A. Business Arising for Board Action

I. PRESENTATIONS

II. HUMAN RESOURCES

III. SECRETARY-TREASURER

1. 20K3 IMPLEMENTATION

For Action..... K. Zabowski

Senior Administration has been monitoring the Division's projected enrollment to respond to enrolment growth and to address the Provincial mandate regarding class size at the Kindergarten to Grade 3 level. With a focus on reducing class sizes in excess of 24 at the K-3 level, seven school settings have been identified as requiring a total of 9.0 FTE teaching positions for the 2012-2013 school year. Funding provided through the Enrollment Change grant, the English as an Additional Language grant, and the Kindergarten to Grade 3 Class Size Initiative, will address 6.3 FTE positions. It is recommended by Senior Administration that the remaining 2.7 FTE positions be funded as an over-expenditure from accumulated surplus. (Appendix A). A recommendation has been included for the Board's consideration. This additional staffing request will assist in beginning the Division's active movement towards compliance with the 20K3 Provincial mandate.

RECOMMENDATION:
That the additional 9.0 FTE teacher staffing requirement requested by Senior Administration to address enrollment growth and the Provincial K-3 class size initiative for the 2012/2013 school year at an estimated cost of $756,310 be funded from the anticipated 2012/2013 increase in the Provincial Enrollment grant of $259,087, the English as an Additional Language grant of $150,000, the Kindergarten to Grade 3 (20K3) Class Size Initiative grant of $131,223, and the remaining $216,000 funded from accumulated surplus, be approved.

2. LEASE AGREEMENT FOR AT-RISK YOUTH PROGRAM

For Action..... K. Zabowski

During the 2012-2013 budget deliberations, the Board of Trustees approved a budget line to address the Province's Bill 13 mandate. Part of this budget included the establishment of an adjudicated youth program. Senior Administration has developed a programming model which bridges the current off-campus program and upper deck program with a new program targeting adjudicated youth. Attached as Appendix B is a report providing information on the At-Risk Youth Program.

The location of this program will take place in a separate building from the current off-campus and upper deck programming. A suitable location has been located which will

allow the Division to partner with other organizations to provide a complete educational program for these students. The lease arrangements have now been completed and the proposed Lease Agreement (Appendix C) is attached for Board approval. The Agreement will be reviewed by the Division Solicitor. The Agreement is also subject to Public Schools Finance Board approval. A motion is included in the agenda. Please contact me should you have any questions in this regard.

RECOMMENDATION:
That the Lease Agreement between Brandon School Division and Lynn Hink & Vernon Hink to rent the property commonly known as 729 Princess Avenue for the period August 1, 2012 to July 31, 2013 at an annual rent of $34,100.00 plus utilities for operation of the At-Risk Youth Program be approved, subject to review by the Division solicitor and approval of the Public Schools Finance Board, and the Chairperson and Secretary-Treasurer are hereby authorized to affix their signatures and the seal of the Division thereto.

IV. SUPERINTENDENT OF SCHOOLS

1. CROCUS PLAINS REGIONAL SECONDARY SCHOOL OFF-SITE ACTIVITY REQUEST

For Action.....G. Malazdrewicz

Crocus Plains Regional Secondary School has submitted an off-site activity request (attached as Appendix D for Board of Trustees consideration) for four (4) grade 12 high school students, from Crocus Plains Regional Secondary School to make a trip to Abu Dhabi, United Arab Emirates from October 25, 2012 to November 3, 2012.

Mr. Terry Osiowy, Principal, Crocus Plains Regional Secondary School, and Mr. Greg Malazdrewicz, Associate Superintendent, have approved this trip. Approval from the Board of Trustees is respectfully requested.

RECOMMENDATION:
That the trip involving four (4) grade 12 high school students from Crocus Plains Regional Secondary School to Abu Dhabi, United Arab Emirates from October 26, 2012 to November 3, 2012 be approved and carried out in accordance with Board Policy/Procedures 4001: Off-Site Activities.

V. SENIOR ADMINISTRATION RESPONSE TO TRUSTEE INQUIRIES

1. INQUIRY FROM TRUSTEE SUMNER – PARENT NOTIFICATION - SYNREVOICE

For Information.....B. Ewasiuk

At the May 14, 2012 Regular Board meeting, Trustee Sumner requested information regarding how parents would be notified about any alleged incidents at a school should their child reside in the catchment area of the incident, but attends another school. In

the future such notification will be handled through Synervoice which was approved during the 2012 – 2013 budget deliberations.

The Synrevoice Technologies Inc. communication tool will enable the Division to disseminate information quickly to parents and students using tools such as e-mail, voicemail, phone calls and texting to target audiences. Some of the groups targeted with information will come directly from our Student Information System (SIS), other groups will be created to receive information in a selective manner.

The Student Information System (SIS) will populate groups such as school attendees, class attendees and sport participants. Other distribution lists will be created based on information from other systems such as Versatrans (the Division's Transportation database). Communications with catchment residents not attending their catchment school would also be handled in this manner.

2. INQUIRY FROM TRUSTEE ROSS – INCREMENTAL COSTS FOR ALL DAY/EVERY DAY KINDERGARTEN

For Information ..... K. Zabowski

At the June 11, 2012 Regular Board meeting, Trustee Ross requested information regarding the incremental costs for All Day/Every Day Kindergarten. A report answering her three questions is attached as Appendix E for the Board's information.

3. INQUIRY FROM TRUSTEE BARTLETTE –BREAKDOWN OF ALLOCATION OF BUDGET LINE FOR BILL 13 AND UPPER DECK

For Information ..... G. Malazdrewicz

At the June 11, 2012 Regular Board meeting, Trustee Bartlette requested a breakdown of allocation of budget line for Bill 13 and Upper Deck. A report providing this information is attached as Appendix F for the Board's information.

4. INQUIRY FROM TRUSTEE SUMNER –FACILITY RENTAL FEE BREAKDOWN

For Information ..... K. Zabowski

At the June 25, 2012 Regular Board meeting, Trustee Sumner requested a breakdown of additional costs incurred by the Division, including staff hours, as a result of the use of Division facilities by other organizations and the public outside of regular school hours, for the last fiscal year. A report providing this information is attached as Appendix G for the Board's information.

B. Administrative Information

I. Human Resources

1. Personnel Report

For Information ..... B. Switzer

Included in the agenda package as Confidential #1 is the Personnel Report, a listing of resignations and employment approved by the Superintendent of Schools and Secretary-Treasurer since the last meeting.

II. Secretary-Treasurer

III. Superintendent of Schools

1. School Information

For Information ..... D. Michaels

School Visits (June 4 to June 29, 2012)

- Thursday, June 21, 2012 – Neelin High School Off Campus graduation
- Monday, June 25, 2012 – Vincent Massey High School graduation
- Tuesday, June 26, 2012 – École secondaire Neelin High School graduation
- Wednesday, June 27, 2012 – Crocus Plains Regional Secondary School graduation

A. Administrative and Statistical Information

Suspensions

School	No./Students	No./Days	Reason
Crocus Plains Regional Secondary School	5	5,8	Assaultive Behaviour, Drug and Alcohol, Unacceptable Behaviour
Earl Oxford	3	3	Assaultive Behaviour
King George	1	6	Assaultive Behaviour

English as an Additional Language (EAL) Enrolment – Stages and Country of Origin Update as of June 30, 2012

The Brandon School Division has reported Stages for 1216 English as an Additional Language students, as of June 30, 2012. Attached as Appendix H is an analysis of the enrolment data according to the pertinent headings as provided.

Following is a brief overview of the various Stages as taken from the draft version of *English as an Additional Language (EAL) and Literacy, Academics, and Language (LAL), Kindergarten to Grade 12, Manitoba Curriculum Framework of Outcomes.*

Stage 1

- Has limited understanding of English

Stage 2

- Can understand conversational English
- Beginning to understand academic language with visuals and other supports

Stage 3

- Has well-developed conversational skills
- Understands and engages with more complex academic content

Stage 4

- Fluent in day-to-day communication
- Can communicate in new and unfamiliar settings

Stage 5 (only applies to high school students)

- Able to interpret and produce a wide range of complex and demanding grade-level and subject-area texts

Attached as Appendix I is a breakdown of countries of birth that were reported for 1216 English as an Additional Language students.

This is provided as information.

SENIOR HIGH SCHOOL GRADUATION RATE – JUNE 2012

We are very pleased and proud to communicate the Brandon School Division's overall graduation rate for 2011-2012 is 96.6%.

In September, 2011 there were 637 students eligible to graduate. In June, 2012 614 of these students graduated. Eligible grade 12 students are defined as students registered in Brandon School Division as of September 30th and required less than eight (8) credits to graduate.

