided with a trip booklet and waiver form that outlines expectations for international travel.
- Activities include playing lacrosse, going for food, and staying at the hotel.

5. **Travel Insurance**

- Families will be informed that they MUST have trip cancelation insurance, and travel medical insurance. The families will be accountable for any changes. Again, they must provide physical proof of this before the trip.
- Alternate destination plan for this trip is likely not needed. But in case of an issue arising, communication with both Mike Huck and Wayne Kelly will occur. Because we are driving over the border, we can still have the opportunity to get home via Black Ball Ferry Line, or Anacortes Ferry Terminal.

6. **Pertinent information.**

- We have been to this event once before. It is a great event for students to spend time together on the bus to build a positive/inclusive culture.
- Due to the tournament having a waiver to be signed as a condition of participation, it is pertinent that students will have individual medical insurance to ensure they are taken care of and will safely get home.

Field Trip Itinerary – Seattle Washington High School games

Estimated times – Dates TBD when we confirm with the high schools that we will play.

Friday March 2025

- 6:20 am. Students will meet at BC Walk on Ferry Terminal - Swartz Bay
- 7 am. Coaches and Students will board the ferry to Vancouver, Tsawwassen Terminal as walk ons.
- 8:45 am. Coaches and students will walk off the ferry and pick up their baggage.
- 9 am. Group will board charter bus.
- 11 am – Stop off at Tulalip Outlet center for shopping
- 2:30 pm – Check in to hotel - TBD
- 6 pm JV play first game. 8 pm Varsity play first game.

All times and events are flexible, depending on game schedule.

Saturday March 2025

- 9 am wake up
- 9:30 am breakfast
- 1 pm, leave to go to field to play vs _____. JV play 2 pm and Varsity play 3 pm.
- Team dinner at 5 pm.
- More information to come when schools confirm our schedule.

All times and events are flexible, depending on game schedule.

Sunday March 2025

- 8:00 am. Wake up.
- 8:20 am. Go for breakfast.
- 9:45 am. Leave hotel to go to lacrosse fields.
- BOYS PLAY between 9 and 3
- 3:00 pm leave back to Tsawwassen ferry Terminal
- 7 pm catch the ferry back to Victoria.
- 8:30 or 10:30 arrive to Swartz Bay ferry terminal where students will be picked up by parents.

Supplies and Equipment for Staff to Bring

- Cell phone
- First aid kit
- Garbage bags for bus
- Students medical card information and emergency contact information

Portland
high school games.
April 2026-

INTERNATIONAL EDUCATIONAL TRIPS
PRELIMINARY APPLICATION
STEP ONE

This form must be completed as Step One of an approval process. It must be approved by the Principal and Associate Superintendent (outside Canada and continental USA) six months before the date of departure. Once this completed form has been approved, the trip details may be confirmed and communication to student and parents/guardians can commence.

Part A:

School: Royal Bay Date Submitted: Jan 27 2025

Principal: Mike Hatch

Supervisor (Educator in charge): Lucas Macdonald + Cooly Cook

Destination of Trip: Oregon

Departure Date: April TBD Return Date: April TBD (3 days)

Grade level(s): 9-12 No. of students involved: 40-50

Approx. cost of tour: \$ - Approx. cost to students: \$ 250-300

Transportation: ferry + charter

No. of school days missed (recommend 3 days maximum) 1

Source of Funding: family + fundraise

Accommodation Arrangements: Hotel/Motel Billet Camping Other

- How has the proposed International Educational Trip been included in the overall plan for the year?
Students miss 1 day. work must be made up after the trip.
- Unique Risk/Safety Considerations: Bump, bruise, broken bones. Everyone must have travel/medical/cancel ins.

Exact dates are TBD.
We will likely play in April, + dates will be confirmed w/
school coaches before spring season starts.

Part B

Please provide a detailed attachment with the following information:

1. Educational objectives/purpose of the trip
2. Proposed draft itinerary
3. Method of financing the trip
4. Plan for supervision (include number of supervisors and names - minimum 1:10)
5. Travel insurance and alternate destination planning to ensure minimal financial impact to participants should travel plan changes need to be made, to ensure student safety.
6. Any other pertinent information

Permission is requested to plan the above International Educational Trip. I have read all applicable documents and addressed the responsibility of the supervisor. The preliminary International Educational Trip application form has been reviewed and parent/ legal guardian approval for student participation will be obtained. Volunteers as defined by Policy and Regulations D-111 Volunteers in Schools will obtain criminal record checks.

Supervisor's Signature

Date

**PERMISSION GRANTED TO PLAN THE PROPOSED
INTERNATIONAL EDUCATIONAL TRIP**

Principal's Signature

Date

Associate Superintendent's Signature

Date

STEP 1 – PART B

1. **Educational objectives/purpose of the trip.**

- Purpose of the extracurricular trip is to take a grade 9/10, and 11/12 team to Portland, Oregon for a tour to play a series of high school lacrosse games. The lacrosse academy students work very hard in their academy/PHE class. Going to this tournament allows students an opportunity to show/preform their development and learnings that they have worked on each day at school. This trip does have a curricular aspect to it, as we are teaching the grade 9 students how to travel appropriately within a group, during a school sanctioned event. Students will be participating against other high schools and teams of students the same age.
- During this trip, there will be a ratio of 1:10 adults (including teachers, supervisors and chaperones). Students will always be under supervision, even during “free time”. Students will be spending most of their time either at the playing fields or hotel. We may go for a team dinner if the restaurant allows large groups.

2. **Proposed itinerary – please see last pages.**

3. **Method of Financing the Trip – We will be using money from our academy fundraising account, as well as money from families that want to pay themselves.**

**Families will need to provide physical evidence of...

- trip cancelation insurance
- trip medical insurance
- covid-19 vaccine proof (if required)
- 2 copies of student pass port (1 for the school and 1 for Lucas/Cody to have on the trip)

4. **Supervisors.**

- Lucas MacNeil (staff), Cody Cook (staff) and other coaches/chaperones to ensure we are in ratio. All participants will comply with the school And District Codes of Conduct, acting as ambassadors of both the school and school district. They will be provided with a trip booklet and waiver form that outlines expectations for international travel.
- Activities include playing lacrosse, going for food, and staying at the hotel.

5. **Travel Insurance**

- Families will be informed that they MUST have trip cancelation insurance, and travel medical insurance. The families will be accountable for any changes. Again, they must provide physical proof of this before the trip.
- Alternate destination plan for this trip is likely not needed. But in case of an issue arising, communication with both Mike Huck and Wayne Kelly will occur. Because we are driving over the border, we can still have the opportunity to get home via Black Ball Ferry Line, or Anacortes Ferry Terminal.

6. **Pertinent information.**

- We have been to this event once before. It is a great event for students to spend time together on the bus to build a positive/inclusive culture.

Field Trip Itinerary – Portland Oregon High School games

Estimated times – Dates TBD when we confirm with the high schools that we will play.

Friday April 2026

- 6:20 am. Students will meet at BC Walk on Ferry Terminal - Swartz Bay
- 7 am. Coaches and Students will board the ferry to Vancouver, Tsawwassen Terminal as walk ons.
- 8:45 am. Coaches and students will walk off the ferry and pick up their baggage.
- 9 am. Group will board charter bus.
- 3 pm. Arrive at Best western Lake Oswego/Portland Hotel and Suite – Check in and get food
- 5:35 pm – JV vs _____ and 7:15 Varsity vs _____
- All times and events are flexible, depending on game schedule.

Saturday April 2026

- 9 am wake up
- 9:30 am breakfast
- 10 am leave for Nike outlet head quarters.
- 3 pm. JV vs _____
- 5 pm. Varsity vs _____
- Dinner.
- All times and events are flexible, depending on game schedule.

Sunday April 2026

- 7 am. Wake up
- 7:15 breakfast.
- 9 am game vs _____ for JV
- 10:30 am Varsity game vs _____
- Return to Tsawwassen ferry Terminal for 7 pm ferry.
- 8:45 pm. Students picked up at Swartz Bay Ferry.
-

Supplies and Equipment for Staff to Bring

- Cell phone
- First aid kit
- Garbage bags for bus
- Students medical card information and emergency contact information

Denver 2026
June 18 - 22

INTERNATIONAL EDUCATIONAL TRIPS
PRELIMINARY APPLICATION
STEP ONE

This form must be completed as Step One of an approval process. It must be approved by the Principal and Associate Superintendent (outside Canada and continental USA) six months before the date of departure. Once this completed form has been approved, the trip details may be confirmed and communication to student and parents/guardians can commence.

Part A:

School: Boyer Bay Date Submitted: Jan 27

Principal: Mimi Hesch

Supervisor (Educator in charge): Lucas Mackel Cody Code

Destination of Trip: Denver, CO

Departure Date: June 18 2026 Return Date: June 22 2026

Grade level(s): 9-12 No. of students involved: 45-55

Approx. cost of tour: \$ _____ Approx. cost to students: \$ 1700-1400

Transportation: flight + car rental

No. of school days missed (recommend 3 days maximum) 1-3

Source of Funding: Family + Fundraising

Accommodation Arrangements: Billet Hotel/Motel Camping Other

• How has the proposed International Educational Trip been included in the overall plan for the year?

Students miss 2-3 days. Work must be made up after the trip.

• Unique Risk/Safety Considerations: Bumps, Burses, broken bones. Everyone

must have travel/medical/cancelation ins.

Part B

Please provide a detailed attachment with the following information:

1. Educational objectives/purpose of the trip ✓
2. Proposed draft itinerary ✓
3. Method of financing the trip ✓
4. Plan for supervision (include number of supervisors and names - minimum 1:10) ✓
5. Travel insurance and alternate destination planning to ensure minimal financial impact to participants should travel plan changes need to be made, to ensure student safety. ✓
6. Any other pertinent information ✓

Permission is requested to plan the above International Educational Trip. I have read all applicable documents and addressed the responsibility of the supervisor. The preliminary International Educational Trip application form has been reviewed and parent/ legal guardian approval for student participation will be obtained. Volunteers as defined by Policy and Regulations D-111 Volunteers in Schools will obtain criminal record checks.

Supervisor's Signature

Date

**PERMISSION GRANTED TO PLAN THE PROPOSED
INTERNATIONAL EDUCATIONAL TRIP**

Principal's Signature

Date

Associate Superintendent's Signature

Date

STEP 1 – PART B

1. Educational objectives/purpose of the trip.

- Purpose of the extracurricular trip is to take 2-3 teams (40-55 students, grades 9-12) to Denver for a lacrosse tournament that will have several colleges looking for future student athletes. The lacrosse academy students work very hard in their academy/PHE class. Going to this tournament allows the students an opportunity to show/preform their full year development and learnings that they have worked on each day at school. This trip does have a curricular aspect to it, as we are teaching students how to travel appropriately within a group, during a school sanctioned event. Students will also be showing what they have learned from class all year. Students will be participating against other high schools and teams of students the same age.
- During this trip, there will be a ratio of 1:10 adults (including teachers, supervisors and chaperones). Students will always be under supervision, even during “free time”. Students will be spending most of their time either at the playing fields or hotel. We may go for a team dinner if the restaurant allows large groups.

2. Proposed itinerary – please see last pages.

3. Method of Financing the Trip – We will be using money from our academy fundraising account, as well as money from families that want to pay themselves.

4. Supervisors.

- Lucas MacNeil (staff), Cody Cook, and 3-4 more chaperones. All participants will comply with the school And District Codes of Conduct, acting as ambassadors of both the school and school district. They will be provided with a trip booklet and waiver form that outlines expectations for international travel.
- Activities include playing lacrosse, going for food, and staying at the hotel.

5. Travel Insurance

**Families will need to provide physical evidence of...

- trip cancelation insurance
- trip medical insurance
- covid-19 vaccine proof (if required)
- 2 copies of student pass port (1 for the school and 1 for Lucas to have on the trip)
- Alternate destination plan for this trip is likely not needed. But in case of an issue arising, communication with both Mike Huck and Wayne Kelly will occur to determine our path home.

6. Pertinent information.

- I have been to this event several times. It is a great event for students to play and perform against several other programs in North America. Coming from this, students build an positive/inclusive culture after travelling and playing amongst their peers.
- Due to the tournament having a waiver to be signed as a condition of participation, it is pertinent that students will have individual medical insurance to ensure they are taken care of and will safely get home.

Denver, June 2026 Field Trip Itinerary

Estimated times and ROUGH DRAFT

Thursday June 18th, 2026

4 am. Students will check in at Victoria Airport, Coaches and chaperones take attendance and check in.

5:30 am. Take off for Seattle. Flight AS2353 with Alaska. Take attendance before boarding.

6:18 am Land in Seattle and go through customs, together.

9:35 am take off for Denver. Flight AS0674 with Alaska. Take attendance before boarding.

1:20 pm Land in Denver. Collect bags together and wait for shuttle bus to Budget Rental.

3:30 pm Leave Budget Rental with 4 vans. 40 students and 4 adults and drivers.

4:15 pm – Check into Hotel – TBD _____

6 pm. Dinner @ North Field Shopping Center

7:30 pm. Students will be taken to Target store for snacks and water

10:15 pm. Student's rooms will be checked for curfew.

All times and events are flexible, depending on game schedule.

Friday June 19th, 2026

9:00 am. Wake up

9:30 am. Breakfast @ hotel, or students can eat breakfast from the groceries.

11:00 am. Leave hotel to go to lacrosse fields for practice @ Dicks Sporting Good's Field

1:00 pm. Team lunch at North Field Shopping Center. Return to hotel when done.

2:30 pm. Study session for those who have school work or finals. 1.5 hours

5:30 pm. Games can start at Dicks sporting goods field – may be later game but guaranteed we play Friday evening. Will leave the hotel an hour before the game starts.

10 pm. Lights out and room checks.

All times and events are flexible, depending on game schedule.

Saturday June 20th, 2026

Pending on game time, we will be up 2 hours before start time.

9:00 am Wake up and go for breakfast.

9:45 am breakfast

Games will run all day. We will stick together at the fields or back to the hotel with supervision.

Lunch and dinner will be bought at the fields from the vendors, as games that day will be from morning to evening.

Sunday June 21st, 2026

Pending on game time, we will be up 2 hours before start time.

9:00 am Wake up and go for breakfast.

9:45 am breakfast

Games will run all day. We will stick together at the fields or back to the hotel with supervision.

Lunch and dinner will be bought at the fields from the vendors, as games that day will be from morning to evening.

If given the opportunity, we will organize a team dinner Sunday evening depending on final game time.

****Before bed, rooms will be cleaned and bags packed to make the morning easier.**

Monday, June 22nd, 2026

5 am – Wake up

5:30 am leave hotel to return rentals at Budget Rental. Attendance taken by coaches and chaperones.

6:00 am - Check in for Flights at Denver International. Attendance taken by coaches and chaperones.

8:10 am – Flight leaves Denver for Seattle. Flight AS1173 with Alaska. Take attendance before boarding.

10:09 am – Land in Seattle.

11:35 am – Leave Seattle for Victoria. Flight AS2384 with Alaska. Take attendance before boarding.

12:29 pm – Land in Victoria and go through customs.

1 pm – Students head home with parents form airport.

School District #62 (Sooke)

**MODERATE RISK FIELD TRIP APPROVAL FORM
FOR OVERNIGHT OUT-OF-PROVINCE/WITHIN CANADA TRIPS**

- The Leader must read the School District Field Trip Policy before completing this form.
- The Leader must take this completed form to the Principal for approval (and, when it is an out-of-province request, the Principal's recommendation for approval is to be forwarded to the Superintendent).
- Where Part B applies, the Principal should meet with the Leader and review the information prior to the parent/guardian meeting. After this meeting, Part B is to be returned to the Principal for final approval.

PART A - Required for all field trips

Teacher/Leader/Supervisor: Nancy Blundell/Robin Bayne

School: International Program

Date of Application: December 30, 2024 Date(s) of Field Trip: March 25-28, 2025

Purpose/Activities: International Student trip to Rocky Mountain Trip

Number of Students: 40 Grade(s): 10-12 Male Female Other

Number of Supervisors/Chaperones: 4 Male 2 Female 2 Other

Times & Locations (When & Where?):

See attached schedule. Trip still on sale so exact male/female numbers not known yet

Method(s) of Transportation: Ferry, bus

Costs: \$769 Source of Funds: Cost recovery - students pay

I have read School District #62 Field Trip Policy C-329.

Planned by: Nancy/DC Tours

Approved by: 

Leader's signature

Principal's Signature

Date: December 30, 2024

PART B (to be submitted 45 days prior to trip)

Required only for field trips that are overnight, out-of-province/within Canada,
and/or involve "moderate risk" activities.

Date of Parent/Guardian Information Meeting(s) (required by policy): we are as Guardian for students

Section 1 – Required for all Overnight Field Trips

Itinerary (attach detailed itinerary, including educational and logistical activities prior to, during, and after the trip as well as names of chaperones and/or supervisors).

Lodging Arrangements Hotels in Sicamous, Banff and Golden.

Meal Arrangements Includes breakfast. Other meals students to purchase on own

Section 2 - Required if Field Trip involves any "Moderate Risk" Activities

List "Moderate Risk" Activities (see Field Trip Policy for definitions): _____

Ski/Snowboard Lake Louise (optional)

Location of Activities (terrain, potential hazards, remoteness/access to medical care, etc.): _____

No remote activities. All close to cities/access to medical care

Leader's and/or Instructors' Local Knowledge: _____

Robin (SD652 staff) has First aid level 2. Tour Lead by DC Tours - Tour company with many years experience

Type & Quality of Safety Equipment: _____

Ratio of Students-to-Instructors (qualified to lead activities): 15 / 1

Ratio of Students-to-Adults (including teachers/supervisors/chaperones/etc.): 15 / 1

Details of Student Preparation for Activities: _____

Students given instruction before starting any activity, including safety.

Details of Leader's, Supervisor's, and/or Instructor's Experience and Qualifications: SD62 Staff chaperone, plus other volunteer

adult on the trip. DC Tours sends two of their staff.

First Aid Training: DC Tour guides all required to have minimum OFA1 First Aid. Robin Bayne OFA level 2.

Contingency Plans for Emergencies: SD62 staff will make decision on how to deal with any emergency in consultation with DC Tour guide. S/he will contact Principal immediately to inform her of any emergency and will follow protocol's.

Section 3 – Any Relevant Additional Information

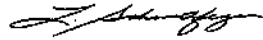
See attached waivers natural parents must sign. Students purchase directly from DC Tours.