The statistics for the three (3) senior high schools and Neelin High School Off Campus (NHSOC) are as follows:

Senior High school	Number of Grade 12 Students Eligible to Graduate on September 30	Number of Graduates	% Graduation Rate
Crocus Plains Regional Secondary School	276	261	94.5
Neelin High School	88	84	95.5
Neelin High – Off Campus	98	95	97.0
Vincent Massey High School	175	174	99.4
Totals	637	614	96.6

2. DIVISIONAL INITIATIVES

For Information ..... D. Michaels

A. IMPLEMENTATION OF STRATEGIC PLAN 2011-2014 FOR 2011-2014 SCHOOL YEAR

The 2011-2012 Year End Report of the Brandon School Division was presented at the Board of Trustees meeting on June 25, 2012. Key aspects of the report were highlighted with further presentation and discussion at the July 9, 2012 Board of Trustees Meeting.

B. QUALITY LEARNING

STRATEGIC LEADERSHIP COUNCIL MEETING / JUNE 4, 2012

A brief meeting of the Strategic Leadership Council was held on June 4, 2012.

Phil Vickers and Marsilah Peirson spoke to the item; Procedures 4044.4 Response to Intervention. Marsilah gave an RTI PowerPoint presentation and Phil engaged the Principals in a discussion on the topic "What does the group think the Brandon School Division's RTI statement should be?
Discussions focused on areas of the tier system, the current teaching scope and the availability of resources. Conclusion, everyone on the team has to think that "every kid can learn" without this perspective there will be roadblocks.

The Strategic Leadership Council will reconvene in the upcoming school year 2012/2013.

FULL DAY/EVERY DAY KINDERGARTEN STEERING COMMITTEE MEETING / JUNE 14, 2012

The Full Day/Every Day Kindergarten Steering Committee met on June 14, 2012. A discussion was held regarding the presentation made to the Board of Trustees on June 11, 2012. Acknowledgement was given to Teresa Vallotton's report and presentation. Discussions also included positive feedback in regards to the direction and plans for Full Day/Every Day Kindergarten in the upcoming school year 2012/2013. June assessments will be returned to Teresa by
June 25, 2012 and a report to the Board will be available in October 2012.
The Full Day/Every Day Kindergarten Steering Committee will reconvene in the new school year 2012/2013.

PRINCIPAL PREPARATION PROGRAM - SESSION 20 / JUNE 19, 2012 AND PRINCIPAL MENTORSHIP

Report prepared by Mr. Jaime Lombaert, Vice Principal, George Fitton School

PRINCIPAL PREPARATION PROGRAM
(2010/2011 and 2011/2012)

I. PURPOSES

1. To explore and develop leadership capacity for interested participants in Brandon School Division and surrounding areas.

2. To provide a principal preparation program for interested teachers in Brandon School Division and surrounding areas.

3. To encourage potential leaders to engage in learning opportunities; exploring important aspects of the principalship, instructional staff development.

II. PARTICIPANTS / AUDIENCE

Those who aspire to the leadership role of principal; vice-principal, teachers, coordinators, consultants, specialists, team leaders.

III. LEARNING OUTCOMES

1. Participants will gain an in depth understanding of leadership as it relates to the key understandings:
• the landscape of school leadership – role of the principal and vice-principal;
• the effects of the principal's leadership on staff and student learning;

• the four major leadership dimensions of the principalship (visionary leadership, leader of learning, leader of school community development, leadership as a steward and manager of resources);
• the person and characteristics of leaders; personality; competence, mastery of self; interpersonal competence; moral character; key behaviours; styles and strategies; major types of leadership;
• leadership decision-making and responses to context and situations;
• the ethical nature of leadership (essential virtues, ethical codes, making ethical decisions, leaders as advocates);
• the legal nature of education;
the accountability of leadership and management (types, accountability as an instrument of change) -using accountability to improve learning;
• the importance of distributed leadership and the politics of leadership (including advocacy);
• the importance of a learning-focused community in schools;
• the management and application of data for decision making;
• the development of schools (strategic planning); and
• the key relationships with students, parents, community members, superintendent, senior administration, trustees, government ministerial officials, media, outside agencies (CFS, BRHA, CATC, CSS, Big Brothers and Sisters).

2. Participants and program resource persons will engage in discussion and dialogue to facilitate reflection and reflective practice.

3. Participation in the program will qualify for 60 hours (20 sessions) towards the Manitoba Level 1 Administrators Certificate and towards a Master of Education credit (BU).

4. Participants intending to apply for a principal/vice-principal position will engage in a mentorship program component.

IV. PROGRAM DURATION

1. The program will be offered over a 2-year period on a monthly basis (September to June, every third Tuesday of the month from 6:00 – 9:00 pm).

2. The program will be comprised of twenty 3-hour sessions.

V. PROGRAM RESOURCE PERSONS

1. Brandon School Division Principals, Superintendent, Associate Superintendent, Secretary-Treasurer, Director of Human Resources.

2. Guests from:
   • Brandon University

- Manitoba Education
- University of Manitoba
- University of Winnipeg

3. Others as required.

VI. PROGRAM OVERVIEW

YEAR ONE – 2010/2011

Session 1: Tuesday, September 21, 2010

- Program overview, introduction, expectations, processes.
  Presenters: Jaime Lombaert, Nicole Warwaruk
- Introduction to "the landscape of school leadership – role of the principal and vice-principal".

  Presenters: Lena Boisjoli, Phil Vickers, Shawn Lehman, Terry Osiowy

Session 2: Tuesday, October 19, 2010

- Effects of leadership – role of the principal (conceptions of leadership, linking leadership with results, correlational research, essential acts of leadership).
- Compass not a roadmap.

  Presenters: Bruce Shamray, Betty Howell
  Mentorship Visit to the Schools – Week of October 25 – 29, 2010 (half-day)

Session 3: Tuesday, November 16, 2010

- Visionary Leadership (with review of Brandon School Division policy and practices).

  Presenters: Barb Miller, Nancy Dane

Session 4: Tuesday, December 14, 2010

- Learning Leadership (with review of Brandon School Division policy and practices).

  Presenters: Michael Adamski, Dave Lim

Session 5: Tuesday, January 18, 2011

- School/Community Leadership (with review of Brandon School Division policy and practices).
- Learning-focused community in schools:
  – focused community in schools
  – characteristics/criteria
  – strengths and weaknesses
  – role of the principal

Presenters: Craig Laluk, Chad Cobbe
Mentorship Visit to the Schools – Week of January 24-28, 2011 (half-day)

Session 6: Tuesday, February 15, 2011

- Stewardship Leadership (with review of Brandon School Division policy and practices).

Presenters: Donna Kormilo, Ron Cruickshank
Mentorship Visit to the Schools – Week of March 7-11, 2011 (half-day)

Session 7: Tuesday, March 15, 2011

- Person and characteristics of leaders (role of traits and their limitations, personality, competency, mastery of self – emotional, intelligence, self assurance).
- Leaders as person continued: interpersonal competence, empathy, communication, moral strength, beliefs, values.

Presenters: Kathy Brigden, Judy Pilling (Covey)
Nonnie Cancade, Investors Group
Chief Keith Atkinson, Brandon Police Service
Jeannie Millis, BDO
Mentorship Visit to the Schools – Week of April 11-15, 2011 (half-day)

- Research questions designed by Betty Howell

Session 8: Tuesday, April 19, 2011

- Outreach to the Schools – 1.5 hour meeting to discuss research questions from Betty Howell

Attendees: Whole Principal Preparation Program Committee to attend
Shawn Lehman and Betty Howell to facilitate

Session 9: Tuesday, May 17, 2011

- Ethics of leadership:
  – essential virtues, ethical codes, making ethical decisions, advocacy

Presenters: Deborah Poff, BU, John Minshull, Gail McDonald

Session 10: Tuesday, June 21, 2011

- The Mind of the Leader:
  – panel of administration as well as group participants

Presenters: Angela Voutier, Rick Stallard, Mathew Gustafson,
Darlene Wilkinson

YEAR TWO – 2011/2012
Session 11: Tuesday, September 20, 2011

- Educational law (and related matters):
  – no “silver bullet”
  – new faces, new approaches
  – personal authenticity and implications
  – documentation

  Presenters: David Swayze, Meghan Haddad; Tom Skinner, BU Professor; Terry Osiowy, Principal, Crocus Plains Regional Secondary School

  Session 12: Tuesday, October 18, 2011
- Development of Personal Growth Plan
  – template outlining
  – areas of interest
  – areas of leadership development
  – learning style preferences

  Participants will indicate areas of interest by SAG weekend. (Up to 10 days of onsite) mentorship will be made available to mentorship participants.
  Presenters: Betty Howell, Principal, St. Augustine School; Kathy Brigden, Principal, Linden Lanes School

  Session 13: Tuesday, November 15, 2011
- Accountability:
  – types, accountability as relationships
  – accountability to improve learning
  – accountability as instrument of change
  – documentation

  Presenters: Dr. Donna M. Michaels, Superintendent of Schools/Chief Executive Officer; Chad Cobbe, Principal, École New Era School; Michael Adamski, Principal, École Secondaire Neelin High School

  Session 14: Tuesday, December 13, 2011
- Management and application of data for decision making:
  – for improved and increased student achievement
  – for school operations