Planned By:

Approved/Recommended by:

Date:

Nancy Blundell



Dec 30, 2024

Leader's Signature

Principal's Signature



ROCKY MOUNTAINS 4-DAY SPRING TOUR

Date: March 25-28, 2025

Price:

Group Size	Transportation	Price (per person / Incl. GST)
45 students + 2 free chaperones	56-seater coach	\$769

*** The price above is NET and non-commissionable. If the minimum number is not met, additional costs will apply.**

Deadline to book: February 22, 2025

Price includes:

- Transportation for all passengers (Service starts/ends in Sooke)
- Experienced, friendly and fun Tour Guides (2 per bus). **One guide per bus will be onsite for departure/return in Sooke. All other guides will board/disembark at Tsawwassen Ferry Terminal.*
- 2 complimentary chaperones
- Hotel accommodation based on Quad Occupancy (4 students per room sharing 2 beds) and Single Occupancy for the chaperones
- 3 breakfasts and 1 pizza dinner
- Admissions to Pete's Farm with a campfire with hot chocolate experience (weather permitting)
- Enroute entertainment, games and prizes
- Park Passes
- All ferry fees & tolls (based on discounted rate with official school board letter)
- All taxes

Optional activities (advance pricing - must be booked 14 days in advance):

- Banff Gondola – \$65/adult (aged 16+) or \$42/youth (aged 6-15 years)
- Skiing at Lake Louise Ski Resort - Price TBD
- Johnston Canyon Ice Walk - Price \$94

** Advance pricing will not be available if activities are booked on tour

Sample itinerary:

Day 1: Sooke to Sicamous

- 6:30 am Meet your guide in Sooke (Address: TBC)
- 6:45 am Depart Sooke for Swartz Bay Ferry Terminal





DC STUDENT ADVENTURES

POWERED BY DISCOVER CANADA TOURS

- 9:00 am Ferry from Swartz Bay to Tsawwassen Ferry Terminal
- Drive through the Fraser Valley and Okanagan Valley
- Stop in Hope for lunch (own expense)
- Visit Pete's Farm including admission to the farm. Visit the animals, take a walk down to the river and have a hot chocolate around the fire pit.
- Check into your hotel in Sicamous
- Pizza dinner included at the hotel
- 10:00 pm Curfew

Day 2: Sicamous to Banff

- 7:00 am Breakfast included
- Drive through the beautiful snow-capped peaks of Mount Revelstoke National Park & Glacier National Park
- Visit Rogers Pass National Historic Site
- Explore Lake Louise! Optional ice skating (seasonal, skate rental at own expense).
- Continue to Banff. Once in Banff, enjoy a driving tour of the world-famous townsite of Banff.
- Check into your hotel in Banff
- Option to take the Banff Gondola to the top of Sulphur Mountain (additional cost)
- Evening - Free time to enjoy the hotel's facilities, go shopping & dinner on Banff Avenue
- 10:00 pm Curfew

Day 3: Banff to Golden

- 07:00 am Breakfast included
- Today enjoy an optional winter activity such as:
 - Skiing at Lake Louise Ski Resort
 - Johnston Canyon Ice Walk
- If not participating in activities join your guide for an extended tour of Banff and enjoy more free time shopping
- Stop for dinner en route in the town of Golden before checking into the hotel.
- 10:00 pm Curfew

Day 4: Golden to Sooke

- 07:00 am Breakfast included
- 8:00 am Full day of travel back to Sooke
- Stop in the town of Revelstoke for coffee and souvenir shopping
- Stop at Craigellachie (the last spike of the Canadian Pacific Railway)
- Stop for lunch (own expense) in Kamloops or Merritt
- Washroom stop in Hope
- Return to Sooke at approximately 10:00 pm

*The exact timing of this itinerary may change due to supplier hours and availability



**SCHOOL CONSENT FORM
FOR CHILD PARTICIPATING IN MODERATE RISK
– OVERNIGHT, OUT-OF-PROVINCE/WITHIN CANADA ACTIVITY**

Please return completed form to - nblundell@sd62.bc.ca

I hereby give my consent and acknowledge by my signature that:

Students will be going to Rocky Mountains and will be away from the school/outside Victoria area from March 25, 2024 to March 28, 2025. They will be travelling by ferry and bus.

Initial

On this field trip, up to 45 students will be:
hiking, walking, snowshoeing, skiing (optional).

Initial

The students will be supervised by one school employee, two adult volunteer and one guide from Discover BC Tours. Your child will not necessarily be supervised by an adult at all times.

Initial

My child has no illnesses, allergies or disabilities that may require special attention, except as described here:

Initial

I am aware of the usual risks and dangers inherent in participation in all of the activities associated with this trip and of the possibility of personal injury, death, property damage or loss resulting from the activities. The dangers and risks may include, but are not limited to:

Initial

- Unorthodox or high-risk travel arrangements.
- Program locations.
- Rugged terrain.
- Rock fall and avalanches.
- Weather.
- Equipment breakage, failures.
- Delayed rescue, accessibility.
- Conduct of the guide, chaperone or other group members.
- The possibility that your child may not heed safety instructions or restrictions given to the group.

I acknowledge that if the Superintendent of Schools deems the trip unsafe, they can recall students back at any time.

Initial

I will supply suitable equipment and clothing for my child's participation in all activities associated with the field trip.

Initial

I am aware that I should contact the school for further information if I am unaware what clothing and equipment is required for the activities or possible weather conditions of this field trip. My child and I understand that it is our responsibility to ensure my child has all necessary equipment and clothing.

Initial

My child and I understand that the school's Code of Conduct applies during this field trip. I will be responsible for any costs caused by my child's failure to abide by the Code of Conduct, including any costs to send my child home.

Initial

Accidents can be the result of the nature of the activity and can occur with or without any fault on either part of the student, or the School Board or its employees or agents, or the facility where the activity is taking place. By allowing your son/daughter to participate in this activity, you are accepting the risk of an accident occurring, and agree that this activity, as described above, is suitable for your child.

Initial

I understand we, the natural parent(s) are responsible for purchasing any trip cancellation insurance. If my child cannot attend the trip, a refund will not be possible as per Discover Canada Tours Cancellation Agreement.

Initial

In signing this Consent, I am not relying on any oral or written representation or statements made by the School Board and its servants, agents, employees, or authorized volunteers, or the Ministry

of Education, to induce me to permit my child to take the trip, other than those set out in this Consent.

Initial

I am 19 years of age or more and have read and understand the terms of this Consent and understand that it is binding upon me, my heirs, executors and administrators.

Date:

Signature of Witness

Signature of Parent/Guardian

Printed Name of Witness

Printed Name of Parent/Guardian

Address

Address

NOTE: This Consent must be signed by ALL custodial parents or guardians of a child who is under the age of 19 years.

School District #62 (Sooke)

MODERATE RISK FIELD TRIP APPROVAL FORM FOR OVERNIGHT OUT-OF-PROVINCE/WITHIN CANADA TRIPS

- > The Leader must read the School District Field Trip Policy before completing this form.
> The Leader must take this completed form to the Principal for approval (and, when it is an out-of-province request, the Principal's recommendation for approval is to be forwarded to the Superintendent).
> Where Part B applies, the Principal should meet with the Leader and review the information prior to the parent/guardian meeting. After this meeting, Part B is to be returned to the Principal for final approval.

PART A - Required for all field trips

Teacher/Leader/Supervisor: Nancy Blundell/Mamie Snoblen

School: International Program

Date of Application: December 6, 2024 Date(s) of Field Trip: March 15-17, 2025

Purpose/Activities: International Student trip to Yukon

Number of Students: 16 Grade(s): 10-12 Male 6 Female 10 Other

Number of Supervisors/Chaperones: 2 Male 1 Female 1 Other

Times & Locations (When & Where?):

See attached . Trip still on sale so exact numbers male/female not know. Maximum is 16 students

Method(s) of Transportation: Airplane, ferry, bus, dog sled (optional)

Costs: \$1709.00 Source of Funds: Cost recovery - students pay (includes cancellation insurance)

I have read School District #62 Field Trip Policy C-329.

Planned by: Nancy/DC Tours

Approved by: [Signature]

Leader's signature

Principal's Signature

Date: December 30, 2024

PART B (to be submitted 45 days prior to trip)

Required only for field trips that are overnight, out-of-province/within Canada,
and/or involve "moderate risk" activities.

Date of Parent/Guardian Information Meeting(s) (required by policy): as we are Guardian no parent meeting is done

Section 1 – Required for all Overnight Field Trips

Itinerary (attach detailed itinerary, including educational and logistical activities prior to, during, and after the trip as well as names of chaperones and/or supervisors).

Lodging Arrangements Boreale Lodge

Meal Arrangements Includes 2 breakfast, 2 lunch, 2 dinners

Section 2 - Required if Field Trip involves any "Moderate Risk" Activities

List "Moderate Risk" Activities (see Field Trip Policy for definitions): Dog sledding (optional). Snowshoe & toboggan in Carcross area with guide/leader.

Location of Activities (terrain, potential hazards, remoteness/access to medical care, etc.):
Carcross area, about 30 minutes from Whitehorse. Is a police detachment in area.

Leader's and/or Instructors' Local Knowledge: Dog Sled - with Alayuk Adventures (guides all have wilderness first aid and CPR), stay on trails.

Type & Quality of Safety Equipment: All supplied as needed by company leading tour(s).

Ratio of Students-to-Instructors (qualified to lead activities): 16 / 1

Ratio of Students-to-Adults (including teachers/supervisors/chaperones/etc.): 6 / 1

Details of Student Preparation for Activities: Students given instruction before starting any activity, including safety.

Details of Leader's, Supervisor's, and/or Instructor's Experience and Qualifications: Marnie Snoblen will be staff chaperone.

Marnie has experience chaperoning International Student Trips (Whistler & Vancouver). DC Tours sends one of their staff (do this tour often),

First Aid Training: DC Tour guides all required to have minimum OFA1 First Aid

Contingency Plans for Emergencies: Marnie (SD62) staff will make decision on how to deal with any emergency in consultation with DC Tour guide. She will contact Principal immediately to inform of any emergency and will follow protocols.

Section 3 – Any Relevant Additional Information

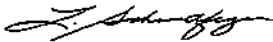
See attached waivers natural parents must sign. Students purchase directly from DC Tours. Dog Sled waiver online - <https://waiver.smartwaiver.com/w/618549796d5a7/web/>

Planned By:

Approved/Recommended by:

Date:

Nancy Blundell



December 30, 2024

Leader's Signature

Principal's Signature



DC STUDENT ADVENTURES

POWERED BY DISCOVER CANADA TOURS

TOUR NAME:

TOUR DATE:



PARENTAL / GUARDIAN CONSENT FORM for minors (18 years of age and younger)

Parental /Guardian Consent Form for children/minors to Travel with Discover Canada Tours and it's various divisions (DCSA, West Trek Tours, Destination Snow, Club ESL).



I, _____
Full name of Parent /Legal Guardian

Telephone & Email:

Telephone

Email

I am the parent, legal guardian or other authorized person or organization with custody rights, access rights or parental authority over the following child / minor:

INFORMATION ABOUT TRAVELLING CHILD

Name: _____
Child's / minor full name

Date of Birth: _____
DD / MM / YY

SIGNATURE OF PERSON GIVING CONSENT

I give my consent for this child / minor to travel on all tours operated by Discover Canada Tours and it's various divisions (DCSA, West Trek Tours, Destination Snow, Club ESL) which may include, but is not limited to, tours to the United States, Rocky Mountains, Vancouver Island and Whistler.

Signature of person giving consent

DD / MM / YY



YUKON 3-DAY ADVENTURE TOUR

Date: March 15-17, 2025

Minimum Group Size	Transportation	Price Per Person including GST
16 students + 1 free chaperone	Mini van	\$1639+\$50 (Insurance)= \$1709

Flight details with Air North: (flights subject to change before booking)**

March 15, 2025 – Vancouver to Whitehorse – 2:35 PM - 5:00 PM

March 17, 2025 – Whitehorse to Vancouver – 9:45 AM - 12:00 PM

****Mandatory Youth All Inclusive travel insurance is included in the price and includes the following:**

- Emergency Medical-->Up to \$1,000,000 CDN
- Air Flight Accident-->Up to \$25,000
- Worldwide Accident-->Up to \$10,000
- Baggage and Personal Effects-->Up to \$500
- Delayed Luggage-->Up to \$100
- Delayed Sporting Equipment-->Up to \$150
- Trip Cancellation-->Up to Sum Insured
- Trip Interruption-->Unlimited (Economy)baggage, interruption and cancellation plus out-of-province medical coverage up to \$1,000,000 CDN with a valid BC Care Card.

**** For Insurance cost for Chaperones, please refer to the chart below.**

Insurance Type	Age Group	Price
All Inclusive	0-59	\$200.00
All Inclusive	60-64	\$205.00
All Inclusive	65-69	\$225.00
All Inclusive	70-74	\$275.00

Deadline to book: January 15, 2025

Price includes:

- Roundtrip flights **from Vancouver to Whitehorse**
- Walk on ferry (round trip)





- **Round trip transfers from Tsawwassen Ferry Terminal to YVR Airport**
- Transfers to and from the Whitehorse Airport
- Experienced, friendly and fun tour guide (1 per group) with services start and end at Tsawwassen Ferry Terminal
- 1 complimentary chaperone
- 2 nights hotel accommodation based on a mixture of room types for students and single occupancy for chaperones.
- 2 breakfasts, 2 lunches and 2 dinners
- Complimentary tea, coffee and hot chocolate
- Winter clothing rental (boots, pants, parka, gloves and balaclava)
- Whitehorse city tour
- Aurora Borealis viewing (weather permitting)
- Snowshoeing (at your leisure)
- Mandatory insurance available through our parent company, UNIGLOBE Specialty Travel Ltd. In order to purchase insurance options, students must have a Government Health Insurance Provider (BC Care Card). All benefits are in Canadian funds. For a full list of benefits please read the policy as limitations and exclusions apply.
 - Youth all-inclusive Plan – \$50 (Emergency Medical, Air Flight Accident, Worldwide Accident, Baggage & Personal Effects, Delayed Luggage, Delayed Sporting Equipment, Trip Cancellation, Trip Interruption)
- All taxes

Optional activities (advance pricing - must be booked 14 days in advance):

- Half-day dog sledding - \$270 per person

Sample Itinerary (Flying from/to Vancouver International Airport):

Day 1: Swartz Bay Ferry Terminal to Whitehorse

- Take the ferry from Swartz Bay to Tsawwassen (travelling as foot passengers - walk on ferry tickets included).
- Arrive to Tsawwassen and meet your driver. Transfer to Vancouver International Airport.
- 12:35 PM Meet your guide at the airport and check in for your flight! Make your way to the flight gate with your guide and chaperone. Please have your passport ready.
- 2:35 PM Flight departs for Whitehorse with complimentary snacks served onboard.
- Arrive in Whitehorse, where a representative will greet you.
- Depart for your accommodations, check-in and receive your arctic clothes.
- Enjoy a gourmet group dinner this evening at the lodge.
- Tonight you will have an opportunity to view the Northern Lights late night/early morning. Enjoy a campfire and s'mores with your guide tonight.

Day 2: Whitehorse

- 9:00 am Breakfast this morning at your accommodation.





DC STUDENT ADVENTURES

POWERED BY DISCOVER CANADA TOURS

- Today, depart for your tour of Carcross. Walk on the lake, hike up the desert sand dunes, and take photos of the Carcross totem poles (Weather dependent)
- Return to the lodge for lunch around 12:30 pm (Included)
- Option to enjoy a half-day dog sledding (additional cost)
- Another group dinner this evening to enjoy at your lodge.
- Opportunity to view the Northern Lights late night/early morning. Enjoy a campfire this evening.

Day 3: Whitehorse to Swartz Bay Ferry Terminal

- Breakfast this morning at your accommodation.
- Check out of your accommodation and depart for the Whitehorse airport.
- Check in for your flight with your guide and make your way to the gate for boarding.
- 9:45 AM Flight departs for Vancouver
- Arrive at Vancouver International Airport and transfer to Tsawwassen Terminal for the next sailing to Victoria (traveling as foot passengers - walk on ferry tickets included)
- Arrive at Swartz Bay Ferry Terminal where your homestay parent will greet you at the ferry terminal.

****Please note that this itinerary may be altered based on weather conditions and flight schedule changes. The Northern Lights are a natural occurrence and cannot be timed or guaranteed.**



**DC STUDENT
ADVENTURES**

POWERED BY DISCOVER CANADA TOURS

TOUR NAME: _____ **TOUR DATE:** _____

Minor informed Consent Form

Acknowledgement and assumption of Risk Form by a Minor

PLEASE READ THIS DOCUMENT CAREFULLY

I, _____ **(Print Name)** hereby acknowledge and agree that:

Sightseeing tours and other activities including the optional activities associated therewith (collectively the "Tours") sold, purchased, booked, operated or administered by **Uniglobe Specialty Travel Ltd.** and its various DBA divisions including Discover Canada Tours, DC Student Adventures, Club ESL, West Trek Tours, and Destination Snow (collectively "Uniglobe") may be dangerous, exposing participants to many risks and hazards including bodily injury, property damage and death and that such injury, damage or loss may be inherent in the very nature of the Tours and result from human error and negligence on the part of the persons involved in preparing, organizing, staging, administering and operating the Tours;

As a result of the aforesaid risks and hazards, I as a participant, may suffer serious personal injury, even death, as well as property loss;

Some of the aforesaid risks and hazards are foreseeable and may be caused by human error including negligence;

I nevertheless freely and voluntarily assume all the aforesaid risks and hazards, and that acknowledge that my preparation for and participation in the Tours is entirely at my own risk;

I understand that neither Uniglobe nor any of its directors, officers, employees, sponsors, independent contractors or agents assumes any responsibility whatsoever for my safety during the course of my preparation for or participation in the Tours;

I have carefully read this ACKNOWLEDGEMENT AND ASSUMPTION OF RISK FORM, fully understand same and am freely and voluntarily executing same;

I have been given the opportunity and have been encouraged to seek legal and parental advice prior to signing this Form;

I understand that unless I sign this ACKNOWLEDGEMENT AND ASSUMPTION OF RISK FORM I will not be allowed to participate in the Tour and that this form has been explained to me by Uniglobe, one or more of its representatives and my parents; and

I am physically and mentally capable of participating in the Tour and that I have no pre-existing conditions that would hinder my ability to participate in the Tour.

Signature of Minor

Minor's full name (please print)

Date: _____

Boréale Explorers Incorporated

INDEMNITY AGREEMENT

WARNING: IF A LAW SUIT IS BROUGHT AGAINST THE Boréale Explorers Incorporated, ITS OFFICERS, EMPLOYEES, AGENTS, REPRESENTATIVES AND INDEPENDENT CONTRACTORS (HEREINAFTER COLLECTIVELY CALLED THE COMPANY) THEN THE COMPANY HAS THE RIGHT TO INDEMNIFY AGAINST ME.

TO: Boréale Explorers Incorporated

I agree that my son or daughter, _____ (name), being under legal age of consent, will be participating in an outdoor adventure activity (hereinafter referred to as the "Activity") and that those children or minors may not be contractually bound by a Release of All Claims, Waiver of Liability and Assumption of Risk Agreement which I have seen and I have signed. I therefore specifically agree to indemnify Boréale Explorers Incorporated against any and all claims, actions, and suits that may be instituted by my son or daughter.

I AGREE TO SAVE HARMLESS AND INDEMNIFY Boréale Explorers Incorporated from any cause of action, suit, claim or liability of any kind whatsoever arising out of any cause whatsoever but not limited to negligence on the part of Boréale Explorers Incorporated.

In entering into this Agreement, I am not relying on any oral or written representations or statements made by Boréale Explorers Incorporated including those in any brochure issued by Boréale Explorers Incorporated, to induce me or my son or daughter to undertake and to participate in the Activity.

I confirm that I have read and understood this Indemnity Agreement prior to signing it, and agree that this Agreement will be binding upon me, my heirs, next of kin, executors, administrators and assigns.

I agree that this Agreement is to be interpreted according to the laws of the Yukon Territory and I understand that if I have any questions regarding the waiver of my rights, or this Indemnity Agreement I should consult a lawyer prior to signing this Agreement.

I Agree to allow my son or daughter to be photographed or filmed during activity with Boréale Explorers Incorporated. ____ (initial)

Signed the _____ day of _____ (month), 202__ at _____ (city/terr)	
Signature of Parent	Signature of Witness
Please print name clearly	Witness Please print name clearly

SCHOOL CONSENT FORM
FOR CHILD PARTICIPATING IN MODERATE RISK
– OVERNIGHT, OUT-OF-PROVINCE/WITHIN CANADA ACTIVITY

Please return completed form to - nblundell@sd62.bc.ca

I hereby give my consent and acknowledge by my signature that:

Students will be going to Yukon and will be away from the school/outside Victoria area from March 15-17, 2025. They will be travelling by ferry, bus and airplane.

Initial

On this field trip, up to 16 students will be: hiking, walking, snowshoeing, tobogganing.

Initial

The students will be supervised by one school employee, one guide from Discover BC Tours. Your child will not necessarily be supervised by an adult at all times.

Initial

My child has no illnesses, allergies or disabilities that may require special attention, except as described here:

Initial

I am aware of the usual risks and dangers inherent in participation in all of the activities associated with this trip and of the possibility of personal injury, death, property damage or loss resulting from the activities. The dangers and risks may include, but are not limited to:

Initial

- Unorthodox or high-risk travel arrangements.
- Program locations.
- Rugged terrain.
- Rock fall and avalanches.
- Weather.
- Equipment breakage, failures.
- Delayed rescue, accessibility.
- Conduct of the guide, chaperone or other group members.
- The possibility that your child may not heed safety instructions or restrictions given to the group.

I acknowledge that if the Superintendent of Schools deems the trip unsafe, they can recall students back at any time.

Initial

I will supply suitable equipment and clothing for my child's participation in all activities associated with the field trip, including:

Initial

I am aware that I should contact the school for further information if I am unaware what clothing and equipment is required for the activities or possible weather conditions of this field trip. My child and I understand that it is our responsibility to ensure my child has all necessary equipment and clothing.

Initial

My child and I understand that the school's Code of Conduct applies during this field trip. I will be responsible for any costs caused by my child's failure to abide by the Code of Conduct, including any costs to send my child home.

Initial

Accidents can be the result of the nature of the activity and can occur with or without any fault on either part of the student, or the School Board or its employees or agents, or the facility where the activity is taking place. By allowing your son/daughter to participate in this activity, you are accepting the risk of an accident occurring, and agree that this activity, as described above, is suitable for your child.

Initial

In signing this Consent, I am not relying on any oral or written representation or statements made by the School Board and its servants, agents, employees, or authorized volunteers, or the Ministry of Education, to induce me to permit my child to take the trip, other than those set out in this Consent

Initial

I am 19 years of age or more and have read and understand the terms of this Consent and understand that it is binding upon me, my heirs, executors and administrators.

Date:

Signature of Witness

Printed Name of Witness

Address

Signature of Parent/Guardian

Printed Name of Parent/Guardian

Address

NOTE: This Consent must be signed by ALL custodial parents or guardians of a child who is under the age of 19 years.



Information Note

School District 62 – Indigenous Education Council Update

Agenda Item 6.1 – February 24, 2025

Background

Bill 40 legislation requires boards to establish and maintain an Indigenous education council (IEC) to support the board to provide comprehensive and equitable education and support services for Indigenous (First Nations, Metis, and Inuit) students and improve Indigenous student outcomes. This includes advising on the appropriate integration of Indigenous worldviews and perspectives, advising on grants in relation to Indigenous students, and ensuring respect for local First Nations in whose territories boards operate school by, for example, giving priority to local cultural content, protocols, and language.

Update

The I.E.C last met on February 11th, 2025. In alignment with the IEC policy & functions, below is a summary of the IEC's work since the last update on November 26, 2024:

1. I.E.C. representation at School Student Success Circles:

- a. Circles are attended by First Nation representative(s), school administration, counsellor(s), Inclusive Education Teachers, NA'TSA'MAHT Indigenous Education staff, and other staff as needed.
- b. Circles are to support matters affecting Indigenous students, such as advising on:
 - i. Educational programs and services to Indigenous students
 - ii. Improving Indigenous student achievement and
 - iii. integration of Indigenous worldviews and perspectives.
- c. Local Education Agreement Circle with T'Sou-ke Nation – Dec. 10, 2024
 - i. Saseenos Elementary
 - ii. Sooke Elementary
 - iii. Ecole Poirier Elementary
 - iv. John Muir Elementary
 - v. Journey Middle
 - vi. Edward Milne Community School
 - vii. Westshore Secondary School
 - viii. Other Schools where T'Sou-ke Nation students attend
- d. Local Education Agreement Circle with Pacheedaht Nation – Dec. 2 & 3, 2024
 - i. Port Renfrew Elementary – Dec. 2, 2024
 - ii. Journey Middle – Dec. 3, 2024 (AM)
 - iii. Edward Milne Community School - Dec. 3, 2024 (PM)
- e. School Circles with SC'IA'NEW (Beecher Bay) Nation

- i. Hans Helgesen Elementary – Feb. 6, 2025
- ii. Dunsmuir Middle – Jan. 29, 2025
- iii. Royal Bay Secondary – Jan. 29, 2025
- iv. Other Schools where SC'IA'NEW Nation students attend (as needed)

2. Pacheedaht Student & Family Circle – January 22, 2025

- a. Through planning with Pacheedaht I.E.C. representatives, in collaboration with school & district staff members, a Pacheedaht student & family circle forum was held at the Pacheedaht Health Centre on January 22, 2025.
- b. The goal was to gather student & family feedback on how to improve Pacheedaht student achievement through hearing the experiences of students & families.
- c. Over 30 parents & students along with community members were in attendance.
- d. The event included lunch for all participants and door prizes for Pacheedaht students & families.

3. I.E.C. Representation on School District Interview Panels as advisors:

- a. Jan. 20 – NA'TSA'MAHT Student & Family Advocate – Tara Jensen and Miranda Metge
- b. Jan. 27 Vice-Principal Hiring Pool – Julia Clifton
- c. Feb. 10 Journey Middle School Principal – Tara Jensen
- d. Feb. 21 Elementary Principal Hiring Pool – Tara Jensen

4. I.E.C. involvement in the planning of District Indigenous Events:

- a. District Lahal Tournaments (Feb 19, March 5, & 12)
- b. Urban Indigenous Dinner on April 16, 2025
 - i. Involves Urban Indigenous Representatives Julia Clifton & Brandon Labbey-Krejci
- c. NA'TSA'MAHT Graduation Celebration on May 26th, 2025
- d. NA'TSA'MAHT Land Based Celebrations at Camp Thunderbird
 - i. South Island Multi-District Grade 12 Event – May 7, 2025
 - ii. Grade 8 – May 8, 2025

5. Four (4) I.E.C. representatives attended the First Nations Education Steering Committee Conference (FNESC) on December 12th – 14th, 2024

6. I.E.C. reviewed & provided feedback on NA'TSA'MAHT Indigenous Education Programming related to program delivery and staff roles.

7. I.E.C. reviewed & provided feedback on revised Territory Acknowledgement for Strategic Plan 2026-2030.

8. I.E.C. consulted & discussed Budget Development with Paul Block & Brian Jonker

9. I.E.C. reviewed changes to Policy & Bylaws as it relates to the Ministerial Order on Indigenous Education Councils (#7-9 took place Feb. 11, 2025)

- a. Policy A311
- b. Bylaw 120

Next Steps

- 1. The I.E.C. will be advising the board in relations to languages, cultures, customs, etc. through the advice of the Elder's Advisory Circle, scheduled for March 11th, 2025
- 2. The I.E.C. will continue to participate in Interviews.
- 3. The I.E.C. will continue to be part of year-end planning events.
- 4. The I.E.C. will participate in the planning committee for the Indigenous Focused Learning Day on Sept. 22, 2025

Respectfully Submitted,

Tara Jensen – Indigenous Education Council Co-Chair

Jon Carr – Indigenous Education Council Co-Chair (Non-Voting)

Jenny Seal

From: Szilvia Paradi <Szilvia.Paradi@tourismvictoria.com>
Sent: February 19, 2025 12:38 PM
To: Trustees; Allison Watson (Trustee)
Cc: Astrid Chang
Subject: Flower Count 2025 - our 50th year!
Attachments: 2025-Greater-Victoria-Flower-Count-School-Info-Sheet.pdf; 2025-Greater-Victoria-Flower-Count-Tally-Sheet.pdf

CAUTION - EXTERNAL SENDER: This email originated from outside of School District 62. Do not click links or open attachments unless you have verified the sender and know the content is safe.

Dear SD 62 Administrative Staff and School Board,

The annual Greater Victoria Flower Count will take place from **March 5 – 12, 2025** – and this year will be the 50th year of this tradition! Organized this year by Destination Greater Victoria, Greater Victoria Flower Count is a light-hearted and fun-filled way to promote Greater Victoria's mild climate and foster community spirit.

Part of Greater Victoria Flower Count involves a competition for grade 4 and 5 students that ties into their math learning requirements. This is a great way to allow the students to not only get outside and explore Victoria safely but enrich their curriculum outside of the classroom. More information regarding this can be found on the school information sheet (please see attached). The grade 4 or 5 class that counts the most blooms wins a prize. This year's prize will be **a trip via L.A. Limousines to The Butchart Gardens!**

The 2025 Greater Victoria Flower Count website can be found here: <https://flowercount.com>

The school's section of the website – including a copy of the information sheet and student count sheet - can be found here: <https://flowercount.com/schools>

Last year Ms. Lake's class from Margaret Jenkins Elementary won, but this year it could be you and your students!

We hope you can continue to foster this incredible tie between community and schools and pass this message along to your grade 4 and 5 teachers. If you have any questions, feel free to reach out.

Sincerely,

Szilvia Paradi | Event Marketing Coordinator
DESTINATION GREATER VICTORIA
 765 Broughton Street, Victoria BC, V8W 1E2
 C 905-703-6617
szilvia.paradi@tourismvictoria.com | www.tourismvictoria.com

Flower Count returns for its milestone 50th from March 5 – 12, 2025! [Learn more.](#)
Northwest Deuce Days returns July 17 – 20, 2025! [Register here.](#)



Destination Greater Victoria is based on the homelands of the Songhees and Esquimalt People.

CONFIDENTIALITY NOTICE: THE INFORMATION AND/OR DOCUMENTS CONTAINED IN THIS TRANSMISSION MAY CONTAIN CONFIDENTIAL OR PROPRIETARY INFORMATION (BUSINESS OR TECHNICAL DATA). THE INFORMATION IS SOLELY FOR THE USE OF THE ADDRESSEE NAMED ABOVE. IF YOU ARE NOT THE INTENDED RECIPIENT, YOU ARE HEREBY NOTIFIED THAT ANY DISCLOSURE, COPYING, DISTRIBUTION, ANY ACTION IN RELIANCE OR OTHER USE OF THE CONTENTS OF THIS TRANSMISSION IS STRICTLY PROHIBITED. IF YOU HAVE RECEIVED THIS EMAIL IN ERROR, PLEASE SEND A RETURN EMAIL AND DELETE THIS EMAIL FROM YOUR SYSTEM



The 50th Greater Victoria Flower Count SCHOOL CHALLENGE

The sun has arrived, warmer weather has returned, and hoodies are slowly replacing jackets as early spring arrives in Victoria, BC. Join the fun and get your class outside to practice their counting skills alongside Mother Nature!

What is the Greater Victoria Flower Count?

The Flower Count is an annual light-hearted promotion, with 2025's iteration (the tradition's 50th year!) put together by Destination Greater Victoria. The goal is to increase awareness of Greater Victoria as an attractive shoulder-season tourism destination. It brings national and international attention to the fact that Greater Victoria (the "City of Gardens") and adjoining communities have the mildest climate in Canada. In early March, while the rest of Canada and much of the US is still in the cold clutches of winter weather, Greater Victoria often enjoys spring temperatures of 10-15° Celsius.

How Many Blooms Are Counted?

Year over year the Greater Victoria Flower Count continues to grow in popularity with more than 38 billion (yes, that is a "b" not an "m") blooms counted all over the Greater Victoria area in 2024. With community engagement, early spring weather and renewed enthusiasm from area schools and students using the count as a class exercise to get outside and smell the cherry blossoms, the event creates a fun promotional story through the counting of flowers.

How Does it Work?

For one week, the citizens of Greater Victoria count all the blossoms they can find. The results are then reported to www.flowercount.com. For **50 years**, media across North America have followed Greater Victoria's annual Flower Count, with the final tally proudly announced at the end of Flower Count Week.

School Challenge

The class that counts the most blossoms will win a special class prize and be featured on the website as this year's winner! Use the Student Count Sheet, and submit your class count at <https://flowercount.com/schools/>

Community Challenge

Each community across Greater Victoria is encouraged to take up the challenge to be the "Bloomingest Community" of the Greater Victoria area! People reporting flower counts will have their numbers attributed to their community. As you might know from previous Flower Counts, a winning municipality is declared at the end of the count. This is a fiercely fought battle, but all in good fun. You are welcome to encourage residents of your community to take part in the count, and challenge your fellow communities in the spirit of a little light-hearted competition.

Greater Victoria Flower Count 2025 is sponsored and organized by:

DESTINATION GREATER
VICTORIA



Your Name: _____

Your Teacher's Name: _____

HOW TO COUNT:

Count the number of flowering trees and flowering bushes plus any other flowers you see. You and your teacher will compute the number of blossoms using accepted rules of thumb (a green thumb, of course), then add your additional flowers and enter the total on behalf of your class.

Flowering Trees:

Small _____

Small tree full of blossoms = 250,000 blossoms

Medium _____

Medium tree full of blossoms = 500,000 blossoms

Large _____

Large tree full of blossoms = 750,000 blossoms

Flowering Heather Bushes:

Small _____

Small Heather bush = 500 blossoms

Medium _____

Medium Heather bush = 1,000 blossoms

Large _____

Large Heather bush = 2,000 blossoms

Other Flowers: _____

TOTAL: _____

Report count totals to www.flowercount.com

The number of people participating is as important as the number of blossoms counted. Thank you for supporting this event!



Your Name: _____

Your Teacher's Name: _____

HOW TO COUNT:

Count the number of flowering trees and flowering bushes plus any other flowers you see. You and your teacher will compute the number of blossoms using accepted rules of thumb (a green thumb, of course), then add your additional flowers and enter the total on behalf of your class.

Flowering Trees:

Small _____

Small tree full of blossoms = 250,000 blossoms

Medium _____

Medium tree full of blossoms = 500,000 blossoms

Large _____

Large tree full of blossoms = 750,000 blossoms

Flowering Heather Bushes:

Small _____

Small Heather bush = 500 blossoms

Medium _____

Medium Heather bush = 1,000 blossoms

Large _____

Large Heather bush = 2,000 blossoms

Other Flowers: _____

TOTAL: _____

Report count totals to: www.flowercount.com

The number of people participating is as important as the number of blossoms counted. Thank you for supporting this event!

Committee Report of Resources Committee Meeting of February 11, 2025 School Board Office

Present: Allison Watson, Trustee (Committee Chair)
 Russ Chipps, Trustee (Committee Member) Online via MS Teams
 Christine Lervold, Trustee (Committee Member)
 Trudy Spillar, Trustee
 Paul Block, Superintendent
 Brian Jonker, Secretary-Treasurer
 Monica Braniff, Deputy Superintendent
 Ed Berlando, STA
 Trudy Court, CUPE
 Tom Davis, SPEAC
 Jen Nixon, SPVPA
 Mhairi Bennett, Director, Facilities Online via MS Teams
 Randy Cobb, Manager, Transportation
 D'Arcy Deacon, Associate Superintendent
 David Lee-Bonar, Assistant Secretary-Treasurer
 Nicole Gestwa, Computer Support Network Analyst

1. CALL TO ORDER AND ACKNOWLEDGEMENT OF FIRST NATIONS TERRITORIES

The meeting was called to order at 6:01 pm by the Committee Chair. The Chair requested Trustees not use the chat function but raise your hand and others joining online can contribute. The Chair acknowledged that we are honoured to be meeting on the traditional territories of the Coast Salish, specifically Esquimalt Nation, Songhees Nation and acknowledge the three nation SD 62 works with directly in our schools; Scia'new Nation, Coast Salish, and T'Sou-ke Nation; including the West Coast Pacheedaht Nation Nuu-chah-nulth. (words gifted by the three Nations SD62 works with)

The Chair provided instruction to Trustees and attendees on remote participation.

2. COMMITTEE REPORT

The Board of Education of Sooke School District 62 (Sooke) received the Resources Committee Report dated January 14, 2025, at its Public Board Meeting dated January 28, 2025.