  Presenters: Teresa Timmerman, Learning Support Services Specialist – Numeracy; Mathew Gustafson, Principal, Vincent Massey High School

  Session 15: Tuesday, January 17, 2012
- Supervision and Evaluation of School Personnel (teachers, support staff):
  – purpose
  – processes, policy
  – role of teacher; role of principal

Presenters: Bob Lee, Principal Waverly Park School; Bruce Shamray, Principal, Kirkcaldy Heights School

Session 16: Tuesday, February 21, 2012

- School Development:
  – purpose and focus
  – planning
  – implementation assessment
  – ownership factors

  Presenters: Rick Stallard, Principal, Earl Oxford School; Nancy Dane, Principal, Meadows School; Ken Seekings, Vice Principal, Vincent Massey High School

Session 17: Tuesday, March 20, 2012

- Student advocacy:
  – Student entitlement to an education
  – role and impact of legislation (UN Convention on the Rights of the Child – Canadian Charter of Human Rights Freedom)
  – "Appropriate Educational Programming"
  – changes happening in school and division practices

  Presenters: Greg Malazdrewicz, Associate Superintendent; Marsilah Peirson, Learning Support Services Program Facilitator; Gail McDonald, Principal, George Fitton School

Session 18: Tuesday, April 17, 2012

- Perspectives of New Administrators:
  – what we know and don't know about educational leadership
  – practical survival tips for the new administrator
  – exploration of specialized areas
  – political relationships

  Presenters: Phil Vickers, Principal, Betty Gibson School; Elaine McFadzen, Vice Principal, Crocus Plains Regional Secondary School; Marty Jordan, Vice Principal, Riverheights School

Session 19: Tuesday, May 15, 2012

- Role of Elected Officials (Board of Trustees)

  Presenter: Board Chairperson
- Roles of Superintendent of Schools/CEO, Associate Superintendent, Secretary-Treasurer, Director of Human Resources
  – relationship to schools
  – working relationships

- School System Operation
  – strategic plan
  – financial plan
  – decision-making

  Presenters: Dr. Donna M. Michaels, Superintendent of Schools/Chief Executive Officer; Kevin Zabowski, Secretary-Treasurer (as of January 7, 2012)

  Session 20: Tuesday, June 19, 2012
- Celebration of Program Completion
- Distribution of Diplomas

  Presenter: Jaime Lombaert, Vice Principal, George Fitton School

  Principal Preparation Program Certificates of Completion
  Brandon School Division

Angela McGuire-Holder
Brad Twordik
Curtis Gray
Delphine Holian
Jen Anderson
Kelly Corkish Makkituq
Crystal Stewart
Marla Medwid
Patrick Ryan
Robert Voutier
Sharlene Speight
Trevor Korman
Veronica M. Adams
Ryan Boguski
Teresa Flannery
Trish Alexander
Ashley Dyson
Carole McCurry
Dale Normandeau
Jeff Kasprick
Kathleen Lauttamus
Korey Asher
Marcy Roziere
Marty Jordan
Robert Cullen
Sandy Harrison
Tyson Ramsey

Out of Division

Cheryl Snaith
Alicia Gawadziuk
Jennifer Jordan

Proposed Year 3 – Emphasized Focus on Direct Preparation for Principalship

Year 3 will include an extended mentorship component as well as sessions focusing on the four dimensions of the role of the Principal (Policy 6017 Role of the Principal). Interested participants in "Year 3" of the Principal Preparation Program will confirm their participation to Jaime Lombaert by June 29th, 2012. Participants interested in Year 3 must have completed Years 1 and 2 of the Principal Preparation Program. Year 3 will begin with mentorship opportunity postings in late September. Mentorship placements will occur in a school in which participants are not currently assigned.

Course of Studies:

Dimension	School Year Cycle	Content (Theory & Literature)	Dates/Place
➢ Instructional Leader ➢ Stewardship of Resources ➢ Visionary Leader ➢ School Community Facilitator	September	Interview Skills/Interviews	September 11, 2012 McLaren Room 6-9pm
➢ Instructional Leader ➢ Stewardship of Resources ➢ Visionary Leader ➢ School Community Facilitator	September	Mentorship Opportunity Postings and Mentorship Interviews	September 21 – 26, 2012
➢ Instructional Leader ➢ Stewardship of Resources ➢ Visionary Leader ➢ School Community Facilitator	October	Mentorship Interviews	October 1-5, 2012
➢ Instructional Leader	October	Student Assessment, Evaluation and Reporting	October 16, 2012 McLaren Room 6-9pm
➢ School Community Facilitator	November	Ethics/ Legalities	November 20, 2012 McLaren Room 6-9pm
➢ Instructional Leader ➢ Stewardship of Resources ➢ Visionary Leader ➢ School Community	December	Wellness/Social Networking/ Building Connections	Place TBD

Facilitator			
➢ School Community Facilitator ➢ Instructional Leader	January	Building Staff Capacity	January 15, 2013 McLaren Room 6-9pm
➢ Stewardship of Resources	February	Budgeting	February 12, 2013 McLaren Room 6-9 pm
➢ Stewardship of Resources	March	Staffing	March LSS
➢ Visionary Leader ➢ Instructional Leader	April	School Planning	April 9, 2013 McLaren Room 6-9 pm
➢ Visionary Leader ➢ Instructional Leader	May	Strategic Planning	May Strategic Planning
	June	Celebration /Discussions	Place TBD

3. CORRESPONDENCE

For Information ..... D. Michaels

CORRESPONDENCE RECEIVED FROM BRANDON TEACHERS' ASSOCIATION

The following correspondence has been received from Alison Johnston, Acting President, Brandon Teachers' Association:

> *Last year, BTA approached you seeking permission to distribute a children's book to a few of our Kindergarten classes in the Brandon School Division. In your letter dated June 16, 2011, you agreed to our request.*
>
> *"Stanley's Party" by Linda Bailey was presented to approximately 95 kindergarten students in the School Division. The schools that participated in the project were: Linden Lanes; Riverheights and Earl Oxford.*
>
> *In speaking with my colleagues, they indicated that the feedback from parents at each location was extremely positive.*
>
> *At our April Council meeting, we passed a motion to continue this project, and purchase another children's book. It is our intent that 100 students will receive the gift.*

The book that we have chosen for distribution is "Good Night Sweet Pig" by Linda Bailey. It would be our intent to distribute this book to each new kindergarten student coming for their first interview with the teacher.

The Brandon Teachers' Association continues to believe that this is an innovative way to "reach out" to our new students and welcome them to a lifetime of learning. We are seeking your on-going support and ask your permission to continue this project in the upcoming school year.

Appendix A

20K3 Implementation

In follow up to recent funding announced by Manitoba Education, Senior Administration has been monitoring projected enrolments to respond to enrolment growth. In particular, the confirmed enrolments at the Kindergarten and Grade 1 and 2 levels have been reviewed within the context of the operating definitions contained within the funding announcement.

With a focus on reducing class sizes in excess of 24 at these levels, seven school settings require additional staffing, a total of 9.0 FTE to begin our active movement toward compliance with the 20K3 mandate. Three Kindergarten classes (Riverview (1.0 FTE), Kirkcaldy Heights (0.5 FTE), J. R. Reid (0.5 FTE)) have already been addressed as they had reached enrolments of 26 students. In addition, 1.0 FTE was added to Meadows to address four Grade 1-2 classes in excess of 25 students each.

Senior Administration is recommending additional staff at Green Acres (1.5 FTE, K & Gr. 1/2), J. R. Reid (1.0 FTE, Gr. 1/2), Kirkcaldy Heights (1.0 FTE, Gr. 2/3) Valleyview (1.5 FTE, K & Gr. 1/2), and Waverly Park (1.0 FTE, Gr. 2 or 1/2).

Currently we have 112 classrooms established in the Kindergarten to Grade 3 cluster. Sixteen (16) classrooms are at 24 or greater and 41 have class sizes of 21 to 23 students. The Division's overall class size average for Kindergarten to Grade 8 is projected to be 20.94 students/class.

The above listed adjustments will move us from 49% of K-3 classes at or below the class size cap of 20 to 61% compliance, with an overall K- Gr. 8 class size average of 20.46 students/class. Four classroom settings will remain above 23, but can be addressed in subsequent years. It is likely that a minimum of seventeen (17) additional staff would be required to address the remaining 41 classes between 21 and 23 students.

Projected K - 8 Class Size 2012/2013

K-8 Class Size Breakdown (as of June 29, 2012)															
School	Enrollment	# of Classrooms	Grades	1-15	16-20	21	22	23	24	25	26	27	28	29	30+
Alexander	42	2	K-3		1				1						
Betty Gibson	117	6	K-3		2	3		1							
Earl Oxford	80	4	K-3		2	1		1							
George Fitton	186	9	K-3		4	1	4								
Green Acres	95	4	K-3				1	1	1		1				
Harrison	170	8	K-3		2	2		2	2						
J.R. Reid	107	5	K-3		2	1	1				1				
King George	82	4	K-3		2	2									
Kirkcaldy	187	9	K-3		3	4				1	1				
Linden Lanes	149	7	K-3		2	1	3	1							
Meadows	168	9	K-3		7	2									
New Era	216	12	K-3	1	9	2									
O'Kelly	134	8	K-3	2	5		1								
Riverheights	102	5	K-3		2		1	2							
Riverview	92	5	K-3		5										
Spring Valley		0	Exempt												
St. Augustine	94	4	K-3		1				1	2					
Valleyview	72	3	K-3						3						
Waverly Park	177	8	K-3		3	1		2			2				

K-8 Class Size Breakdown (as of June 29, 2012)															
School	Enrollment	# of Classrooms	Grades	1-15	16-20	21	22	23	24	25	26	27	28	29	30+
Alexander	19	1	4-6		1										
Betty Gibson	114	5	4-6			1	2		1	1					
Earl Oxford	63	3	4-6		2					1					
George Fitton	141	6	4-6				2	2		1	1				
Green Acres	47	2	4-6					1	1						
Harrison	95	4	4-6					1	3						
J.R. Reid	71	4	4-6			1	1		1	1					
King George	86	4	4-6		1	1	1	1							
Kirkcaldy	123	6	4-6		4						2				
Linden Lanes	106	5	4-6		1	3			1						
Meadows	143	7	4-6		5				1	1					
New Era	234	11	4-6		6		2	2		1					
O'Kelly	56	3	4-6	1			1			1					
Riverheights	168	9	4-6 (2 spec. e	2			3	3	1						
Riverview	81	4	4-6		3	1									
Spring Valley		0													
St. Augustine	72	3	4-6					1	1	1					
Valleyview	92	4	4-6			1	1		1	1					
Waverly Park	138	6	4-6		1	1		2		1	1				

K-8 Class Size Breakdown (as of June 29, 2012)

School	Enrollment	# of Classrooms	Grades	1-15	16-20	21	22	23	24	25	26	27	28	29	30+
Alexander	25	1	7-8							1					
Betty Gibson	23	1	7-8					1							
Earl Oxford	118	5	7-8			1	1			3					
George Fitton	117	5	7-8			1		2		2					
Green Acres	47	2	7-8					1	1						
Harrison	62	3	7-8		1	2									
J.R. Reid	64	3	7-8			2	1								
King George	87	4	7-8		2				2						
Kirkcaldy	85	5	7-8 (1 spec. e	1	4										
Linden Lanes	82	4	7-8 (1 spec. e	1					1	1		1			
Meadows	101	4	7-8						1	1	2				
New Era	83	4	7-8	1			1	1	1						
O'Kelly	46	2	7-8					2							
Riverheights	101	5	7-8 (1 spec. e	1		1	3								
Spring Valley	24	1	7-8						1						
St. Augustine	50	2	7-8							2					
Waverly Park	86	4	7-8			2	2								
Totals:	5320	254		10	83	38	32	30	26	23	11	1	0	0	0
%				4%	33%	15%	13%	12%	10%	9%	4%	0%	0%	0%	0%

July 3, 2012

20K3 49%

Overall Avg. 20.945

Brandon School Division
Enrollment Growth
September 2012 Projections

Additional FTE to address compliance with the 20K3 mandate				**9.00**
Less anticipated additional funding for enrolment growth				
Enrollment Change Grant				
Budgeted Students		101.60		
Estimated Students		200.00		
Student Change		98.40		
Funding Per Pupil	$	2,633.00		
Anticipated additional Enrollment Change Grant			259,087.20	
English as an Additional Language				
Students		200.00		
Funding Per Pupil	$	750.00		
Anticipated additional English as an Additional Language Grant			150,000.00	
Kindergarten to Grade 3 (20K3) Class Size Initiative ($62 per eligible student)			131,223.00	
Total anticipated funding			**540,310.20**	
Less: Costs related to staffing changes			(35,000.00)	
Anticipated funding due to enrollment growth			**505,310.20**	
Average Teacher salary			80,000.00	
FTE				**6.30**
Total FTE not covered by additional Funding				2.70
Average Teacher salary				80,000
Total over expenditure resulting from enrolment growth and K-3 class size initiative				**$ 216,000**

At-Risk Youth Program (ARYP)

This programming model provides a framework for our divisional team to bridge current alternative programming (N.H.S.O.C) and at-risk programming (Upper Deck) with a new program targeting high risk youth who are disengaging from school because of their active involvement with the justice system.

General description of the program or supports

The At-Risk Youth Program (ARYP) is being developed around three primary objectives:

1. To provide a model for wraparound social support services for high-risk youth pre and post court involvement.
2. To provide an ongoing academic support model to maintain student's engagement in the learning process regardless of attendance interruptions.
3. To provide smooth academic transitions out from and into appropriate academic and settings.
4. To explore and develop employability skills for students in the program.

How students will be targeted?

Risk criteria will be identified and assessed by a divisional team consisting of principals, Student Support Services staff and the Office of the Superintendent/CEO. Regular general student placement meetings will be the entry point for referred students for the At-Risk Youth Program (ARYP). The placement process will provide clear criteria for: i) entry, ii) programming and, iii) exit criteria and timelines for students.

Criteria for identification for referral will include, but not be limited to, social-emotional assessments, youth at-risk for offending assessments, attendance patterns and gang/police involvement.

What measures will be put in place to monitor success?

Upon referral the team will develop an Individualized Transition Plan that will:

- outline academic goals
- establish performance and attendance outcomes
- establish a plan for social emotional programming supports and exit outcomes through, but not limited to
    - Addictions Foundation of Manitoba
    - Probation Services
    - John Howard Society
    - Child and Family Services
    - Community Mental Health programs
    - Public Health programs
    - Career and Employment Youth Services/HRDC
    - Brandon School Division Social Work and Psychology supports

Transition plans will be designed as one or two semester integration models where the end target is for students to be referred out of the program to mainstream academic programs or existing established alternative education routes.

Ongoing documentation of success against outcomes, successful transitions to mainstream or alternative programs and reassessment against social-emotional growth indicators will also be used to assess the success of the program.

Appendix C

LISTING BROKER: ***Sutton – Harrison Realty***

SELLING BROKER: ***Sutton - Harrison Realty***

LISTING SALESMAN: ***Kit Harrison***

SELLING SALESMAN: ***Kit Harrison***

OFFER TO LEASE

DATE: May 23, 2012

Brandon School Division
1031-6th Street
Brandon, MB.
R7A 7H8

(hereinafter called the "Tenant")

Hereby offers to lease from:

Lynn Hink & Vernon Hink
60 Wascana Dr.
Brandon, MB.
R7B 3B5

(hereinafter called the "Landlord")

the premises hereinafter described, on the following terms and conditions:

1. ***THE PREMISES***
The premises shall comprise of **2200 Sq. Ft**. plus or minus, known as **729 Princess Ave.** located in the City of Brandon, MB. R7A 0P4

The premises shall be the unit marked in yellow in an office centre set out in Schedule "A". The premises to be constructed as set out in **Schedule "A"**.

2. ***TIME FOR ACCEPTANCE***
This order shall be irrevocable by the Tenant and shall be open to acceptance by the Landlord for a period of fourteen (14) days from the date it is received by the Landlord, after which time, if it has not been accepted in writing by the Landlord, shall become null and void. Upon acceptance, this offer shall constitute a binding agreement to lease.

3. ***RENTABLE AREA OF PREMISES***
The total area of the demised premises shall be approximately **2200 +/- Sq. Ft.** such area to be measured from the outside surface of the exterior walls and from the center line of all walls separating the premises from adjacent premises.

4. ***TERM***
The term (hereinafter "Term") shall be a period of **ONE** year from the date of commencement, such date to be determined in accordance with paragraph 5 herein.

5. ***COMMENCEMENT OF TERM***
The date of commencement shall be **August 1st, 2012.**

6.(1) ***RENT***

The rent shall be as follows:

a) Minimum Rent

The annual minimum rent (hereinafter referred to as "minimum rent") payable under the lease (hereinafter "Lease") shall be as follows:

i) Year 1 the rent shall be $34,100.00 or $2841.67 (monthly) plus GST.

6.(2) ***ADDITIONAL RENTS***

In addition to the minimum rent, an additional rent will be paid based on the following formula:

a) The Tenant shall pay as additional rent, the cost of the following utilities supplied to the premises including without limitation, electrical power, telephone and any communication system deemed necessary by Tenant.

b) The Tenant shall pay for insurances as described in Clause 20 herein.