3. PRESENTATIONS – no presentations



4. BUSINESS

4.1 School Fees

- a) 2025/26 - Middle School Fees – D’Arcy Deacon
- b) 2025/26 - Secondary School Fees – D’Arcy Deacon
- c) 2025/26 - SD62 ADULT Learning Fee Schedule – D’Arcy Deacon
- d) 2026/27 - International Program Fees – Laura Schwertfeger

Proposed school fees for 2025/26 were presented, highlighting the changes and the rationale behind those changes, as listed in the materials.

Discussion ensued regarding the level of certification received for students taking the emergency responder courses which was confirmed to include eligibility as dual credit. Further discussion included the reason for the band rental increase which was confirmed to be rental rate changes by suppliers.

Discussion ensued regarding international fees, requesting clarity on increases compared to last year. Questions were asked regarding the medical fee and program fees. Tuition includes the costs to provide service for assessments etc. The medical fee is for private insurance or a combination of private and MSP.

The committee supported the following motion going to the Board:

Recommended Motion: That the Board of Education of School District 62 (Sooke) approve the District and School Fees for 2025/2026 and the International Program Fees for 2026/2027 school year as presented at the Resources Committee meeting of February 11, 2025.

4.2 District Fees 2025/26 Community Rental Strategy – Mhairi Bennett

The Director of Facilities provided a cost/revenue comparison, as well as a comparison of other districts’ rental fees. Three different fee options were presented for discussion, with a recommendation for option C.

SPEAC appreciates the options presented and supports option C, stating the District cannot keep subsidizing to the same degree. Trustee Lervold echoed SPEAC’s comments.

Clarity was provided that EMCS rental revenue goes back to the EMCS Society. The Society can increase fees to 5% without needing District approval, all revenue goes back into EMCS Society programming.



The Committee supported the following motion going to the Board for consideration

Recommended Motion: That the Board of Education of School District 62 (Sooke) approve Option C Revised Rental Fees and Custodial Fees as presented at the Resources Committee Meeting of February 11, 2025.

4.3 2024/25 - Amended Budget – David Lee-Bonar

The Assistant Secretary-Treasurer reminded the Committee that the re-calculated grants were delayed by the Ministry from December to mid-January. A presentation was shared that reiterated the budget by-law amount of \$233,309,566.

David Lee-Bonar explained that Special Purpose Funds (SPF) account for unspent balances and an increase in the CEF allocations. The capital fund increase is consistent with prior years and anticipated increases in amortization.

Total revenue increases respond to increases to labour settlement funding of \$1.6M from the Province and departmental reallocations in-line with planned spending. The IES Department was used as an example to explain reallocations locally. The operating grant increase was the result of increased enrolment over the number used for projections within the original budget build.

Total expense increases respond to corresponding increases to costs associated with targeted IES department funding and an increase in general teacher staffing, transportation salary and benefits, offset by the pressure resulting from bus fee shortfall.

In total, this results in a reserve balance of \$3.3M at 1.86% of the budgeted operating expenses for the year.

The Committee expressed appreciation for the savings on utilities. Clarity was provided around the bus fee deficit, which is about \$200K.

The Committee supported the following motion going to the Board for consideration.

Recommended Motion: That the Board of Education of School District #62 (Sooke) give first, second, and third readings to the 24/25 Amended Annual Budget Bylaw specifying a total budget of \$233,309,566.

4.4 2024/25 - Q2 Forecast David Lee-Bonar

David Lee-Bonar provided an update based on the second quarter of the fiscal year. The forecasted reserve at year end is aligned with Board Policy F-333. Concerns were raised regarding e-bus infrastructure and the need to advocate for more support from the Province.



Questions were addressed around inclusion of the bus fee waiver in calculations and staffing costs at Journey.

4.5 2025/26 - Transportation Fees and timelines – Randy Cobb/Mhairi Bennett

There are no proposed changes to the fee structure for 2025/26 with the school and parent communications timeline presented. Discussion ensued around the use of the tap cards and the data, as well as the opportunity to collect payment earlier from parents.

4.6 2024/25 - Q2 Minor Capital Update – Mhairi Bennett

Mhairi Bennett presented a summary of minor capital projects and their current status.

Information presented including the renaming of the program to Asset Rehabilitation Program administered by the new Ministry of Infrastructure. Comments were made regarding the projects and connections to student learning and outcomes.

The Committee supported the following motion going forward to the Board for consideration.

Recommended Motion: That the Board of Education of School District 62 (Sooke) receive the Quarterly Minor Capital Report as presented at the Resources Committee Meeting of February 11, 2025.

5. **ADJOURNMENT AND NEXT MEETING DATE:** March 5, 2025

Before adjourning, the Chair reminded members and attendees that we will bring forward a work plan for the committee at the next meeting . Meeting adjourned at 7:45 pm.





Committee Info Note

Resource Committee Meeting

February 11, 2025

Agenda Item: 4.1 a-c 2025/26 School Fees Info Note

- Attached are the Middle, Secondary and Adult Learning fees for the Committee's review prior to going to the Board for approval
- Middle School Fee Changes:
 - The one change to Middle school fees is an increase in band equipment rental (\$70.00) to a maximum of \$420.00 reflecting an increased cost from the supplier.
- Secondary School Fees:
 - Increase in Marine Life Science/Aquatic Chemistry Cohort from ~~\$200.00~~ to \$250.00
 - Introduction of \$300 fee for Emergency Medical Responder course (gloves, masks, bandages)
 - Introduction of \$45 fee for Technology Explorations (take home projects)
- Adult Education Fees
 - There are no changes to adult education fees for 2025-26

Prepared by:

D'Arcy Deacon
Associate Superintendent

Resources Committee Meeting

February 11, 2024

Agenda Item: 4.1 - 2025/26 Fees

AREA	DESCRIPTION	20/21	21/22	22/23	23/24	24/25	25/26	Comments
SCHOOL BASED	Band Instrument Rental	\$150	\$150	\$150	\$150	up to \$350	up to \$350	no change - variable depending on instrument
SECONDARY SCHOOL	Band Uniform & Cleaning	\$25	\$25	\$20	\$20	\$20	\$20	no change
	Drumline	\$0	\$0	\$45	\$45	\$45	\$45	no change
	Ceramics	\$0	\$0	\$30	\$40	\$40	\$40	no change
	Lifesaving							no change - The fee covers workbook, instruction & examination for Red Cross certification. Students can participate in course without paying this fee by borrowing a workbook. Certification will require payment of the fee.
		\$0	\$0	\$200	\$200	\$300	\$300	Course is only offered at Belmont at this time
	Text Books - LOST/DAMAGED	\$10-\$100	\$10-\$100	\$10-\$100	\$10-\$110	10-110	\$ 10-110	no change
	Workbooks	\$5-\$25	\$5-\$25	\$5-\$25	\$ 5-\$35	\$ 5-\$35	\$ 5-\$35	no change
	Athletic Participation	\$50	\$50	\$50	\$50	\$50	\$50	no change
	Dance Company					\$50	\$50	no change - Showcase and/or festival/enrichment opportunities; costumes; costume cleaning & maintenance
	Dance Technique & Performance					\$50	\$50	no change - Showcase and/or festival/enrichment opportunities; costumes; costume cleaning & maintenance
	Athletic Leadership					\$200	\$200	no change - covers coaching, referee, and first aid courses that students choose to take for certification.
	Emergency Medical Responder (new course 25/26)	-	-	-	-	-	up to \$300	Consumable Materials (gloves, masks, bandages)
	Yearbook/Annual	\$ 55	\$ 55	\$ 55	\$ 55	\$ 55	\$ 55	no change
	Food Safe Training	\$ 55	\$ 55	\$ 55	\$ 55	\$ 55	\$ 55	no change
	Student Activity Fee	\$ 20	\$ 20	\$ 20	\$ 20	\$ 20	\$ 20	no change
	Active Living	\$ 50	\$ 50	\$ 50	\$ 50	\$ 50	\$ 50	no change - varoius activities outside the building
	Outdoor Ed./Enviro Science	\$ 150	\$ 150	\$ 150	\$ 150	\$ 150	\$ 150	no change
	Outdoor Education	\$ 100	\$ 100	\$ 100	\$ 100	\$ 100	\$ 100	no change
	Marine Life Science/Aquatic Chemistry Cohort				\$ 150	\$ 200	\$ 250	Fieldtrips: Whiffin Spit, Esquimalt Lagoon, Shaw Ocean Discovery, Sooke Reservoir Water Treatment Plant, East Sooke Park and Galiano Island. (increase by \$50)
	Marine Biololgy			\$ 50	\$ 50	\$ 50	\$ 50	no change
	P.E. 11/12 Recreation/Golf	\$ 75	\$ 75	\$ 75	\$ 75	\$ 75	\$ 75	no change
	Technology Explorations (new course 25/26)						\$ 45	for take home projects
	ADST – Wood	\$ 35	\$ 35	\$ 35	\$ 45	\$ 45	\$ 45	no change
	ADST – Metal	\$ 35	\$ 35	\$ 35	\$ 45	\$ 45	\$ 45	no change
	ADST – Auto	\$ 20	\$ 20	\$ 20	\$ 25	\$ 25	\$ 25	no change
	ADST – Electronics	\$ 35	\$ 35	\$ 35	\$ 45	\$ 45	\$ 45	no change
	ADST – Cosmetology	\$ 80	\$ 80	\$ 80	\$ 90	\$ 90	\$ 90	no change
	Film Photography					\$ 40	\$ 40	no change - Film, developing chemicals, and developing paper
	Food Studies	\$ 20	\$ 20	\$ 35	\$ 45	\$ 45	\$ 45	no change
	Metal TASK Program (EMCS)	\$ 150	\$ 150	\$ 150	\$ 150	\$ 150	\$ 150	no change
	Textiles (EMCS)	\$ -	\$ 20	\$ 20	\$ 25	\$ 45	\$ 45	no change - Optional for personal projects/take home (Increase by \$5, inflation/materials)
MIDDLE SCHOOL								
	Text Books	\$50	\$50	\$50	\$50	\$50	\$50	no change
	Lost Novel	\$10	\$10	\$15	\$15	\$15	\$15	no change
	Locks	\$10	\$10	\$10	\$14	\$14	\$14	no change
	Athletic Participation	\$40	\$40	\$40	\$40	\$40	\$40	no change
	Yearbook/Annual	\$40	\$40	\$40	\$40-50	\$40-50	\$40-50	no change
	Food Safe Training	\$55	\$55	\$55	\$55	\$55	\$55	no change
	Applied Design, Skills & Technology/Exploratory	as needed	as needed	as needed	as needed	as needed	as needed	no change
	Band Instrument Rental	\$150	\$150	\$150	\$150	up to \$350	up to \$420	up \$70 - variable depending on instrument

Resources Committee Meeting

February 11, 2024

Agenda Item: 4.1 - 2025/26 Fees

AREA	DESCRIPTION	20/21	21/22	22/23	23/24	24/25	25/26	Comments
	Band Uniform & Cleaning	\$25	\$25	\$25	\$25	N/A	N/A	no longer required
ADULT								
	Textbook Deposit	up to \$100	up to \$100	up to \$100	up to \$100	up to \$100	up to \$100	no change
	Workbooks	up to \$25	up to \$25	up to \$30	up to \$35	up to \$35	up to \$35	no change
	Textbooks	\$20-\$100	\$20-\$100	\$20-\$100	\$20-\$100	\$20-\$100	up to \$100	no change
	Texas Instruments Mathematics Graphing Calculators	up to \$185	up to \$185	up to \$185	up to \$190	up to \$190	up to \$190	no change
TRANSPORTATION								
	Transportation Fee (new Sep 2024)	\$0	\$0	\$0	\$0	\$300	\$300	no change
	Safety Fee	\$0	\$25	\$25	\$25	\$25	\$25	no change
	Late Registration Fee	\$0	\$100	\$100	\$100	\$100	\$100	no change
INTERNATIONAL								
For 25/26 Year	Application Fee	\$250	\$250	\$250	\$250	\$250	\$ 300	up \$50
	Tuition	\$13,500	\$14,000	\$14,250	\$15,000	\$15,750	\$ 16,250	up \$500
	Homestay Fee	\$9,250	\$9,750	\$11,000	\$12,000	\$12,000	\$ 12,600	up \$600
	Medical Insurance Fee	\$0	\$0	\$0	\$0	\$0	\$ 1,100	new in 2025/26
	Program Fee	\$1,850	\$1,850	\$1,850	\$1,850	\$1,950	\$ 1,000	down \$950
	New Student Orientation	\$140	\$250	\$325	\$375	\$375	\$ 400	up \$25



Committee Info Note

Resources Committee Meeting

February 11, 2025

Agenda Item: 4.2 – Community Rental Strategy

Background

- Per Board Policy F-300 the Board encourages community use of school facilities
- At the November 12, 2024 Resources Committee meeting the Committee supported the motion for District staff to explore sustainable rental strategy options addressing:
 - operational challenges, wear and tear, direct and indirect costs associated with rentals, and expectations surrounding tech, wifi, washrooms access, etc.

Outcome

- The table below compares the rental revenue with the direct and indirect costs associated with rentals:

Westshore Rental Revenue	22/23	23/24	Notes
Rental Revenue	\$ 96,260	\$ 111,700	
Administration Fee	\$ 3,100	\$ 4,700	
Custodial Fee	\$ 1,800	\$ 40,000	
<i>Subtotal</i>	<u>\$ 101,160</u>	<u>\$ 156,400</u>	
Rental Expense			
Booking Software	\$ 9,500	\$ 9,500	\$7,000 Westshore and \$2,500 Sooke
Utilities	\$ 40,000	\$ 45,000	3% of annual costs (related to summer, spring break, evenings, weekends, additional irrigation)
Asset Replacement	\$ 35,000	\$ 36,750	Assets expiring prior to anticipated end of life based on additional usage (projector, tables, chair, grounds supplies and equipment, custodial supplies and equipment, fields, etc.)
Admin Clerk	\$ 50,000	\$ 60,000	75% of clerical salary
Gym Floor Crew	\$ 10,000	\$ 10,500	20% of annual gym floor maintenance
Custodial Replacement	\$ 4,500	\$ 5,000	
Grounds	\$ 75,000	\$ 80,000	1 position added to support fields
Management	\$ 35,000	\$ 37,500	25% of management salary (property management)
<i>Subtotal</i>	<u>\$ 259,000</u>	<u>\$ 284,250</u>	
Total Net Revenue (Loss)	\$ (157,840)	\$ (127,850)	

**All Sooke Rental Revenue is returned to the EMCS Society and not included in this table*

- Recognizing that a full cost recovery model is likely unachievable as it would require almost doubling the rental fees; staff reviewed rental rates at neighbouring school districts:

	SD62		VICTORIA		SAANICH	
	YOUTH	ADULT	YOUTH	ADULT	YOUTH	ADULT
FIELD - GRASS	9.75	19.50	11.50	40.00	16.00	16.00
FIELD - ARTIFICIAL	40.00	65.00	59.00	59.00	23.50	23.50
LACROSSE BOX	9.75	19.50				
PARKING LOT	19.00	33.00	38.00	160.00	50.00	50.00
CLASSROOM	19.00	23.00	35.00	55.00	17.25	20.75
LIBRARY / MP ROOM	19.00	33.00	35.00	55.00		
ELEMENTARY GYM	27.50	44.00	24.00	54.00	21.50	33.00
MID/SEC GYM	39.00	56.75	44.00	70.00	35.00	54.00
THEATRE	21.00	42.00				
CUSTODIAL FEE	\$18.75/hr	\$18.75/hr	\$49HR (4HR MIN)			

- Considering both the current net loss and neighbouring school district rental fees, staff have prepared the following options for the 25/26 Facilities Rental Fee Schedule leading in a more sustainable direction:

Facility	Proposed Hourly Fees					
	Option A No Change		Option B 5% Increase		Option C 8% increase (adult)	
	Youth	Adult	Youth	Adult	Youth	Adult
Field-Turf	\$ 40.00	\$ 65.00	\$ 42.00	\$ 68.25	\$ 40.00	\$ 70.00
Field- Grass	\$ 9.75	\$ 19.50	\$ 10.25	\$ 20.50	\$ 9.75	\$ 21.00
Lacrosse Box, Outdoor Basketball	\$ 9.75	\$ 19.50	\$ 10.25	\$ 20.50	\$ 9.75	\$ 21.00
Classroom, Art Room, Foyer	\$ 19.00	\$ 23.00	\$ 20.00	\$ 25.00	\$ 19.00	\$ 25.00
Library, Multi-Purpose, Aviary, Parking Lot	\$ 19.00	\$ 33.00	\$ 20.00	\$ 35.00	\$ 19.00	\$ 36.00
Elementary Gym, Royal Bay Small Gym	\$ 27.50	\$ 44.00	\$ 29.00	\$ 46.00	\$ 27.50	\$ 47.50
Middle/Secondary Gym, Royal Bay Conference Room	\$ 39.00	\$ 56.75	\$ 41.00	\$ 30.00	\$ 39.00	\$ 61.00
Belmont Theatre	\$ 21.00	\$ 42.00	\$ 22.00	\$ 44.00	\$ 21.00	\$ 45.00

Miscellaneous Charges	Proposed Additional Fees		
	No Change	5% Custodial	One rate for custodial
Administration Fee	\$25/rental	\$25/rental	\$25/rental
Custodial Fee Weekday	\$18.75 per 1 hour	\$19.70 per 1 hour	\$37.50 per 1 hour
Custodial Fee Weekend	\$37.50 per 1 hour	\$39.40 per 1 hour	\$37.50 per 1 hour

Anticipated Additional Revenue	No Change	\$7,800	\$14,000
Projected Rental Net Loss/Option	\$ (125,000)	\$ (117,200)	\$ (111,000)

Recommended Motion: That the Board of Education of School District 62 (Sooke) approve Option C Revised Rental Fees and Custodial Fees as presented at the Resources Committee Meeting of February 11, 2025.

Prepared by: Mhairi Bennett, Director of Facilities

Amended Annual Budget

School District No. 62 (Sooke)

June 30, 2025

School District No. 62 (Sooke)

June 30, 2025

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*NOTE - Statement 1, Statement 3, Statement 5 and Schedules 4A - 4D are used for Financial Statement reporting only.

AMENDED ANNUAL BUDGET BYLAW

A Bylaw of THE BOARD OF EDUCATION OF SCHOOL DISTRICT NO. 62 (SOOKE) (called the "Board") to adopt the Amended Annual Budget of the Board for the fiscal year 2024/2025 pursuant to section 113 of the *School Act*, R.S.B.C., 1996, c. 412 as amended from time to time (called the "Act").