7.(1) ***CONDITIONS***

If, by the respective dates set out in the subclauses following, the provisions thereof have not been complied with, or the consents and approvals required thereby have not been obtained, the tenant shall have the right to terminate this Agreement to Lease by giving the Landlord a written notice to that effect any time after such date, and this Agreement to Lease shall terminate upon giving of such notice, and neither party hereto shall be under any obligation to the other party hereto, and all monies shall be returned to the Tenant;

a) that within ten (10) days of acceptance of this offer, the Tenant has satisfied itself as to the title and zoning for the Tenant's proposed use of the property, and availability of an occupancy permit;

b) that within sixty (60) days of acceptance of this offer, compliance with the Planning Act for the Province of Manitoba is obtained if so required;

7.(2) The conditions contained in paragraph 7 of this offer to lease are included for the sole benefit of the Tenant and may be waived by it by notice in writing at any time. Should the conditions not be fulfilled or waived, this Agreement to Lease shall become null and void and all deposits shall be returned to the Tenant.

8. ***LANDLORD'S WORK***

The Landlord will perform the Landlord's work set out in Schedule "A".

9. ***REPAIRS AND MAINTENANCE***

The Tenant shall keep the premises in reasonable repair, reasonable wear and tear and damage by act of God excepted. Structural repairs shall be the responsibility of the Landlord (except where such structural repairs are caused by the negligence or lack of due care by the Tenant). The Tenant shall effect all other repairs and maintenance to the premises.

10. ***TAXES***

The Tenant shall **NOT** pay as additional rent, all taxes assessed by any municipal, provincial, federal, or other governmental authority to regulatory authority against the premises, together with its proportionate share of all such taxes assessed against the common area and facilities of the office center for each year of the term.

11. ***UTILITIES***
The Tenant shall pay as additional rent, the cost of all utilities supplied to the premises including without limitation, electric power, telephone or any communication system required by Tenant.

12. ***TENANT'S RETAIL NAME***
The Tenant will operate the premises under the retail name **(?????????????)**

13. ***USE OF PREMISES***
The demised premises shall be used for the operation of the Tenant's usual business and such other uses as the Landlord shall approve, which approval shall not be unreasonably withheld.

14. ***SIGNAGE***
Subject to approval by government authority, the Tenant shall be allowed to install, at its own cost, signage also subject to Landlord's approval or use any existing signage with the authority of the Landlord.

15. ***ASSIGNMENT AND SUBLETTING***
   a) The Landlord may assign this agreement or the lease to a purchaser of the office center or to a mortgagee as a part of this security;
   b) The Tenant is to be permitted to assign the premises to third parties and controlled or controlling corporations of the Tenant with the consent of the Landlord, which consent shall not be unreasonably withheld and provided that the Tenant shall not be relieved from its covenants within the lease.
   c) Notwithstanding the foregoing, the Tenant shall have the right to sublet the premises to a franchisee, a controlled or a controlling corporation of the Tenant, without the consent of the Landlord, if sublet to other than franchisee, and controlled to controlling corporations of the Tenant, consent of the Landlord is required;
   d) Notwithstanding any assignment or subletting of this lease, the Tenant shall not be relieved from its covenants under the lease.

16. ***LANDLORD'S COVENANT***
The Landlord covenants as follows:
   i) quiet enjoyment;
   ii) warranty of title and use of property;
   iii) not to lease space in the office center, or develop any adjoining lands owned by the landlord directly or indirectly, that may compete directly with the Tenant;
   iv) that there are no covenants, expressed or implied, with any existing Tenant or third party prohibiting the use of the premises in the manner prescribed herein.

17. ***GROSS LEASE***
It is the intention of the parties that the proposed lease be gross lease, also referred to as a modified gross lease.

18. ***FORM OF LEASE***
The form of the lease is to be the standard form of lease of the Landlord after being brought into conformity with the terms of this Agreement for Lease and to be subject to the mutual approval of both the Landlord and the Tenant. Until such time as a formal lease is executed, this Agreement to Lease, when executed by both parties, shall constitute a binding lease containing all the terms and conditions.

19. ***LEASE***
Subject to the provisions of Clause 7, the obligations of the Landlord and Tenant are not conditional or in any way dependent upon the preparation and execution of the lease and are not affected by a default or delay in or waiver of execution of the lease, but despite the non-completion of the lease from and after the beginning of the term and throughout the term, the Landlord will be bound to perform all of its obligations in each case set out herein.

Neither the execution of the lease nor the permitting or accepting of occupancy will waive the Landlord's and Tenants respective obligations as set out in this Agreement to Lease.

20. ***INSURANCE***

The Tenant shall take out and keep in force at all times during the term at its expense insurance for comprehensive general liability in an amount of not less than One Million Dollars ($1,000,000.00) per occurrence for personal injury to any one person and in an amount of not less than five hundred thousand dollars ($500,000.00) per occurrence in respect of property damage. The Landlord shall be an additional named insured in such policies and the Tenant shall furnish the Landlord with a certificate issued by the insurance carrier evidencing same.

The Tenant will take out and keep in force at all times during the term of the lease, reasonable insurance against damage to the premises caused by fire and other casualties the risks of which are normally insured under a standard fire and extended coverage insurance policy. The Tenant shall pay, as additional rent, its proportionate share of all insurance, if the premise is free standing, and the total cost is applicable.

21. ***DEPOSIT***

The Tenant's cheque in the amount of **$2983.75** including GST payable to **Sutton – Harrison Realty** (Landlord's broker), in trust, accompanies this offer as a deposit to be held pending acceptance of this offer of which will be applied to the last month's rent.

22. ***AMENDMENT***

No alteration, amendment, change or addition to the agreement binds the Landlord or Tenant unless in writing and signed by them.

23. ***NO REPRESENTATION***

It is understood and agreed that there are no covenants, representations, agreements, warranties or conditions in any way relating to the subject matter of this offer, whether expressed or implied, collateral or otherwise, except those set forth herein.

24. ***TIME IS OF THE ESSENCE***

Time shall be of the essence herein.

25. ***REGISTRATION***

The Tenant will not register the lease but may register a notice of this lease against the title to the office center.

26. ***SUBORDINATION AND NON-DISTURBANCE AGREEEMENTS***

The Tenant agrees to subordinate its lease of the premises to every mortgage and ground lease from time to time during the term of the lease, provided always that such mortgagor and ground lessor executes a non-disturbance agreement in favor of the Tenant in a form reasonably satisfactory to the solicitor for the Tenant.

27. ***HOURS OF OPERATION***

The Tenant shall be allowed to operate during such business hours as it may require provided the hours meet all municipal by-laws and regulations.

28. ***FORCE MAJEURE***

In the event that either party shall be delayed or hindered or prevented from performing any of its obligations hereunder by reason of any strike, lock-out, labour trouble, shortage of material, failure of power, riots, insurrection, war, act of God or the Queen's enemies or for any other reason beyond the reasonable control of the party delayed in performing its obligations hereunder, then performance of such obligations shall be excused for the period of all such delays and the period for the performance of any obligation shall be extended for a period equivalent to the period of all such delays.

29. ***REMOVAL OF FIXTURES***

Upon termination of the lease, the Tenant may remove any equipment or fixtures that were installed by the Tenant or on its behalf, provided that the Tenant shall make good any walls, floors, ceilings, etc. that may be damaged due to the removal of the said items.

30. ***USE OF COMMON AREAS***

The Tenant shall have the use in common with other entitled thereto of driveways and other common areas located on the land surrounding the Leased Premises and appurtenant thereto, all as shown on Schedule "A" attached hereto.

31. ***SUBJECT TO:***

- Tenant to take Premise in "as is condition"

IN WITNESS WHEREOF, the Tenant has hereunto affixed its corporate seal attested to be its signing officers duly authorized in that behalf the day and year first above written.

_____	_____
witness	authorized signature
_____	_____
witness	authorized signature

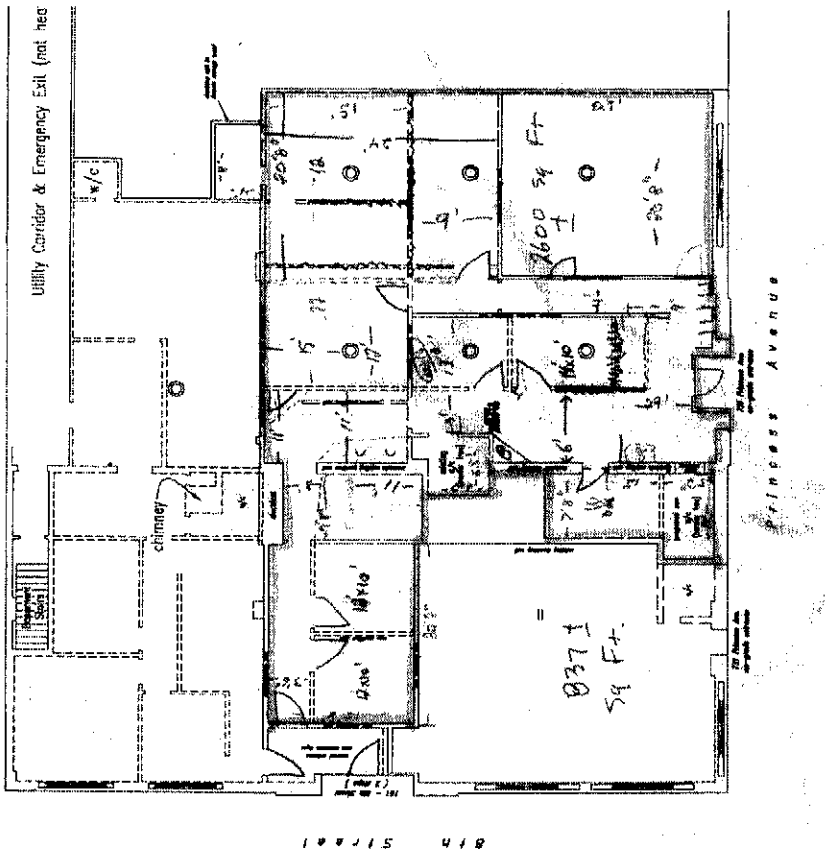
ACCEPTANCE

DATED this _____ day of _____.