1. The Board has complied with the provisions of the *Act*, Ministerial Orders, and Ministry of Education and Child Care Policies respecting the Amended Annual Budget adopted by this bylaw.
2. This bylaw may be cited as School District No. 62 (Sooke) Amended Annual Budget Bylaw for fiscal year 2024/2025.
3. The attached Statement 2 showing the estimated revenue and expense for the 2024/2025 fiscal year and the total budget bylaw amount of \$233,309,566 for the 2024/2025 fiscal year was prepared in accordance with the *Act*.
4. Statement 2, 4 and Schedules 1 to 4 are adopted as the Amended Annual Budget of the Board for the fiscal year 2024/2025.

READ A FIRST TIME THE 25th DAY OF FEBRUARY, 2025;

READ A SECOND TIME THE 25th DAY OF FEBRUARY, 2025;

READ A THIRD TIME, PASSED AND ADOPTED THE 25th DAY OF FEBRUARY, 2025;

Chairperson of the Board

(Corporate Seal)

Secretary Treasurer

I HEREBY CERTIFY this to be a true original of School District No. 62 (Sooke) Amended Annual Budget Bylaw 2024/2025, adopted by the Board the 25th DAY OF FEBRUARY, 2025.

Secretary Treasurer

School District No. 62 (Sooke)

Amended Annual Budget - Revenue and Expense
Year Ended June 30, 2025

	2025 Amended Annual Budget	2025 Annual Budget
Ministry Operating Grant Funded FTE's		
School-Age	13,846,563	13,620,500
Adult	19,188	19,500
Total Ministry Operating Grant Funded FTE's	13,865,751	13,640,000
Revenues	\$	\$
Provincial Grants		
Ministry of Education and Child Care	227,630,702	193,634,117
Other	311,654	141,000
Federal Grants	27,995	
Tuition	7,672,500	8,092,788
Other Revenue	7,808,804	6,026,722
Rentals and Leases	589,114	512,500
Investment Income	1,181,241	878,875
Amortization of Deferred Capital Revenue	12,025,057	11,197,272
Amortization of Deferred Capital Revenue - For Lease	61,477	61,477
Total Revenue	257,308,544	220,544,751
Expenses		
Instruction	191,246,288	182,321,909
District Administration	7,701,986	7,343,442
Operations and Maintenance	27,701,594	27,695,086
Transportation and Housing	5,129,698	3,771,255
Total Expense	231,779,566	221,131,692
Net Revenue (Expense)	25,528,978	(586,941)
Budgeted Allocation (Retirement) of Surplus (Deficit)	442,805	
Budgeted Surplus (Deficit), for the year	25,971,783	(586,941)
Budgeted Surplus (Deficit), for the year comprised of:		
Operating Fund Surplus (Deficit)		
Special Purpose Fund Surplus (Deficit)		
Capital Fund Surplus (Deficit)	25,971,783	(586,941)
Budgeted Surplus (Deficit), for the year	25,971,783	(586,941)

School District No. 62 (Sooke)
 Amended Annual Budget - Revenue and Expense
 Year Ended June 30, 2025

	2025 Amended Annual Budget	2025 Annual Budget
Budget Bylaw Amount		
Operating - Total Expense	177,512,209	173,240,693
Operating - Tangible Capital Assets Purchased	1,230,000	
Special Purpose Funds - Total Expense	40,139,889	34,166,984
Capital Fund - Total Expense	14,127,468	13,724,015
Capital Fund - Tangible Capital Assets Purchased from Local Capital	300,000	350,000
Total Budget Bylaw Amount	233,309,566	221,481,692

Approved by the Board

Signature of the Chairperson of the Board of Education Date Signed

Signature of the Superintendent Date Signed

Signature of the Secretary Treasurer Date Signed

School District No. 62 (Sooke)

Amended Annual Budget - Changes in Net Financial Assets (Debt)
 Year Ended June 30, 2025

	2025 Amended Annual Budget	2025 Annual Budget
	\$	\$
Surplus (Deficit) for the year	25,528,978	(586,941)
Effect of change in Tangible Capital Assets		
Acquisition of Tangible Capital Assets		
From Operating and Special Purpose Funds	(1,230,000)	
From Local Capital	(300,000)	(350,000)
From Deferred Capital Revenue	(80,520,460)	
Total Acquisition of Tangible Capital Assets	(82,050,460)	(350,000)
Amortization of Tangible Capital Assets	12,990,298	12,134,213
Total Effect of change in Tangible Capital Assets	(69,060,162)	11,784,213
	-	-
(Increase) Decrease in Net Financial Assets (Debt)	(43,531,184)	11,197,272

School District No. 62 (Sooke)

Amended Annual Budget - Schedule of Changes in Accumulated Surplus (Deficit) by Fund
 Year Ended June 30, 2025

	Operating Fund	Special Purpose Fund	Capital Fund	2025 Amended Annual Budget
	\$	\$	\$	\$
Accumulated Surplus (Deficit), beginning of year	3,746,823	673,449	129,989,898	134,410,170
Changes for the year				
Net Revenue (Expense) for the year	1,087,195		24,441,783	25,528,978
Interfund Transfers				
Tangible Capital Assets - Work in Progress	(1,230,000)		1,230,000	-
Local Capital	(300,000)		300,000	-
Net Changes for the year	(442,805)	-	25,971,783	25,528,978
Budgeted Accumulated Surplus (Deficit), end of year	3,304,018	673,449	155,961,681	159,939,148

School District No. 62 (Sooke)

Amended Annual Budget - Operating Revenue and Expense
Year Ended June 30, 2025

	2025 Amended Annual Budget	2025 Annual Budget
	\$	\$
Revenues		
Provincial Grants		
Ministry of Education and Child Care	167,207,895	162,151,408
Other	218,485	141,000
Tuition	7,672,500	8,092,788
Other Revenue	1,813,729	1,839,122
Rentals and Leases	589,114	512,500
Investment Income	1,097,681	853,875
Total Revenue	178,599,404	173,590,693
Expenses		
Instruction	151,443,276	148,491,802
District Administration	7,701,986	7,343,442
Operations and Maintenance	14,245,475	14,229,059
Transportation and Housing	4,121,472	3,176,390
Total Expense	177,512,209	173,240,693
Net Revenue (Expense)	1,087,195	350,000
Budgeted Prior Year Surplus Appropriation	442,805	
Net Transfers (to) from other funds		
Tangible Capital Assets - Work in Progress	(1,230,000)	
Local Capital	(300,000)	(350,000)
Total Net Transfers	(1,530,000)	(350,000)
Budgeted Surplus (Deficit), for the year	-	-

School District No. 62 (Sooke)

Amended Annual Budget - Schedule of Operating Revenue by Source
Year Ended June 30, 2025

	2025 Amended Annual Budget	2025 Annual Budget
	\$	\$
Provincial Grants - Ministry of Education and Child Care		
Operating Grant, Ministry of Education and Child Care	164,843,629	161,382,708
ISC/LEA Recovery	(578,444)	(572,717)
Other Ministry of Education and Child Care Grants		
Pay Equity	931,052	931,052
Funding for Graduated Adults	40,000	40,000
Student Transportation Fund	358,365	358,365
FSA Scorer Grant	12,000	12,000
Labour Settlement Funding	1,601,293	
Total Provincial Grants - Ministry of Education and Child Care	167,207,895	162,151,408
Provincial Grants - Other	218,485	141,000
Tuition		
Continuing Education	90,000	90,000
International and Out of Province Students	7,582,500	8,002,788
Total Tuition	7,672,500	8,092,788
Other Revenues		
Funding from First Nations	578,444	572,717
Miscellaneous		
Grants for Crossing Guards	156,000	70,000
Rebates	51,000	51,000
SGF Discretionary	200,000	200,000
Transportation Safety Fees	80,000	80,000
Miscellaneous	147,920	75,040
Bus Fees	600,365	790,365
Total Other Revenue	1,813,729	1,839,122
Rentals and Leases	589,114	512,500
Investment Income	1,097,681	853,875
Total Operating Revenue	178,599,404	173,590,693

School District No. 62 (Sooke)

Amended Annual Budget - Schedule of Operating Expense by Object
 Year Ended June 30, 2025

	2025 Amended Annual Budget	2025 Annual Budget
	\$	\$
Salaries		
Teachers	65,620,546	64,425,213
Principals and Vice Principals	10,417,139	10,498,675
Educational Assistants	19,583,196	19,269,966
Support Staff	16,733,336	15,726,329
Other Professionals	6,355,498	5,808,016
Substitutes	6,573,121	6,281,371
Total Salaries	125,282,836	122,009,570
Employee Benefits	33,274,750	32,637,333
Total Salaries and Benefits	158,557,586	154,646,903
Services and Supplies		
Services	8,487,051	7,835,669
Professional Development and Travel	1,303,836	1,140,112
Rentals and Leases	367,976	308,858
Dues and Fees	178,673	167,956
Insurance	694,451	577,651
Supplies	5,896,974	6,146,900
Utilities	1,999,862	2,390,844
Bad Debt	25,800	25,800
Total Services and Supplies	18,954,623	18,593,790
Total Operating Expense	177,512,209	173,240,693

School District No. 62 (Sooke)

Amended Annual Budget - Operating Expense by Function, Program and Object

Year Ended June 30, 2025

	Teachers Salaries	Principals and Vice Principals Salaries	Educational Assistants Salaries	Support Staff Salaries	Other Professionals Salaries	Substitutes Salaries	Total Salaries
	\$	\$	\$	\$	\$	\$	\$
1 Instruction							
1.02 Regular Instruction	55,112,668	287,428	200,470	2,413,751	746,000	4,626,744	63,387,061
1.03 Career Programs	191,996			189,260		28,600	409,856
1.07 Library Services	540,158			283,243		6,699	830,100
1.08 Counselling	2,176,232						2,176,232
1.10 Inclusive Education	5,110,133	311,846	18,823,783	169,037	1,423,685	957,638	26,796,122
1.20 Early Learning and Child Care			46,326			1,728	48,054
1.30 English Language Learning	810,052			246,483		32,960	1,089,495
1.31 Indigenous Education	754,168	313,044	512,617	94,069		19,000	1,692,898
1.41 School Administration		9,067,590		3,256,190		252,943	12,576,723
1.61 Continuing Education							-
1.62 International and Out of Province Students	913,590	321,200		411,340			1,646,130
Total Function 1	65,608,997	10,301,108	19,583,196	7,063,373	2,169,685	5,926,312	110,652,671
4 District Administration							
4.11 Educational Administration		116,031			1,047,339		1,163,370
4.40 School District Governance					162,655		162,655
4.41 Business Administration	11,549			771,318	2,253,274	97,810	3,133,951
Total Function 4	11,549	116,031	-	771,318	3,463,268	97,810	4,459,976
5 Operations and Maintenance							
5.41 Operations and Maintenance Administration				136,297	167,065		303,362
5.50 Maintenance Operations				5,787,584	438,708	399,696	6,625,988
5.52 Maintenance of Grounds				845,000			845,000
5.56 Utilities							-
Total Function 5	-	-	-	6,768,881	605,773	399,696	7,774,350
7 Transportation and Housing							
7.41 Transportation and Housing Administration				132,909	116,772		249,681
7.70 Student Transportation				1,996,855		149,303	2,146,158
Total Function 7	-	-	-	2,129,764	116,772	149,303	2,395,839
9 Debt Services							
Total Function 9	-	-	-	-	-	-	-
Total Functions 1 - 9	65,620,546	10,417,139	19,583,196	16,733,336	6,355,498	6,573,121	125,282,836

School District No. 62 (Sooke)

Amended Annual Budget - Operating Expense by Function, Program and Object

Year Ended June 30, 2025

	Total Salaries	Employee Benefits	Total Salaries and Benefits	Services and Supplies	2025 Amended Annual Budget	2025 Annual Budget
	\$	\$	\$	\$	\$	\$
1 Instruction						
1.02 Regular Instruction	63,387,061	17,459,372	80,846,433	4,048,916	84,895,349	83,470,238
1.03 Career Programs	409,856	121,032	530,888	569,008	1,099,896	1,010,084
1.07 Library Services	830,100	223,126	1,053,226	31,450	1,084,676	1,154,054
1.08 Counselling	2,176,232	578,295	2,754,527	7,694	2,762,221	2,703,157
1.10 Inclusive Education	26,796,122	7,226,337	34,022,459	1,023,672	35,046,131	33,671,161
1.20 Early Learning and Child Care	48,054	13,066	61,120	10,294	71,414	
1.30 English Language Learning	1,089,495	286,993	1,376,488	54,736	1,431,224	1,590,921
1.31 Indigenous Education	1,692,898	417,900	2,110,798	233,716	2,344,514	2,256,750
1.41 School Administration	12,576,723	2,972,111	15,548,834	747,082	16,295,916	15,819,854
1.61 Continuing Education	-	-	-	73,545	73,545	56,905
1.62 International and Out of Province Students	1,646,130	403,548	2,049,678	4,288,712	6,338,390	6,758,678
Total Function 1	110,652,671	29,701,780	140,354,451	11,088,825	151,443,276	148,491,802
4 District Administration						
4.11 Educational Administration	1,163,370	215,812	1,379,182	644,560	2,023,742	2,086,792
4.40 School District Governance	162,655	10,260	172,915	230,637	403,552	289,088
4.41 Business Administration	3,133,951	720,171	3,854,122	1,420,570	5,274,692	4,967,562
Total Function 4	4,459,976	946,243	5,406,219	2,295,767	7,701,986	7,343,442
5 Operations and Maintenance						
5.41 Operations and Maintenance Administration	303,362	73,509	376,871	456,861	833,732	774,356
5.50 Maintenance Operations	6,625,988	1,735,684	8,361,672	1,634,120	9,995,792	9,654,648
5.52 Maintenance of Grounds	845,000	219,000	1,064,000	352,089	1,416,089	1,409,211
5.56 Utilities	-	-	-	1,999,862	1,999,862	2,390,844
Total Function 5	7,774,350	2,028,193	9,802,543	4,442,932	14,245,475	14,229,059
7 Transportation and Housing						
7.41 Transportation and Housing Administration	249,681	63,392	313,073	54,991	368,064	356,712
7.70 Student Transportation	2,146,158	535,142	2,681,300	1,072,108	3,753,408	2,819,678
Total Function 7	2,395,839	598,534	2,994,373	1,127,099	4,121,472	3,176,390
9 Debt Services						
Total Function 9	-	-	-	-	-	-
Total Functions 1 - 9	125,282,836	33,274,750	158,557,586	18,954,623	177,512,209	173,240,693

School District No. 62 (Sooke)

Amended Annual Budget - Special Purpose Revenue and Expense
 Year Ended June 30, 2025

	2025 Amended Annual Budget	2025 Annual Budget
	\$	\$
Revenues		
Provincial Grants		
Ministry of Education and Child Care	33,940,090	29,954,384
Other	93,169	
Federal Grants	27,995	
Other Revenue	5,995,075	4,187,600
Investment Income	83,560	25,000
Total Revenue	40,139,889	34,166,984
Expenses		
Instruction	39,803,012	33,830,107
Operations and Maintenance	336,877	336,877
Total Expense	40,139,889	34,166,984
Budgeted Surplus (Deficit), for the year	-	-

School District No. 62 (Sooke)

Amended Annual Budget - Changes in Special Purpose Funds
Year Ended June 30, 2025

	Annual Facility Grant	Learning Improvement Fund	Scholarships and Bursaries	School Generated Funds	Strong Start	Ready, Set, Learn	OLEP	CommunityLINK	Classroom Enhancement Fund - Overhead
	\$	\$	\$	\$	\$		\$	\$	\$
Deferred Revenue, beginning of year	-	-	43,560	805,836	3,652	31,706	-	111,438	-
Add: Restricted Grants									
Provincial Grants - Ministry of Education and Child Care	336,877	571,419			192,000	46,550	305,205	800,343	1,630,981
Other				3,500,000				35,000	
Investment Income			40,000						
	336,877	571,419	40,000	3,500,000	192,000	46,550	305,205	835,343	1,630,981
Less: Allocated to Revenue	336,877	571,419	83,560	4,305,836	195,652	78,256	305,205	946,781	1,630,981
Deferred Revenue, end of year	-	-	-	-	-	-	-	-	-
Revenues									
Provincial Grants - Ministry of Education and Child Care	336,877	571,419			195,652	78,256	305,205	911,781	1,630,981
Provincial Grants - Other									
Federal Grants									
Other Revenue				4,305,836				35,000	
Investment Income			83,560						
	336,877	571,419	83,560	4,305,836	195,652	78,256	305,205	946,781	1,630,981
Expenses									
Salaries									
Teachers							70,000	80,000	30,000
Principals and Vice Principals								50,000	
Educational Assistants		446,421							170,000
Support Staff					150,000			50,000	120,000
Other Professionals								180,000	
Substitutes				25,000		25,000	100,000	15,000	1,000,000
	-	446,421	-	25,000	150,000	25,000	170,000	375,000	1,320,000
Employee Benefits		124,998		5,000	45,000	5,000	42,000	100,000	290,000
Services and Supplies	336,877		83,560	4,275,836	652	48,256	93,205	471,781	20,981
	336,877	571,419	83,560	4,305,836	195,652	78,256	305,205	946,781	1,630,981
Net Revenue (Expense)	-	-	-	-	-	-	-	-	-

School District No. 62 (Sooke)

Amended Annual Budget - Changes in Special Purpose Funds
Year Ended June 30, 2025

	Classroom Enhancement Fund - Staffing	First Nation Student Transportation	Mental Health in Schools	Changing Results for Young Children	Seamless Day Kindergarten	Early Childhood Education Dual Credit Program	Student & Family Affordability	SEY2KT (Early Years to Kindergarten)	ECL Early Care & Learning
	\$	\$	\$	\$	\$	\$	\$	\$	\$
Deferred Revenue, beginning of year	-	14,568	37,815	10,411	-	14,683	369,688	-	29,860
Add: Restricted Grants									
Provincial Grants - Ministry of Education and Child Care	27,054,683	31,155	51,000	6,750	55,400			19,000	175,000
Other									
Investment Income									
	27,054,683	31,155	51,000	6,750	55,400	-	-	19,000	175,000
Less: Allocated to Revenue	27,054,683	45,723	88,815	17,161	55,400	14,683	369,688	19,000	204,860
Deferred Revenue, end of year	-	-	-	-	-	-	-	-	-
Revenues									
Provincial Grants - Ministry of Education and Child Care	27,054,683	45,723	88,815	17,161	55,400	14,683	369,688	19,000	204,860
Provincial Grants - Other									
Federal Grants									
Other Revenue									
Investment Income									
	27,054,683	45,723	88,815	17,161	55,400	14,683	369,688	19,000	204,860
Expenses									
Salaries									
Teachers	21,370,207								
Principals and Vice Principals									150,000
Educational Assistants									
Support Staff					42,000				
Other Professionals									
Substitutes			40,000	10,000				5,000	
	21,370,207	-	40,000	10,000	42,000	-	-	5,000	150,000
Employee Benefits	5,684,476		10,000	2,000	12,000			1,000	40,000
Services and Supplies		45,723	38,815	5,161	1,400	14,683	369,688	13,000	14,860
	27,054,683	45,723	88,815	17,161	55,400	14,683	369,688	19,000	204,860
Net Revenue (Expense)	-	-	-	-	-	-	-	-	-