_____	_____
witness or seal	Lynn Hink
_____	_____
witness or seal	Vernon Hink

SCHEDULE "A"

729 Princess Ave.



Appendix D

FORM 4001(a)
April 2004

Brandon School Division

Off-Site Activity Form
A Trips (trips within Canada not to exceed 3 nights)
B Trips (trips within Canada exceeding 3 nights)
C Trips (Outside of Canada) - No Air Travel
D Trips (Outside of Canada) -Requiring air travel

Required Approval
☐ **Principal**
☐ **Principal & Superintendent**
☐ **Principal, Superintendent & Board**
☒ **Principal, Superintendent & Board**

School: CROCUS PLAINS REGIONAL SECONDARY SCHOOL **LC:** **Phone:** 729-3900 **Fax:**

Destination: ABU DHABI UAE
Departure Date: Oct 26/2012 **Return Date:** Nov 3/2012
Departure Time: TBA **Return Time:** TBA

Name of Service Provider (if applicable): **Contact Person of Service Provider:** **Phone**

Number of Service Provider:

Grade Level (Please check):
☐ K ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6
☐ 7 ☐ 8 ☐ S1 ☐ S2 ☐ S3 ☒ S4 ☐ SP

# of Students: 4 **# of Male:** 3
# of Female: 1
# of Adults: 3 **Student/Adult Ratio:** 1:1.33

NAME	GENDER	DATE OF LAST VISIT TO SITE IF APPLICABLE	WILL YOU BE ON SITE FOR THE ENTIRE TRIP? IF NOT, SPECIFY SCHEDULE.	SPECIAL SKILLS AND TRAINING
Teachers-in-Charge:				
TOM CUTHBAITE	M	N/A	YES	
MIKE GAWINSKI	M			
Volunteers:				
FEMALE CHAPERONE JENNIFER KASARKL	F	N/A.	YES.	

METHOD OF TRANSPORTATION (AS PER BSD POLICY)
☐ BSD School Bus
☐ Rental Van *(company)*
☐ Charter Bus *(company)*
☐ Volunteer Driver *(adult)*
☐ Student Volunteer Driver (in Division)
☐ No transportation provided by school
☒ Commercial Airline
☐ Walking
☐ Bicycling
☐ Other:

REQUIREMENTS CHECKLIST
☒ Acknowledgement of Risk Form
☒ Travel & Health Insurance *(for travel outside Manitoba)*
☒ Itinerary/Schedule Attached
☒ Parent Correspondence Attached
☒ Supervision Plan Attached

FOR C & D TRIPS
☐ Parent Information Checklist Reviewed
☐ Parent Meeting Planned - Principal's Discretion
☒ Travel Alert websites reviewed - appendix

ESTIMATED COST OF TRIP (C & D TRIPS ONLY)		SOURCE OF FUNDING	
Fees, including guides	$ 2400.00	School Funds	$ 4000.xx
Transportation	$ 13200.00	School's Budget	$
Accommodation	$ 8400.00	Student Fee	$
Meals	$	Fund-Raising by:	$ 11,250.xx
Other Expenses ____	$ 4250.00	Other _____ *(please specify)* TVI	$ 13,000.xx
TOTAL ESTIMATED COST	$ 28,250.xx	**TOTAL ESTIMATED FUNDS REQUIRED**	$ 28,250.xx

EDUCATIONAL PURPOSE (complete 1 & 2 or 3)

1. How has the activity been part of the planned program for this class/group?

2. Which educational outcomes do you plan to achieve?

3. Competition/event:

F1 in Schools World Competition

HOTEL NAME AND PHONE NUMBER (IF APPLICABLE):

TBA

HOST FACILITY NAME AND PHONE NUMBER: (If applicable)

TBA

OTHER CONTACT NAMES AND NUMBERS:

TBA.

EMERGENCY PREPAREDNESS

- ☒ Emergency participant list (i.e. medical info, medical numbers, contact person)
- ☒ First aid kit access
- ☒ Communication device (if possible) Cellular Number: 204-721-4855
- ☒ Other CPR (M. Gawinski)

Name of **Teachers-in-Charge** *(please print)*	Date *(year/month/day)*	Signature of Teacher-in-Charge
T. Outhwaite	2012/06/11	
M. Gawinski		
Name of **Principal** *(please print)*	Date *(year/month/day)*	Signature of Principal
	2012/06/11	
Name of **Assistant Superintendent** *(please print)*	Date *(year/month/day)*	Signature of Assistant Superintendent
Greg Malazdrewicz	2012/06/25	

Once the Principal has approved the off-site activity, mail this form to the Assistant Superintendent of your Learning Community according to the approval process deadlines for B, C, D trips.

This personal information or personal health information is being collected under the authority of the Brandon School Division and will be used for educational purposes or to ensure the health and safety of the student. It is protected by the protection of privacy provisions of *The Freedom of Information and Protection of Privacy Act* and *The Personal Health Information Act*. If you have any questions about the collection, contact the Brandon School Division Access and Privacy Coordinator at (204) 729-3100.

SAMPLE

FORM 4001 (b)
March 2006

BRANDON SCHOOL DIVISION
CONSENT OF PARENT OR GUARDIAN TO PARTICIPATE IN AN OFF-SITE ACTIVITY AND "ACKNOWLEDGEMENT OF RISK"

1031 – 6th Street,
Brandon, MB R7A 4K5
Phone: 204-729-3100
Fax: 204-727-2217

1. The Division will make every reasonable effort to ascertain that:
   a. The supervisors and staff of the Service Provider are fully trained and qualified
   b. The students who undertake the program or activities will be adequately supervised.
   c. The location and/or facilities meet the applicable health and safety standards.
   d. Any equipment made available by the Service Provider or used in the activity has been inspected and is deemed to be appropriate, safe, and well maintained.
   e. The location where the activity will take place is appropriate and safe.
   f. The Service Provider has taken all reasonable steps to ensure that any animal(s) involved in the activity are safe.

2. I am satisfied that I have been informed of my right to obtain as much information about this program, or activity as I feel necessary, including information beyond that provided to me by the school division to the extent that I require and am not relying solely upon information provided by the Brandon School Division respecting the nature and extent of the risks and hazards associated with the program or activity.

3. I freely and voluntarily acknowledge the risks and hazards inherent in the nature of the program or activity and understand and acknowledge that my child, as a participant, could suffer personal and potentially serious injury due to an unforeseeable event.

4. My child has been informed that he/she is to abide by the rules and regulations including directions and instructions from the school's administrators, instructors, and supervisors as imposed on students while participating in the program or activities. This shall include his/her participation in all of the introductory sessions and meet all prerequisites prior to his/her participation in the program or activity.

5. I acknowledge that if my child fails to abide by the rules and regulations imposed on students while participating in the program or activities, he or she will be subject to disciplinary action, which could include his or her being excluded from participation in the program or activity, being sent home at the cost of parent/guardian or my being contacted to have him or her picked up.

6. I acknowledge that it is my responsibility to advise the Brandon School Division of any medical or health concerns of my child, which may affect his/her participation in the stated program or activity.

7. I acknowledge when transportation is coordinated by Brandon School Division every reasonable effort will be made to ensure drivers and vehicles are licensed, registered and insured.

8. I acknowledge when transportation is not coordinated by Brandon School Division it is my responsibility to ensure safe transportation to and from the specified activity.

9. I consent that the Board, through its employees, agents, and officers at the school may secure such medical advice and services as those individuals, in their sole discretion, may deem necessary for my child's health and safety, and that I shall be financially responsible for such advice and services.

Parent / Guardian retain upper portion of form including information on reverse.

PORTION BELOW MUST BE COMPLETED BY PARENT/GUARDIAN AND RETURNED TO SCHOOL.

Activity: FI in Schools – World Finals – Abu Dhabi UAE

Student Name: _____ Birth Date: _____

Additional Information: _____ Phone Number: _____

Emergency Contact: 1. _____ Phone: Home Work Cell

Contact:2. _____ Phone: Home Work Cell

Based on my understanding, acknowledgement, and consents as described herein, I agree that

_____ may attend the off-site activity.
(name of student)

For group aquatic outings, an Aquatic Activities Acknowledgement of Risk form must be signed.

Date	*Printed Name*	*Parent / Guardian Signature*

II – To be completed by teacher-in-charge and retained by parent.

Student Name: _____ School Choose School Name PAINS RSS

Date of Activity: 2012/10/27 TO 11/02 Destination: ABU DHABI UAE

Teacher in charge: T. CUNNIAITE. Supervising teachers: MRS GAUNTZ

Volunteers: JENNIFER KASAZIK

Method of transportation: COMM. AIRLINE Emergency contact accommodation: TBA

Time of departure: TBA Time of return: TBA.

OTHER DETAILS:

map: _____ parent meeting: _____ itinerary: _____

Schedule of events: AS ATTACHED

F:\SUPTS\Forms\BSD FORMS\Acknowledgement of Risk March 2006.doc

To Whom It May Concern:

I (We), _____ _____
(full name(s) of custodial and/or non-custodial parent(s)/legal guardian(s)), am (are) the
_____ (lawful custodial parent(s) and/or non-custodial parent(s) or legal guardian(s)) of

Child's full name: _____

Date of birth (DD/MM/YY): _____

Place of birth: _____

Canadian Passport number: _____

Date of issuance of Canadian passport (DD/MM/YY): _____

Place of issuance of Canadian passport: _____

_____ (child's full name), has my(our) consent to travel with Miroslaw Gawinski (Canadian passport number WS743424) and Thomas Outhwaite (Canadian passport number WB390375) on a Crocus Plains R. S. School competition to Abu Dhabi UAE (as per attached itinerary) during the period of October 26, 2012 to November 2, 2012.

Signature(s): _____ Date: _____

Signature(s): _____ Date: _____

(Full name(s) and signature(s) of custodial parent(s), and/or non-custodial parent(s) or legal guardian(s))

Signed before me, _____ (commissioner of Oaths)

This _____ (date)

Signature of Witness: _____

My commission expires on: _____ (date)

PROPOSED ITINERARY

October 25	-	Depart Brandon at 12 noon for Winnipeg
October 25	-	Depart Winnipeg at 410 pm arrive Toronto at 731 pm
October 25	-	Depart Toronto at 1020 pm arrive Frankfurt a 1150 am
October 26	-	Depart Frankfurt at 220 pm arrive Abu Dhabi at 1040 pm
October 28	-	Orientation Day, Gift exchange
October 29	-	Competition
October 30	-	Competition
October 31	-	Final Day of Competition & Awards Evening
November 1	-	Social Activity day in Abu Dhabi (F1 in School sponsored)
November 2	-	Leave for Airport 8 pm
November 3	-	Abu Dhabi at 0115 AM arrive Frankfurt at 520 am (at the airport the evening of November 02 - (3 to 4 hours ahead)
November 3	-	Frankfurt 1000 am arrive Toronto 125 pm
November 3	-	Depart Toronto at 415 pm arrive 549pm
November 3	-	Arrive in Brandon 730 pm

RBC Insurance

TRAVEL INSURANCE

While you're there for the experience, we're there for you

Buy Now

Complete travel insurance protection in one package

You've invested a lot of time and money into planning the perfect vacation. Why take a chance that an unexpected event will mean you lose your investment? With our affordable travel insurance packages, you can travel knowing you're financially protected against most unexpected travel situations.

In addition, if you have a medical emergency while travelling, one toll-free call – anytime day or night – puts you in touch with a multilingual professional who will refer you to a local doctor or facility in order for you to receive the care you need.

Why travel insurance?

Explore why protecting yourself and your financial investment with travel insurance is a wise choice.

- Why You Need Travel Insurance
- Why Choose RBC Insurance

Explore our Packages and Plans:

- Coverage Comparison
- **Deluxe Package**
- Classic Medical Plan
- Non-Medical Package
- Cancellation & Interruption Insurance
- Additional Coverage

Deluxe Package

This package is ideal if you're under 75 years of age, are travelling outside Canada and want the most complete travel protection we offer.

Buy Now

Benefit	Maximum Sums Available
Cancellation & Interruption Insurance	• Trip Cancellation-Before departure: Up to the sum insured • Trip Interruption-After departure, Economy Class Transportation: Unlimited • Trip Interruption- Unused Portion of Pre-paid Travel Arrangements: Unlimited • Subsistence allowance: $3,500 • HolidaySure Plan† Coupon: $750 travel coupon • Connection benefit: $1,000
Emergency Medical Insurance	• Medical & other benefits: Unlimited(1) • Subsistence allowance: $3,500
Baggage & Personal Effects Insurance	• Loss of, or damage to, baggage & personal effects: $1,000(2) • Delay of baggage & personal effects: $400(3)
Travel Accident Insurance	Death, double dismemberment, loss of sight of both eyes, or complete and irrecoverable loss of speech or hearing(4) - Principal sum: $50,000
Flight Accident Insurance	Death, double dismemberment, loss of sight of both eyes, or complete and irrecoverable loss of speech or hearing(4) - Principal sum: $100,000

All insurance is subject to limitations and exclusions. Download the Deluxe Package Insurance Policy for complete details.

1) This insurance is subject to a maximum of $20,000 if you do not have valid government health insurance plan coverage.

2) The maximum for any one item or set of items is $500. The maximum sum insured per person or per family does not exceed $2,000 in total under any policy or combination of policies issued by us.

3) This insurance is available while en route and before returning to your departure point.

REFERENCE LETTER AS TO THE SAFETY AND CURRENT POLITICAL ATMOSPHERE IN ABU DHABI

Wednesday, June 6, 2012

Dear Dr. Michaels:

I understand that some Crocus students have the opportunity to attend the F1 In Schools Competition in the United Arab Emirates this fall, and I have been approached by Evan Melanson to speak to the safety of the country.

As you already know, I have been living in the UAE for the past year, and I can say with confidence that I feel very safe in this country. It is a very wealthy country run by a benevolent leader, Sheikh Khalifa, whose vision is to make Abu Dhabi a destination city for the world.

Abu Dhabi, where the venue is located, is a thoroughly modernized city. The population is 20% local and 80% expat. Of that expat population, approximately 20% is made up of westerners. The expats from developing countries work either in the service sector or as laborers.

Because it is a Muslim country, the streets are very safe. I have never felt threatened when walking the streets, as people here are very respectful, especially of women.

I am assuming that the students would be spending most of their time on Yas Island where the venue is located. Yas Island is not residentially populated. There are many 5 star hotels there, as well as Ferrari World, Yas Arena and Ikea. Certainly, it would be very educational for them to experience Ferrari world, where they would be taken on a tour that would teach them all about the history of the Ferrari Company, how Ferraris are made from the ground up, and what makes that car special and different.

Abu Dhabi has some of the most eclectic and interesting modern architecture in the world. Unfortunately, students would not be able to tour the Guggenheim and the Louvre, as they are scheduled to be opened in 2016. However, there is an exhibit at the Emirates Palace showcasing the future architectural designs and concepts behind those museums. As well, the Sheikh Zayed Grand Mosque is a breathtaking piece of architecture that is a must see.

I hope this letter has reassured you that Abu Dhabi is indeed a safe place. I am certain Crocus students would benefit from experiencing this part of the world. Since I will be here next year, I would be most happy to act as a point of contact for any concerns that your staff or students may have. Feel free to contact me with any concerns or questions you may have.

Best regards,

Paulette Buizer

Foreign Affairs and International Trade Canada | Affaires étrangères et Commerce international Canada | Canada

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TRAVEL REPORT
United Arab Emirates

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Country Insight for **United Arab Emirates**

1. RECENT UPDATES

A minor editorial change has been made.

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2. WARNINGS AND RECOMMENDATIONS

There is no Official Warning for this country.

United Arab Emirates

Exercise normal security precautions	**Exercise high degree of caution**	Avoid non-essential travel	Avoid all travel

Most Canadian visitors to the UAE do not experience problems.

There is a constant and high terrorist threat throughout the Arabian Peninsula. From time to time, reports emerge that terrorists plan to attack specific locations in one of these countries. Targets could include government buildings, public areas, tourist sites and Western interests. Heightened security measures are currently in place and may be reinforced upon short notice. Canadians are strongly advised to maintain a high level of vigilance and personal security awareness at all times. Caution should be particularly exercised in areas known to be frequented by foreigners (commercial, public, touristic). Canadians should monitor local developments and follow the advice of local authorities. Canadians are also advised to register and keep in contact with the Consulate of Canada in Dubai or the Embassy of Canada in Abu Dhabi, as well as to carefully follow messages issued through the Registration of Canadians Abroad (ROCA) service.

There have been a number of consular cases of Canadians imprisoned in the UAE with regard to possession, use, and trafficking of illegal drugs, including drugs used outside of the UAE and still traceable in the blood or urine. Canadians should also know that prescription or over-the-counter drugs that are legal in Canada (e. g. codeine) may be restricted in the UAE. See Section 8 for more details.