School District No. 62 (Sooke)

Amended Annual Budget - Changes in Special Purpose Funds
Year Ended June 30, 2025

	Feeding Futures Fund	Health Career Grants	Nature K	Academies	Art Starts	Donations	Theatres	Mentorship Grant	Here 4 Peers
Deferred Revenue, beginning of year	\$ 468,106	\$ 5,000	\$ 4,953	\$ 417,560	\$ 6,019	\$ 55,351	\$ 17,608	\$ 75,350	\$ 17,813
Add: Restricted Grants									
Provincial Grants - Ministry of Education and Child Care	1,566,800								
Other				1,100,000	7,600	40,000	5,000		
Investment Income									
	1,566,800	-	-	1,100,000	7,600	40,000	5,000	-	-
Less: Allocated to Revenue	2,034,906	5,000	4,953	1,517,560	13,619	95,351	22,608	75,350	17,813
Deferred Revenue, end of year	-	-	-	-	-	-	-	-	-
Revenues									
Provincial Grants - Ministry of Education and Child Care	2,034,906	5,000							
Provincial Grants - Other								75,350	17,813
Federal Grants									
Other Revenue			4,953	1,517,560	13,619	95,351	22,608		
Investment Income									
	2,034,906	5,000	4,953	1,517,560	13,619	95,351	22,608	75,350	17,813
Expenses									
Salaries									
Teachers				160,000					
Principals and Vice Principals									
Educational Assistants									
Support Staff	140,000			50,000					
Other Professionals									
Substitutes				10,000					
	140,000	-	-	220,000	-	-	-	-	-
Employee Benefits	35,000			55,000					
Services and Supplies	1,859,906	5,000	4,953	1,242,560	13,619	95,351	22,608	75,350	17,813
	2,034,906	5,000	4,953	1,517,560	13,619	95,351	22,608	75,350	17,813
Net Revenue (Expense)	-	-	-	-	-	-	-	-	-

School District No. 62 (Sooke)

Amended Annual Budget - Changes in Special Purpose Funds

Year Ended June 30, 2025

	SUAP Canada	BC CAISE	VIHA Indigenous Food Systems	TOTAL
	\$	\$	\$	\$
Deferred Revenue, beginning of year	27,995	148	6	2,569,126
Add: Restricted Grants				
Provincial Grants - Ministry of Education and Child Care				32,843,163
Other				4,687,600
Investment Income				40,000
	-	-	-	37,570,763
Less: Allocated to Revenue	27,995	148	6	40,139,889
Deferred Revenue, end of year	-	-	-	-
Revenues				
Provincial Grants - Ministry of Education and Child Care				33,940,090
Provincial Grants - Other			6	93,169
Federal Grants	27,995			27,995
Other Revenue		148		5,995,075
Investment Income				83,560
	27,995	148	6	40,139,889
Expenses				
Salaries				
Teachers				21,710,207
Principals and Vice Principals				200,000
Educational Assistants				616,421
Support Staff				552,000
Other Professionals				180,000
Substitutes				1,230,000
	-	-	-	24,488,628
Employee Benefits				6,451,474
Services and Supplies	27,995	148	6	9,199,787
	27,995	148	6	40,139,889
Net Revenue (Expense)	-	-	-	-

School District No. 62 (Sooke)

Amended Annual Budget - Capital Revenue and Expense
Year Ended June 30, 2025

	2025 Amended Annual Budget			2025 Annual Budget
	Invested in Tangible Capital Assets	Local Capital	Fund Balance	
	\$	\$	\$	\$
Revenues				
Provincial Grants				
Ministry of Education and Child Care	26,482,717		26,482,717	1,528,325
Amortization of Deferred Capital Revenue	12,025,057		12,025,057	11,197,272
Amortization of Deferred Capital Revenue - For Lease	61,477		61,477	61,477
Total Revenue	38,569,251	-	38,569,251	12,787,074
Expenses				
Operations and Maintenance	1,137,170		1,137,170	1,589,802
Amortization of Tangible Capital Assets				
Operations and Maintenance	11,982,072		11,982,072	11,539,348
Transportation and Housing	1,008,226		1,008,226	594,865
Total Expense	14,127,468	-	14,127,468	13,724,015
Net Revenue (Expense)	24,441,783	-	24,441,783	(936,941)
Net Transfers (to) from other funds				
Tangible Capital Assets - Work in Progress	1,230,000		1,230,000	
Local Capital		300,000	300,000	350,000
Total Net Transfers	1,230,000	300,000	1,530,000	350,000
Other Adjustments to Fund Balances				
Tangible Capital Assets WIP Purchased from Local Capital	300,000	(300,000)	-	
Total Other Adjustments to Fund Balances	300,000	(300,000)	-	
Budgeted Surplus (Deficit), for the year	25,971,783	-	25,971,783	(586,941)



Information Note

February 1701 Enrolment Update

Agenda Item 8.2 – February 24, 2025

Purpose:

To update the Board on the February 1701 process and current enrolment data.

Background:

As part of the annual process of reporting enrolment data to the Ministry of Education and Child Care, we submitted our February 1701 report on February 14, 2025. Final numbers will be set on March 7, 2025 after any provincial corrections are rectified.

For this 1701 data cycle, the Ministry of Education and Child Care launched a new data collection system called Education Data Exchange (EDX). This system modernizes how the Ministry receives communications containing student personal and sensitive information and enhances data privacy and security.

Update:

A summary enrolment data comparison of September 2024 and February 2025 is below:

Category	September Headcount	September FTE	February Headcount	February FTE	Variance Headcount	Variance FTE
Standard K-12 Enrolment						
Elementary	6082	6083	6158	6158	76	75
Middle	2973	2974	2990	2990	17	16
Secondary	3966	4241	3930	3987	-36	-254
Total Standard K-12	13021	13298	13078	13135	57	-163
Supplemental Categories						
Westshore Sec (Alt)		233		254		21
Online Learning		132		75		-57
Continuing Education		46		28		-18
Total Supplemental		411		357		-54
Total K-12 + Supplemental		13709		13492		-217
Programs/Designations						
ELL/ESD		1480		1519		39
French (Early/Late)		1705		1704		-1
Indigenous Students		1287		1306		19
Student Designations (Level 1, 2 & 3)		1461		1581		120

Prepared by: Monica Braniff, Deputy Superintendent



**COMMITTEE REPORT OF THE
EDUCATION-POLICY COMMITTEE
School Board Office
February 4, 2025 – 6:00 p.m.**

Present: Ebony Logins, Trustee (Committee Chair)
Amanda Dowhy, Trustee (Committee member)
Trudy Spiller, Trustee (Committee member)
Amanda Culver, STA
Tim Hamblin, CUPE
Melissa Horner, SPVPA
Paul Block, Superintendent/CEO
Monica Braniff, Deputy Superintendent
Dave Strange, Associate Superintendent
D’Arcy Deacon, Associate Superintendent

1. **CALL TO ORDER AND ACKNOWLEDGMENT OF FIRST NATIONS TERRITORIES**

We are honoured to be meeting on the traditional territories of the Coast Salish, specifically Esquimalt Nation, Songhees Nation, and acknowledge the three nations SD62 works with directly in our schools: Sc’ianew Nation, and T’Sou-ke Nation; including the West Coast Pacheedaht Nation, Nuu-chah-nulth. (words gifted by the three nations SD62 works with)

2. **Opening Remarks from Chair, Ebony Logins**

3. **COMMITTEE REPORT** of January 9, 2025 Education-Policy Committee meeting

The committee report for the January 9, 2025 Education-Policy Committee meeting was received by the committee. No errors or omissions were noted.

4. **BAA COURSE PROPOSALS**

There were no BAA course proposals for this meeting.

5. **NEW BUSINESS**

a. **2025-29 Strategic Plan** – Paul Block

The Superintendent spoke to the 2025-29 Strategic Plan as presented in the agenda package. A brief overview of the process was given and the invitation for feedback was extended to committee members. Committee members spoke highly of the process and expressed appreciation that the plan reflected input from district partners. Conversation continued with questions and critical feedback from members of the committee.

Recommended Motion:

That the Board of Education for School District #62 (Sooke) approve the District's 2025 – 29 Strategic Plan.

b. 2025-26 and 2026-27 School Calendars – Monica Braniff

Deputy Superintendent Braniff presented on the School Calendars for the next two years beginning with 2025-26. Conversation continued with questions and critical feedback from members of the committee.

Recommended Motion:

That the Board of Education for School District #62 (Sooke) approve the 2025-26 school calendar and 2026-27 school calendar (as revised).

6. **REVIEW OF POLICIES/REGULATIONS**a. Draft Revised Policy and Regulations C-309 "District and School Codes of Conduct – Paul Block

The Superintendent presented the draft revised policy and regulations C-309 "District and School Codes of Conduct". Conversation continued with questions and critical feedback from members of the committee.

Recommended Motion:

That the Board of Education for School District #62 (Sooke) give Notice of Motion to draft revised Policy and Regulations C-309 "District and School Codes of Conduct".

b. Rescinding of Policy and Regulations C-310 "Student Behaviour" – Paul Block

The Superintendent presented the draft revised policy and regulations C-310 "Student Behaviour". Conversation continued with questions and critical feedback from members of the committee.

Recommended Motion:

That the Board of Education for School District #62 (Sooke) **Rescind** Policy and Regulations C-310 "Student Behaviour" and remove them from the District's Policy Manual.

c. Draft Revised Policy and Regulations C-311 "Student Attendance" – Paul Block

The Superintendent presented the draft revised policy and regulations C-311 "Student Attendance". Conversation continued with questions and critical feedback from members of the committee.

Recommended Motion:

That the Board of Education for School District #62 (Sooke) give Notice of Motion to draft revised Policy and Regulations C-311 "Student Attendance".

7. **FOR INFORMATION**8. **FOR FUTURE MEETINGS**9. **ADJOURNMENT AND NEXT MEETING DATE:** Mar. 4, 2025



Committee Info Note
Education-Policy Committee Meeting
February 4, 2025
Agenda Item 5a: Strategic Plan 2025 - 29

Background:

The Sooke School District Board of Education is currently engaged in the development of the 2025 -2029 Strategic Plan. The purpose of this update is to share progress to date.

- Revised Vision, Mission, Values and Beliefs were approved by motion at the September 2024 Board of Education Meeting. Community consultation took place from November 2023 to January 2024. Development work on the Vision Mission, Values and Beliefs took place from February 2024 to September 2024.
- A public and district partners Strategic Engagement Plan was presented and approved at the Board of Education Meeting in August 2024.

The following engagements occurred:

Engagements for Strategic Plan 2025-2029

November 6, 2024: Leadership Team Strategic Plan Session

November 13, 2024: DPAC Strategic Plan Session

November 25, 2024: District Partners Strategic Plan Session

Strategic Plan District/Community Online Survey Dates: December 3 – December 17, 2024

Update:

- Over the Winter Break, the Superintendent and Strategic Communications Manager, Kristen McGillivray, compiled executive summaries from each of the Engagement sessions listed above. The Board of Education was presented with the qualitative and quantitative data collected throughout the engagement sessions.
- Additionally, the Superintendent and Strategic Communications Manager, Kristen McGillivray, utilized the data to inform the final drafting process of the Strategic Plan and completed a Draft 2025-2029 Strategic Plan for the Board of Education’s review in January 2025.
- Over the Winter Break, the Superintendent and Strategic Communications Manager, Kristen McGillivray, worked with a graphic designer to develop the themes, layout and design for the new Strategic Plan.
- The Board participated in 2 formal sessions in January (13th and 16th) to review the draft goals, objectives and measures of 2025-2029 Strategic Plan, in addition to providing feedback on the proposed design and graphic layout of the new plan.
- The 2025-2029 Strategic Plan will move through the Board’s Committee process in February 2025 and for formal approval by the Board at the February Board of Education meeting. This will allow for our Executive team to develop the 2025-26 Operational Plan, that will inform our Department plans and the development and

completion of schools plans for the 2025-2026 year. This ambitious timeline will create alignment and coherence across the district, uniting planning cycles and the Budget Development process. If successful, this will be another first in the evolution of the District and meeting our strategic goal of operational excellence.

Recommended Motion:

That the Board of Education for School District #62(Sooke) approve the District's 2025 – 2029 Strategic Plan.

Respectfully submitted,

Paul Block, Superintendent/CEO

Strategic Plan 2025-2029



Contents

We acknowledge the traditional territories of the Coast Salish: T'Sou-ke Nation and Sc'ianew Nation and Nuu-chah-nulth: Pacheedaht Nation. We also recognize some of our schools reside on the traditional territory of the Esquimalt Nation and Songhees Nation.

Hych'ka

Kleco Kleco or ʔekoo ʔekoo

Marsee or Miigwich

06	Letter from the Board of Education	
08	Beliefs	
09	Vision & Mission	
10	Values	
11	Strategic Priorities	
	Learning	13
	Engagement	15
	Growth	17
19	Measuring Progress	

Learning. Engagement. Growth.

Starting Off in a Good Way

NA'TSA'MAHT means...

"Being of one mind, one spirit. Together, working side by side, supporting each other, walking together. Good mind, good spirit for the good of our children, for the good of Mother Earth sustaining us."

– ELDER SHIRLEY ALPHONSE

The Sooke School District is deeply connected to the land, language and culture of the people who have been here since time immemorial. Their teachings inspire us to explore our own identities while honouring our connection to the land, sea and sky.

Letter from the Board of Education

As we embark on the journey outlined in our 2025-2029 Strategic Plan, we do so with gratitude and respect. Each day, we live, learn, and work on the traditional territories of the Coast Salish Peoples, who have cared for this land since time immemorial. Their enduring connection to the land inspires us, reminding us of our shared responsibility to live and learn in harmony with the land, sea and sky.

Guided by this spirit, we continue along the path of Truth and Reconciliation, striving towards a future rooted in understanding, respect and healing. We aspire to create meaningful relationships that embrace shared learning and inspire us to step forward together.

We envision our schools as dynamic, nurturing spaces that spark curiosity, cultivate a lifelong love of learning, and inspire students to explore, question and grow. By doing so, we prepare students to thrive and contribute to their communities with confidence and purpose.

At the heart of this vision are the values we strive to embody every day: inclusivity, respect, safety, integrity and collaboration. By embracing these values, we create spaces where every voice is heard, every perspective is valued, and every individual can contribute to a foundation of acceptance, trust, and inspiration.

We celebrate diversity as one of our greatest strengths. Each student, family, staff member, and community partner plays a vital role in shaping inclusive and vibrant learning environments. We recognize that the success of our learning communities is intertwined with the safety and well-being of the broader communities that we serve.

This Strategic Plan renews our commitment to creating secure, supportive, and empowering spaces that prepare students for the future they will help shape. We invite you to join us in bringing this vision to life by contributing your energy, ideas and passion.

Together, let us walk forward, grounded by the land, connected by the sea, and illuminated by the sky, as we strive for a strong, inclusive, and inspiring future for all.



Board of Education



Cendra Beaton



Russ Chipps



Amanda Dowhy



Christine Lervold



Ebony Logins



Trudy Spiller



Allison Watson

We believe...

- Continuous personal and academic growth are essential for success in an ever-changing world.
- Valuing student voice and choice empowers students to shape their learning journey.
- Creative thinking and problem-solving nurtures innovation and adaptability.
- Diversity enriches our community and that every individual deserves to feel valued and heard.
- Education partners, staff, families and the community all play a vital role in supporting student success, each contributing through their unique responsibilities.

Vision

We create learning environments where every individual is valued. Our schools are nurturing spaces that inspire purposeful and innovative learning, guiding students to become informed and responsible citizens.

Mission

To cultivate a community where curiosity and lifelong learning flourishes in schools that empower voices and inspire growth, creativity and success for all.



Values

INCLUSIVITY

RESPECT

SAFETY

INTEGRITY

COLLABORATION

Learning. Engagement. Growth.



Learning

Develop and Support Adaptable Learners

Learning is at the core of everything we do. It is the foundation of our work and purpose. Personal, intellectual, and social-emotional growth are essential for success in an ever-changing world. We encourage students to help shape their learning journey by valuing their ideas and giving them opportunities to make choices in their education.

Goal: Develop and support adaptable learners who are creative, critical, and social thinkers with the capacity to be educated citizens.

Objectives:

- Focus on student curricular skills and competencies in Literacy.
- Focus on student curricular skills and competencies in Numeracy.
- Create ways for students to share their voice, contribute their ideas, and actively participate in decisions about their learning, their school, and the district.
- Support students in building social responsibility, exploring career paths, and preparing for post-secondary education or entry into the workforce.

The experience of students, staff and community:

- Learning is inclusive, relevant and adaptable, with student voice and choice helping to shape how they learn and are assessed.
- Foster a culture of collaboration among educators and support staff, where sharing ideas and reflecting together leads to student-centered learning environments.
- Create experiences and opportunities that support students' personal, intellectual, and social emotional growth.
- Career education and awareness are part of lessons and school experiences, focusing on regular exploration to help students build independence after graduation.



Engagement

Together We Are Better

Our shared success is rooted in our ability to connect with, include, serve and support our community. By building meaningful relationships, we can create a strong and collaborative environment where everyone can grow.

Goal: Foster a strong sense of community and belonging among students, families, staff, and the wider community, encouraging a shared responsibility for education.

Objectives:

- Help families get involved in their child's learning by providing communication, understanding and resources about student assessment and the focus on skills and competencies in the curriculum.
- Create and support a district culture of clear, positive and accessible communication for students, staff, families and the community.
- Encourage and set expectations for all staff to provide student- and family-centered service, ensuring interactions with students, families, colleagues and the community are supportive, respectful and focused on well-being.

The experience of students, staff and community:

- Strong relationships and partnerships with schools, families, land-based Nations, urban Indigenous peoples, and the community are built to support student success.
- Encourage practices that build trust, transparency and collaboration.
- Involve students in decision-making at the school, district, and community levels, giving them the opportunity to shape the culture and environment of their shared spaces.
- Staff deliver services with care and compassion, fostering positive experiences for students, families, and the community.



Growth

Investing in Tomorrow

Growth is essential to meeting the evolving needs of our students, families, and community. As our district and communities change, we must adapt and expand to provide the resources, support and opportunities that help everyone succeed and flourish.

Goal: Strive for operational excellence by using sustainable practices and constantly improving our ability to meet the needs of our growing community.

Objectives:

- Enhance evidence-based practices to effectively advocate for and ensure the sustainability of our infrastructure.
- Maximize the use of public dollars through partnerships that align with the district's values and needs.
- Prioritize the longevity of infrastructure through maintenance and upgrades, ensuring the quality, safety, and functionality of schools, buildings and sites.
- Build staff capacity by offering training and professional learning to support student learning and success.
- Continue investing in initiatives that promote environmental stewardship, and model sustainable practices for future generations.

The experience of students, staff and community:

- Take action to address the challenges of growing enrollment, ensuring that all students have access to suitable and effective learning environments.
- Plan and implement infrastructure improvements that support modern, innovative learning experiences and meet the evolving needs of the community.
- Encourage a culture of lifelong learning among staff, supporting ongoing professional development and the ability to adapt to new challenges in education.

Measuring Progress

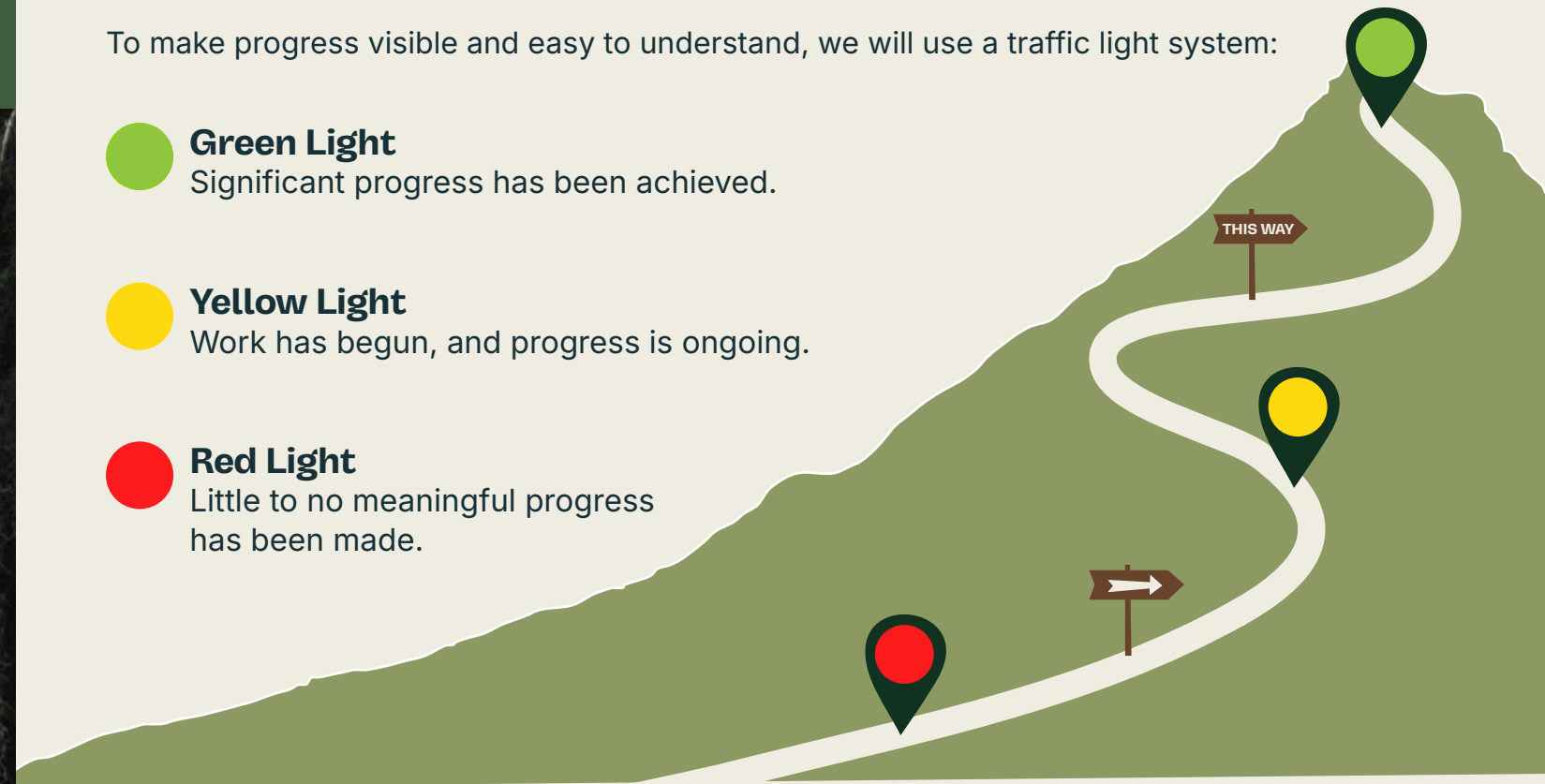


The Board of Education is committed to ensuring accountability for the goals and objectives outlined in our strategic priorities of learning, engagement and growth. To measure progress, we rely on multiple data points derived from the activities laid out in our Annual Operations Plan.

Progress Tracking

To make progress visible and easy to understand, we will use a traffic light system:

- **Green Light**
Significant progress has been achieved.
- **Yellow Light**
Work has begun, and progress is ongoing.
- **Red Light**
Little to no meaningful progress has been made.



Measures of Success:

The district reports annually to the Ministry of Education and Child Care, focusing on standard success metrics within the Framework for Student Learning, such as:

- Core skills: Reading, writing, and numeracy
- Grade-to-grade transitions
- Graduation assessments
- Student satisfaction, including post-secondary and career preparation
- Six-year and eight-year completion rates
- Early/middle development indicators
- Human and social development outcomes
- Success metrics for all students, including students with disabilities or diverse abilities, and Indigenous learners.

Learn More

For detailed information on the accountability framework, evidence, and operational plans, visit: sd62.bc.ca/board-education/strategic-plan



SOOKE 62
SCHOOLS
Shaping Tomorrow Today

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@SchoolDistrict62 | @SD62_Sooke

sd62.bc.ca



Committee Info Note
Education-Policy Committee Meeting
February 4, 2025
Agenda Item 5b – District School Calendar –
2025-26 and 2026-27

Background:

- The Board received proposed calendars for the 2025/26 and 2026/27 school years at the December 17, 2024 Public Board Meeting. The calendars were shared publicly for one month to allow parents and representatives of employees time to provide comments.
- The Calendar MOA is being updated between the District, the STA, BCPSEA and BCTF to address the proposed continuation of the one-week additional closure at Spring Break. This process has not yet been concluded.

Ministry Requirements

- ⇒ **The 2025/26 calendar must be made public by the end of February and submitted to the Ministry by March 31, 2025.**

Feedback Received:2025/26 Calendar

- No feedback received. Calendar is attached.

2026/27 Calendar

- There was an error in applying the STA Collective Agreement language concerning the definition of a Regular Work Year as outlined in Article D.25:

All days in session shall be scheduled between the Tuesday after Labour Day and no later than the last Friday in June of the subsequent year, excluding Saturdays and Sundays, Statutory Holidays, Christmas Break and Spring Break. When the last Friday in June falls on or before June 25th then the last day of school shall be June 30th.

- In order to comply with the CA, the final administrative day for June 2027 is Wednesday June 30th, not Friday June 25th as was previously indicated.
- No further feedback was received. Revised calendar is attached.

Recommended Motion:

- That the Board of Education of School District #62 (Sooke) recommend that the Calendars for the 2025/26 and 2026/27 school years be accepted as revised.

Prepared by: Monica Braniff, Deputy Superintendent

Sooke School District (SD62)

2025/2026 CALENDAR

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■ Instructional
 ■ Non-Instructional
 ■ Vacation Period
 ■ Statutory Holiday



Ministry of Education and Child Care

Sooke School District (SD62)

2026/2027 CALENDAR

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■ Instructional
 ■ Non-Instructional
 ■ Vacation Period
 ■ Statutory Holiday



Ministry of Education and Child Care

POLICY AND REGULATIONS ADOPTION

School District #62 (Sooke)

February 25, 2025

Draft revised Policy and Regulations C-309 "District and School Codes of Conduct" are now ready for Notice of Motion.

NOTICE OF MOTION:

That the Board of Education of School District 62 (Sooke) give Notice of Motion to draft revised Policy and Regulations C-309 "District and School Codes of Conduct".

School District #62 (Sooke)

DISTRICT AND SCHOOL CODES OF CONDUCT	No.: C-309
	Effective: May 26/98 Revised: Mar. 24, 2009; Sept. 22/15; Reviewed: Sept. 22/15; Feb. 4/25; Feb. 25/25

SCHOOL BOARD POLICY**PURPOSE**

The Board is committed to providing safe and caring environments in which all learners can achieve academic excellence, personal growth and responsible citizenship.

Safe and caring school environments are free of acts of:

- Bullying, harassment, threat and intimidation;
- **Inappropriate use of electronic devices;**
- Violence of any form;
- Verbal, physical or sexual abuse;
- **Sexual misconduct;**
- Discrimination, especially based on race, colour, ancestry, place of origin, religion, marital status, family status, physical or mental disability, sex, sexual orientation or age (BC Human Rights Code);
- Theft, and
- Vandalism.

Safe and caring school environments do not tolerate the presence of:

- Intoxicating substances;
- Weapons and explosives, nor
- Intruders or trespassers.

Safe and caring school environments:

- **Respect the rights of individuals, including not engaging in discriminatory conduct based on race, colour, ancestry, place of origin, religion, marital status, family status, physical or mental disability, sex, sexual orientation, gender identity or expression, and age.**

The effective management of student discipline is a necessity to establish safe and caring environments that foster student learning needs. Prevention and intervention strategies applied at the school level and supported at the District level are the foundations of a successful discipline program. Clear policy and regulations are essential to set standards and provide for consistency among all schools and for all students.

Responsibility for an effective discipline program is shared among many partners including the District, schools, students, parents/guardians, community groups, social agencies and the RCMP. The Board

promotes understanding and acceptance of the interactive roles required to achieve safe and caring schools. **When criminal allegations are made against a student, staff will not investigate the circumstances until specific directions are received from the investigative authority (e.g. police or social worker).**

SCHOOL BOARD POLICY

DISTRICT CODE OF CONDUCT

The Board promotes clearly defined behavioural expectations that represent the highest standards of respectful and responsible citizenship and lead to a culture of non-violence among all persons in all schools and at all school-authorized events and activities.

To this end, the Board expects that persons will:

- Comply with all applicable federal, provincial and municipal laws, and with district policy and regulations.
- Value and encourage learning and working environments that are inclusive and respectful of the diverse social and cultural needs of our community.
- Treat one another with dignity and respect.
- Refrain from engaging in or encouraging acts of violence of any form.
- Show care and regard for school property and the property of others.
- Take appropriate measures to help those in need, and
- Respect those in positions of authority.
- **Comply with the BC Human Rights Code**

School Code of Conduct

Consistent with the *School Act*, sections 85(1.1), 168(2) (s.1), each school must establish a Code of Conduct consistent with the District Code of Conduct and other SD62 schools of the same level. Each school must also implement and enforce the code of conduct within their school with the support of school staff and the district.

Consequences for Code of Conduct infractions will be applied in a manner consistent with progressive discipline.

The student whose behaviour, in addition to being unacceptable to the Board, is unlawful, must realize that action by school district personnel may include referral of the matter to appropriate authorities as well as disciplinary action at the school and/or district level.

Progressive Discipline

Progressive discipline is a whole district/school approach that utilizes a continuum of prevention programs, interventions, supports and consequences to address inappropriate student behaviour as defined in the district and school Code of Conduct and to build upon strategies that promote and foster positive behaviours.

When inappropriate student behaviour occurs, consequences are applied within a framework that shifts the focus from one that is solely punitive to one that is both corrective and supportive. The range of consequences chosen are developmentally and socio-emotionally appropriate in order to assist students in learning and to reinforce positive behaviour.

In considering the most appropriate response, school staff take into consideration:

- The particular student and circumstances.
- The nature and severity of the behaviour.
- The impact on the school climate, including the impact on students or other individuals in the school community.

Progressive discipline responses may range from strategies that promote positive student behaviour, including but not limited to:

- Asking a student to stop the inappropriate behaviour.
- Naming the behaviour and explaining why it is inappropriate and/or disrespectful.
- Asking the student to correct the behaviour, engage in a restorative process, or make restitution, e.g. apologizing.
- Time-outs and/or loss of privileges.
- Detention.
- Community service.
- In-school suspension.
- Short-term out-of-school suspension.
- Long-term/indefinite suspension.
- Expulsion (as permitted under the BC *School Act*).

References:

Statutory:

- Criminal Code of Canada
- *Child, Youth and Family Services Act*
- British Columbia *School Act*

Policy:

- C-313 Willful Damage and Theft of Property
- C-314 Alcohol and Other Drugs – Possession, Exchange and Non-Medical Use
- C-316 Breaches of Peace and order
- C-319 Student Suspension

DRAFT

School District #62 (Sooke)

DISTRICT AND SCHOOL CODES OF CONDUCT	No.: C-309
	Effective: May 26/98 Revised: Mar. 24, 2009; Reviewed: Feb. 4/25; Feb. 25/25

ADMINISTRATIVE REGULATIONS

1. ~~Each school shall establish a School Code of Conduct including statements of expectations regarding student behaviour that will reflect a caring, orderly and safe environment. The School Codes of Conduct will apply at school, at school approved activities or in other settings where engaging in the activity will have an impact on the school.~~
2. ~~Parents, students and staff must be included in the process to develop and review annually the standards of conduct. Once determined, these shall be stated as a Code of Conduct for the school.~~
3. ~~School Codes of Conduct shall be consistent with the *School Act* and relevant district policy and regulations and will include expectations regarding acceptable behaviour and unacceptable behaviour while at school, at a school related activity or in other circumstances where engaging in the activity will have an impact on the school environment, including aggressive behaviours such as bullying behaviours, "cyber" hate messaging and websites created in the student's home, in cyber cafes or other settings.~~
- 4.1 ~~Behavioural expectations shall be communicated to students and parent/guardians and shall be made available to the public in written form at the beginning of each school year.~~
- 4.2 ~~Parents, students and staff shall be regularly provided an opportunity to become familiar with the Code of Conduct for the school.~~
- 4.3 ~~Supervisors and administrators will post Codes of Conduct in prominent places for all to see.~~
5. ~~The Code of Conduct will be consistent with the policy C-316 "Breaches of Peace and Order" and section 177 of the *School Act*.~~
6. ~~Disciplinary actions arising as a result of students not adhering to the School Code of Conduct shall be based on district policy and regulation and may include loss of privileges, detention, community service, making restitution, and/or suspension from school.~~
7. ~~The school Code of Conduct will apply to all persons involved with the school.~~

1. Purpose:

The purpose of these Administrative Regulations is to ensure consistent and fair implementation of the District and School Code of Conduct Policy. This procedure outlines the steps for establishing school Codes of Conduct, addressing violations, promoting a positive school climate, and ensuring the safety and well-being of all students and staff.

2. Scope:

This procedure applies to all students, staff, parents, and visitors in SD62 schools.

3. Definitions:

- **Code of Conduct:** A set of guidelines outlining the expectations for behaviour and the consequences for violations within the school district.
- **Violation:** Any behaviour that contravenes the Code of Conduct.
- **Progressive Discipline:** Is a whole district/school approach that utilizes a continuum of prevention programs, interventions, supports and consequences to address inappropriate student behaviour as defined in the District and school Code of Conduct and to build upon strategies that promote and foster positive behaviours.
- **Disciplinary Action:** Measures taken in response to a violation of the Code of Conduct.

4. Content:

- a. School Codes of Conduct shall be consistent with the BC *School Act* and relevant district policy and regulations and will include expectations regarding acceptable behaviour and unacceptable behaviour while at school, at a school-related activity or in other circumstances where engaging in the activity will have an impact on the school environment, including aggressive behaviours such as bullying, online hate messaging and websites created at sites other than school or school-sanctioned events.
- b. The Code of Conduct will be consistent with Policy C-316 "Breaches of Peace and Order" and section 177 of the BC *School Act*.
- c. The Code of Conduct will reflect and reinforce applicable district policies, including: C-311 "Student Attendance", C-313 "Willful Damage and Theft of School Property", C-314 "Alcohol and Other Drugs – Possession, Exchange and Non-Medical Use", C-316 "Breaches of Peace and Order", and C-319 "Student Suspension".
- d. The school Code of Conduct will apply to all persons involved with the school.

5. Responsibilities:**a. Superintendent or designate:**

- i. Support schools in developing preventative and responsive interventions to behaviour concerns;
- ii. Ensure that each principal, in consultation with staff, parents and, when appropriate, students, establishes a Code of Conduct for their school that is consistent with the District Code of Conduct, reflects provincial standards, district policies and is consistent with other schools at the same level;
- iii. Provide opportunities for principals and vice-principals to acquire the knowledge and skills necessary to develop and maintain learning and working environments that are safe, welcoming, inclusive and respectful of the diverse social and cultural needs of the community;
- iv. Provide a variety of supports and programs for students who require proactive intervention to address behavioural needs;

- v. Support adherence to a fair and consistent range of progressive discipline, including suspension and change in educational programming, for student misconduct;
- vi. Implement the Digital Basic Threat Assessment Protocol as necessary, and
- vii. Encourage involvement in parent education opportunities offered by schools or partners of the district concerning knowledge and skills for parents to assist in parenting.

b. School Principals:

- i. Develop a School Code of Conduct consistent with the content expectations described in section 4 above;
- ii. Provide the Superintendent with information regarding the method by which they have solicited feedback from parents/guardians, students and staff, including the date when the feedback was collected;
- iii. Develop positive, safe, and caring school cultures, a focus on health promotion, implement school-wide efforts to foster respect, inclusion, fairness and equity and to increase student connectedness to school, as well as develop students' social and emotional competencies and skills;
- iv. Taking all reasonable steps to prevent a retaliation against a student or staff who has made a complaint about a breach of the District and/or school Code of Conduct;
- v. Responding to threats and reports of threats of violence by implementing the Digital Basic Threat Assessment Protocol, and
- vi. Ensure that, where appropriate, a follow-up process is implemented to determine whether certain individuals or groups within the school community will require ongoing support.

c. Teachers and Staff:

- i. Monitor student behaviour, intervene with students and others where appropriate, report violations, and support a positive school environment.

d. Students:

- i. Be familiar with and adhere to the School Code of Conduct and the expected behaviours associated with it;
- ii. Are expected to progress towards increased personal responsibility and self-discipline as they learn and mature. As such, increasing consequences for inappropriate conduct/unacceptable behaviour may apply, and
- iii. Understand that the school and/or District may take disciplinary action against them for breaches of the School Code of Conduct.

e. Parents/Guardians/Caregivers:

- i. Inform themselves about the approach and goals of promoting a safe and caring school community through accessing district and school level resources;
- ii. Adhere to Board policies, administrative procedures and the School Code of Conduct when in attendance at school functions (including online and digital functions) and supporting all students by reinforcing and modeling appropriate social and digital behaviours.
- iii. Support students through co-operative school and parent/guardians/caregivers relationships regarding appropriate academic, social and emotional behaviours, and

iv. Support the school and District's role in responding to behaviour that contravenes District policies and procedures and reinforce students' understanding of their behaviour and the consequences arising.

6. Procedures:

a. School Code of Conduct Development:

- i. Each school shall establish a School Code of Conduct including statements of expectations regarding student behaviour that will reflect a caring, orderly and safe environment. The School Codes of Conduct will apply at school, at school approved activities or in other settings where engaging in the activity will have an impact on the school;**
- ii. Parents, students and staff must be included in the process to develop and review annually the standards of conduct. Once determined, these shall be stated as a Code of Conduct for the school;**
- iii. Principals/Vice-Principals will inform the Superintendent about the process used to solicit feedback and the dates such feedback was collected.**

b. Communication:

- i. Behavioural expectations shall be communicated to students and parents/guardians and shall be communicated by displaying it in a prominent area in the school, placing on the school's website, and by distributing copies to the school community at the beginning of each school year;**
- ii. Parents, students and staff shall be regularly provided an opportunity to become familiar with the Code of Conduct for the school.**

c. Reporting Violations:

- i. Observation and Documentation: Staff who observe a violation must attempt to correct the behaviour, if appropriate, or report and document the incident using school-developed reporting procedures;**
- ii. Confidentiality: All reports and investigations will be handled confidentially to protect the privacy of all parties involved.**

d. Investigation of Violations:

- i. Initial Assessment: The observing staff member will assess the situation and determine if they can intervene to correct the behaviour or if it should be reported to the school administration.**
- ii. Formal Investigation:**
 - If warranted, a formal investigation will be initiated including interviews with the involved parties and witnesses;**
 - The investigation is to be completed in a timely and fair manner.**

e. Intervention and Consequences

- i. Determination:**
 - Based on the level of investigation (initial or formal) the staff member or Principal/Vice-Principal will determine the appropriate consequence in accordance with the circumstances, severity of the violation, and district policy.**
- ii. Progressive Discipline:**
 - 1. When inappropriate student behaviour occurs, consequences are applied within a framework that shifts the focus from one that is solely punitive**

to one that is both corrective and supportive. The range of consequences chosen are developmentally and socio-emotionally appropriate in order to assist students in learning and to reinforce positive behaviour.

2. In considering the most appropriate response, school staff take into consideration:

- The particular student and circumstances.
- The impact on the school climate, including the impact on students or other individuals in the school community.
- The nature and severity of the behaviour.

3. Progressive Discipline responses may range from strategies that promote positive student behaviour, including, but not limited, to:

- Asking a student to stop the inappropriate behaviour.
- Naming the behaviour and explaining why it is inappropriate and/or disrespectful.
- Asking the student to correct the behaviour, engage in a restorative process, or make restitution, e.g. apologizing.
- Time-outs and/or loss of privileges.
- Detention.
- Community service.
- In-school suspension.
- Short-term out-of-school suspension.
- Long-term/indefinite suspension.
- Expulsion (as permitted under the *BC School Act*).

f. Notification:

- i. Parents/Guardians: Parents and guardians will be notified of any formal investigations and, where appropriate, initial investigations that result in disciplinary action, within 24 hours.
- ii. District Administration: Serious violations resulting in suspension will follow District Policy C-319 "Student Suspension".

POLICY AND REGULATIONS ADOPTION

School District #62 (Sooke)

February 25, 2025

Draft revised Policy and Regulations C-311 "Student Attendance" are now ready for Notice of Motion.

NOTICE OF MOTION:

That the Board of Education of School District 62 (Sooke) give Notice of Motion to draft revised Policy and Regulations C-311 "Student Attendance".

School District #62 (Sooke)

STUDENT ATTENDANCE	No.: C-311
	Effective: May 12/81 Revised: Apr. 10/90 Reviewed: Feb. 4/25; Feb. 25/25

SCHOOL BOARD POLICY

The BC *School Act* and its attendant Regulation are explicit about each school-age student's compulsory attendance, except when excused under those exemptions permitted by law. Parents/Guardians are responsible for ensuring that school attendance requirements are fulfilled as prescribed.

The Board's primary goal is to provide an appropriate educational program for all students. In order that this goal can be realized, it is necessary that all students attend school regularly. While illness and similarly emergent circumstances necessitate some absence, students are expected to attend school during scheduled school hours.

~~The Board recognizes that the major responsibility for school attendance rests with parents and students, but it realizes that teachers, school administrators and the Board itself are also involved.~~

Because students' knowledge, skills and attitudes are enhanced through regular school attendance, schools are expected to **work closely with parents/guardians, student, and staff to** develop clear **and fair** straightforward attendance procedures **to encourage and support regular attendance**, to communicate them effectively and to enforce them consistently and fairly.

~~Finally, the Board recognizes that, in some instances, the right of a student to remain in school is forfeited when he/she fails to attend regularly and/or promptly.~~

References:**Statutory:**

- BC *School Act*, sec. 3(1) and 6(20)
- BC K – 12 Student Reporting Policy

Policy:

- C-309 "District and School Codes of Conduct"
- B-335 "Communicating Student Learning and Reporting"

School District #62 (Sooke)

STUDENT ATTENDANCE	No.: C-311
	Effective: May 12/81 Revised: Apr. 10/90 Reviewed: Feb. 4/25; Feb. 25/25

ADMINISTRATIVE REGULATIONS**Student Attendance:**

Every student registered in a school in the Sooke School District shall be required to attend school daily and shall not depart without the teacher's consent. This requirement may be waived by the principal for students in grades eleven and twelve and in special circumstances where, in the principal's judgment, it is neither necessary nor beneficial to a student.

Procedures:**A principal is expected to:**

1. Each school shall have **establish** clear statements of attendance procedures and shall publicize them to parents.
2. **notify parents/guardians/caregivers, school staff and students of the school's attendance procedures at the beginning of each school year;**
3. **be responsible for ensuring that parents/guardians/caregivers and students are informed about the consequences of excessive lateness and absenteeism which may lead to progressive disciplinary action (as defined in Policy C-309).**

A student is expected to:

1. **abide by attendance regulations as set forth in the *BC School Act*, Regulations, and the attendance procedures of their school;**
2. ~~Students who are absent must present an explanation from their parent or guardian for their absence~~ **or late arrival.**
3. **obey the school's attendance procedures for late arrival and early dismissal; and**
4. **be punctual in attending all scheduled classes.**

A parent/guardian/caregiver is expected to:

1. **ensure that a student under their care attends school as required by the *BC School Act*, Regulations, and the attendance procedures of their child's school;**
2. **notify the school of student absences or later arrivals as outlined in the school's attendance procedures;**
3. **provide a dated and signed written explanation as requested by the school, outlining the reasons for the absence or late arrival; and**
4. **counsel students on the importance of daily attendance/punctuality and their positive effects on learning and achievement.**

A teacher is expected to:

1. encourage the regular attendance of all students assigned to the teacher;
2. **counsel students on the importance of daily attendance/punctuality and their positive effects on learning and achievement;**

3. contact the parents/guardians/caregivers of any student whose attendance is irregular and inform counsellors and the principal/vice-principal.
4. inform parents/guardians/caregivers of attendance and late arrivals at regular reporting periods as outlined in provincial and district reporting policies;
5. refer students with attendance or late arrival challenges to a school counsellor or principal/vice-principal for appropriate action/support.

A school counsellor is expected to:

1. inquire into the causes of excessive student absenteeism and lateness;
2. counsel students on the importance of daily attendance/punctuality and their positive effects on learning and achievement;
3. consult with parents/guardians/caregivers, teachers and school principal/vice-principals concerning students whose achievement is affected by their absences or lateness;
4. where appropriate, consult with district-level staff for assistance; and
5. initiate conferences with parents/guardians/caregivers and other appropriate individuals for students who are experiencing attendance problems.

Font Colour Legend:
Blue – Education Policy
Green – Resources
Red – Ad Hoc/District Partners
Black – Board of Education

Board of Education 2024-25 90 Day Work Plan Summary March – May 2025

Action	March 2025	April 2025	May 2025
Approve	<ul style="list-style-type: none"> - School Calendar - BoE Receive & Approve 2025-2029 Strategic Plan 	<ul style="list-style-type: none"> - 1st reading of Budget Bylaw (if available) - 1st reading of Capital Plan Bylaw (if applicable) 	<ul style="list-style-type: none"> - Final readings of Budget Bylaw - Final readings of Capital Plan Bylaw (if applicable) - Auditor engagement/plan
Review	<ul style="list-style-type: none"> - Enrolment Projections Update - Budget Instructions - Annual Facilities Grant Planning 		<ul style="list-style-type: none"> - 3rd Quarter Report Package: <ul style="list-style-type: none"> - Strategic Plan Q3 - Financial forecast Q3
Complete (Scheduled)	<ul style="list-style-type: none"> - Nominate candidates for Premier's Awards in Education - Partner/Liaison Mtg–MECC (Chair/ST/Supt.) (Mar 6-7) - Municipal Partner Meeting (Board/ Council) – District of Sooke (Mar 12) - Vancouver Island School Trustee Association (VISTA) Spring Conference March 7-8 	<ul style="list-style-type: none"> - BCSTA AGM (Apr. 24-26) - Audit Committee Meeting – (April 9) - Personnel Committee Meeting (April 29) 	<ul style="list-style-type: none"> - Host Retirement/Long Service Event. - Municipal Partner Meetings (Board/ Council) - TBD - Board Annual Self-Assessment
Engage	<ul style="list-style-type: none"> - Municipal Partner Meetings (Chair/Supe/S-T & CAO/Mayor) – Colwood (TBD) - Municipal Partner Meetings (Chair/Supe/S-T & CAO/Mayor) – Langford (TBD) - Municipal Partner Meetings (Chair/Supe/S-T & CAO/Mayor) – Sooke (TBD) - Board & New MLAs Meeting (TBD) 	<ul style="list-style-type: none"> - 2025-2029 Strategic Plan Board Public Engagements - ECOW – Budget 2025/26 (April 15) - Municipal Partner Meetings (Board/ Council) – Colwood (TBD in Apr-Jun) - Municipal Partner Meeting (Board/Council) – Langford (TBD in Apr-Jun) 	<ul style="list-style-type: none"> - Host Retirement/Long-Service Event (May 29) - 2025-2029 Strategic Plan Board Public Engagements - Municipal Partner Meetings (Board/Council) – Sooke (TBD in Apr-Jun)

Board Information Note Public Board Meeting February 25, 2025

Agenda Item 13.1: Superintendent's Update

LEARNING

Lahal Tournament

It was an honour to witness and take part in the Sooke School District's inaugural Sooke District South Island Lahal Tournament. Lahal, also known as the Bone Game or Hand Game, is a traditional Indigenous game of chance and strategy that involves guessing the location of hidden bones.

The tournament brought together teams from middle and secondary schools across the Sooke School District, along with participants from surrounding South Island districts. Adding to the spirit of camaraderie and competition, a small but mighty team from the WestShore RCMP joined in, as did members of the District's Executive Team. While we are humbled to report that the Executive Team was soundly defeated for most of the tournament, we can confidently say that if fun and enjoyment were the goals, we had many victories throughout the day.

A heartfelt thank you to our host school, QELENSÉN Á, LEN, and the NA'TSA'MAHT Indigenous Education Department for their incredible organization. We are also deeply grateful to Elder Brother Rick Peters, Elder Jackie DeYaeger, Elder Janet Hansen, and Elder Earl Claxton Jr. for their guidance, presence, and ongoing support of our students and community.

Congratulations to the 1st and 2nd place teams from QELENSÉN Á, LEN, and to Dunsmuir Middle School for securing 3rd place. We look forward to seeing this tradition grow in the years to come!





Academies

Academy registration opened on February 3, with one new Academy offering for next year. The Outdoor Leadership Academy will take place at Belmont Secondary in spring 2026 for grade 11 and 12 students. It is a full semester program offering students a unique, hands-on learning experience in community leadership, outdoor education, contemporary Indigenous studies, and work experience.

The Royal Bay Soccer Academy, Dance Academy and Golf have reached capacity with many others nearing capacity. It is exciting to see so many students engaged in a diverse range of programs and to have the ability to design programming that aligns with their passions.

EMCS Basketball Success

I would like to extend my congratulations to the EMCS AAA Senior Boys Basketball team for an outstanding season. They dominated the AAA division this year, securing first place in the city playoffs and ending an 11-year drought since the school last reached this level of success in basketball. The team is now set to compete in the Island Championships from February 20-22 at Vic High.

Equally deserving of recognition is the EMCS AAA Senior Girls Basketball team, who have made history as the first AAA girls' team from the school to qualify for the Island Championships. Their achievement is a testament to their hard work and perseverance, and while the final results are yet to be determined, the future of their program looks incredibly bright.

Congratulations to all the players and the dedicated coaching staff for their commitment and success this season!



Stock Market Competition

I would also like to highlight the outstanding achievements of Belmont's business-minded students. Congratulations to James Stanto, an Accounting 11 student, who placed 2nd in all of Canada in Junior Achievement's national student stock market competition—an incredible feat given the 3,000 competitors nationwide.

This achievement is a testament not only to James' skill and dedication but also to the strong foundation provided by teacher Tom Grainger, who has a history of guiding students to success in personal finance and investment strategies. Well done to James and to all those who continue to excel in financial literacy and investment education!



ENGAGEMENT

Community Connections

One of the things I truly appreciate about being part of this district is the strong connections we build with our community. This month, several of our schools participated in Valentines for Veterans and created Valentine's cards for seniors in local care and retirement homes. A wonderful example of this connection is the partnership between Centre Mountain Lellum and their little buddies at PEXSISEN Elementary, who worked together to make nearly 300 Valentines for seniors at Priory Hospital and Alexander Mackie Lodge. Since opening, these schools have continued this tradition, strengthening bonds across generations and fostering a sense of community.

Little River Crossing

We were pleased to celebrate another milestone in enhancing active travel routes in Sooke. Earlier this month, the District of Sooke broke ground on the new Little River Pedestrian Crossing. Once completed, this crossing will provide a safe and accessible route connecting the Sunriver



neighbourhood to Poirier Elementary, Journey Middle School, and the town core. The District of Sooke expects the trail to be ready for use by October 2025, and we look forward to seeing students walk, roll, or ride to school safely and conveniently.



Mountie Cup

Royal Bay Secondary School and Belmont Secondary hosted the Annual Mountie Cup the first weekend in February, a senior girls basketball tournament that had 16 teams from across Vancouver Island. This tournament has been around for many years, and it keeps getting better each year. This year participants were treated with meals from Jones BBQ and House of Boateng. There were many community sponsors to make it an unforgettable weekend for participants. Congratulations to the Royal Bay Senior Girls Basketball team who left the tournament with some



hardware.



GROWTH

John Muir Upgrades

We are now entering the final phase of a half-a-million-dollar upgrade project at John Muir Elementary, funded through the BC Government's Carbon Neutral Capital Program. As part of this initiative, all windows at the school have been replaced and upgraded to improve energy efficiency.

The next and final step involves removing the gas-fired boilers and furnaces. Once completed, each classroom will be equipped with its own electrified heating and ventilation unit, enhancing both comfort and sustainability.

SĆIΛNEW_STELIT̄KEL Elementary

Planning for the opening of our newest elementary school is ramping up this month, with Principal Camille McFarlane transitioning from Sangster Elementary to the Board Office. In her new role, she will focus on staffing, scheduling, classroom configurations, and overseeing the ordering of furniture and supplies to ensure a smooth launch.

Meanwhile, Sangster Elementary is in excellent hands with new Principal Ceilidh Deichmann. While leaving PEXSISEN—a school she played a key role in opening as vice principal—was undoubtedly bittersweet, we have no doubt that Ceilidh will be warmly welcomed by the Sangster community and will quickly establish herself as a strong and dedicated leader.

Journey Middle School

We are pleased to announce that John Mennie will be the next Principal of Journey Middle School. Currently serving as a Vice Principal at EMCS, John also took on the role of acting Principal at Journey earlier this year, demonstrating his leadership and commitment to the school community. With strong ties to Sooke and a proven track record as a leader, we look forward to his transition into this new role (timeline to be announced).



In the meantime, we are grateful that Darren Russell, who came out of retirement in November to serve as acting Principal, will remain in the role until June 30, 2025. His steady leadership and experience will continue to provide stability for the school as we move through this transition.

Pathways & Choice

Congratulations to Mike Huck, who has been appointed as the new District Principal of Pathways and Choice. Currently serving as Principal of Royal Bay Secondary, Mike brings extensive experience in alternative education, TASK programming, adult education, and supporting at-promise youth. His leadership and dedication to student success make him a great fit for this important role. We anticipate Mike's transition later this summer. In the meantime, the search for a new Principal at Royal Bay is nearing completion, and we look forward to sharing that announcement soon.

West Shore Campus

The new collaborative post-secondary campus located in the core of Langford at the corner of Peatt Road and Goldstream avenue is progressing and is on target to open in September 2025. The campus in downtown Langford is a first-of-its-kind partnership between Royal Roads University (RRU), the University of Victoria (UVic), Camosun College and the Justice Institute of British Columbia (JIBC).

We have already begun developing adult education programs for upgrading and graduation diplomas, and we look forward to unveiling our offerings for adult learners at the new campus this spring. Our Executive team was able to tour the new facility in early February and was our first opportunity to view the classrooms and office spaces for students and staff. We look forward to welcoming students into these bright spaces in September.