OFFICIAL REGISTRATION RECOMMENDATION: We offer a registration service for all Canadians travelling or living abroad. This service is provided so that we can contact and assist you in an emergency abroad, such as a natural disaster or civil unrest, or inform you of a family emergency at home. Registration can be done on-line or by contacting a Canadian government office abroad. For more information, see our FAQs on Registration of Canadians Abroad.

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3. SAFETY AND SECURITY

The decision to travel is the sole responsibility of the traveller. The traveller is also responsible for his or her own personal safety. The purpose of this Travel Report is to provide Canadians with up-to-date information to enable them to make well-informed decisions.

Demonstrations

Demonstrations rarely occur. They have to be authorized by the government. There have been a number of demonstrations in the recent past related to regional political developments. Canadians are advised to avoid all political gatherings, crowds and demonstrations and to stay away from areas where they will occur, as they might turn violent without warning.

Crime

The crime rate is low and violence is rare. Petty crime, such as purse-snatching and pickpocketing, occurs. Car doors should be locked at all times. To reduce the likelihood of becoming a victim, showing signs of affluence should be avoided and personal belongings, passports, and other travel documents should be secure at all times. Travellers should not accept to carry packages, especially across borders.

Women's Safety

There have been reports of physical and verbal harassment towards women. It is advisable to travel in groups, and not travel alone at night.
The Department publishes a booklet entitled Her Own Way: A Woman's Guide to Safe and Successful Travel. Its prime objective is to inform Canadian women and encourage them to travel safely.

General Safety Information

Dial 999 for police, fire and medical emergencies.

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4. ENTRY/EXIT REQUIREMENTS

It is the sole prerogative of each country or region to determine who is allowed to enter. All countries or regions have special requirements for persons intending to reside for extended periods (usually more than 90 days) or who plan to work, study, or engage in non-tourist activities. To obtain information on specific entry requirements, contact the nearest diplomatic or consular office of the destination(s) to be visited. Violations of entry and exit requirements may result in serious penalties.

The following information on entry and exit requirements has been obtained from the authorities of the United Arab Emirates. However, these requirements are subject to change at any time. **It is the traveller's responsibility to check with the Embassy of the United Arab Emirates for up-to-date information.**

A valid Canadian passport is required for Canadians intending to visit the United Arab Emirates. The passport must be valid for at least six months beyond the date of entry into the country.

A visa is required for tourism and business purposes. Canadians must obtain a visa prior to arrival in the UAE. For more information, please visit the website of the Embassy of the United Arab Emirates.

Foreigners planning to work or reside in the UAE must undergo medical tests including for HIV. Those found to be HIV positive will be immediately deported by the UAE authorities. HIV certificates issued by foreign medical authorities are not accepted.

Regional Travel

Canadians may face significant delays when trying to enter or transit through the country if their passport contains a valid or expired Israeli visa or stamps. Canadian-Israeli dual nationals and Canadians suspected of holding Israeli citizenship could be refused entry by UAE authorities. See Section 8 of this Travel Report for more information on dual nationality.

Canadians travelling in the Middle East are advised that their passports could come under increased scrutiny by immigration authorities, and the authenticity of their passports could be questioned due to incidents of possible misuse. Canadians experiencing problems are encouraged to contact the nearest Canadian government office or Foreign Affairs and International Trade Canada in Ottawa for advice and assistance.

A Certificate of Canadian Citizenship is not a travel document. A Canadian passport is the only reliable and universally accepted travel and identification document available to Canadians for the purpose of international travel. Canadian citizens returning to Canada who present other documents, such as a Certificate of Canadian Citizenship, birth certificate, provincial driver's licence, or foreign passport, instead of a Canadian passport, may face delays or be denied boarding by transport companies.

Selling, altering, or allowing another person to use your passport is a criminal offence. It could lead to the laying of charges and imprisonment if convicted. It could also lead to the denial of future passport services.

Special and diplomatic passport holders should verify all visa requirements for this and other destinations, as they may differ from those that apply to regular passport holders.

Any adult travelling with children may be required to show evidence of parental/custodial and/or access rights. Foreign and Canadian authorities may also require evidence that the adult has the consent of the parents, legal guardian, and/or the court to travel with the children. Some countries or regions may not permit children to enter or, in some cases, leave the country or region without proper documentation such as a letter of consent or a court order.

Although same-sex marriages are legal in Canada, many countries or regions do not recognize them. Attempting to enter as a same-sex married couple may result in refusal by local officials. For more information, contact the foreign government office accredited to Canada.

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5. CANADIAN GOVERNMENT CONTACTS

You can obtain consular assistance and further consular information at the following addresses:

United Arab Emirates - ABU DHABI, Embassy of Canada
Address: Abu Dhabi Trade Towers (Abu Dhabi Mall), West Tower, 9th Floor, United Arab Emirates
Postal Address: P.O. Box 6970, Abu Dhabi, United Arab Emirates,
Tel.: 971 (2) 694-0300
Emergency toll-free to Ottawa: 800-014-0145
Fax: 971 (2) 694-0399
E-Mail: abdbi@international.gc.ca
Internet: http://www.canadainternational.gc.ca/uae-eau/

United Arab Emirates - DUBAI, Consulate General of Canada
Address: 19th Floor, Jumeriah Emirates Towers, Sheikh Zayed Road, Dubai, United Arab Emirates
Postal Address: P.O. Box 52472, Dubai, United Arab Emirates,
Tel.: 971 (4) 404-8444
Emergency toll-free to Ottawa: 800-014-0145
Fax: 971 (4) 314-5556/5557
E-Mail: dubai@international.gc.ca
Internet: http://www.canadainternational.gc.ca/uae-eau/

For emergency assistance after hours, call the Embassy of Canada in Abu Dhabi or the Consulate of Canada in Dubai and follow the instructions. You may also call the Emergency Operations Centre in Ottawa, toll-free, at 800-014-0145.

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6. TRAVEL HEALTH

The Public Health Agency of Canada and the World Health Organization (WHO) report on disease outbreaks that occur throughout the world. For the latest travel health advisories and related information, visit the Public Health Agency of Canada's Travel Health Web site.

The Public Health Agency of Canada strongly recommends that your travel plans include contacting a travel medicine clinic or physician six to eight weeks before departure. Based on your individual risk assessment, a health care professional can determine your need for immunizations and/or preventive medication and advise you on precautions to avoid disease. Travellers are reminded to ensure that their routine (childhood) immunizations (e.g., tetanus, diphtheria, polio, and measles) are up to date.

Standards of medical care may differ from those in Canada. Treatment may be expensive, and payment in advance may be required. Travellers are advised to arrange for medical insurance prior to departure. Prescription medications should be kept in the original container and packed in carry-on luggage.

The Public Health Agency of Canada also recommends that travellers who become sick or feel unwell on their return to Canada seek a medical assessment with their personal physician. Travellers should inform their physician that they have been travelling or living outside of Canada.

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7. ADDITIONAL HEALTH INFORMATION

Adequate medical services are available in the main cities, including private medical clinics. Immediate payment is required.

Domestic tap water is generally safe to drink, but filtered or bottled water is generally preferred. Travellers should avoid undercooked meat, dairy products, and most food sold in the streets.

Dehydration is a serious risk due to very high temperatures during the summer months. Preventive action includes ensuring protection from the sun and drinking plenty of water.

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8. LAWS AND CUSTOMS

You are subject to local laws. A serious violation may lead to a jail or death sentence. The

sentence will be served in local prisons.

Canadians arrested or detained have the right to contact the responsible Canadian government office (embassy, high commission, etc.) listed in Section 5 above. Arresting officials have a responsibility to assist you in doing so. Canadian consular officials can provide a list of local lawyers upon request. Lengthy delays in consular access are possible.

The procedures required in legal proceedings or police investigations may be different from the procedures in force in the Canadian legal system. Canadians wishing to undertake such proceedings can expect to face long delays and additional efforts in order to resolve their case. The Government of Canada cannot intervene in ongoing legal proceedings in other countries or regions, unless requested to do so by local authorities. Such requests are rare.

The work week is from Sunday to Thursday.

Religion

The country's customs, laws, and regulations adhere closely to Islamic practices and beliefs. Religious and social traditions should be respected in order to avoid offending local sensitivities.

Legal Process

Suspects as well as witnesses to incidents may be held for lengthy periods without access to legal counsel or consular officials. Authorities may withhold the passport of an individual involved in legal processes, pending resolution of the case. This could result in the delay of a planned departure.

Canadians should be familiar with rules and laws of each Emirate they intend to travel to as they could differ from one Emirate to another.

Consumption of Prescription Drugs, Illicit Drugs and Alcohol

Some prescribed and over-the-counter medicines that are available in Canada (e.g. Codeine) are considered to be controlled substances in the UAE. Any such medication is not allowed into the UAE without prior permission from the UAE Ministry of Health. If a traveller arrives in the UAE without prior approval and the required documentation, the medication will not be allowed into the UAE and the person may be subject to prosecution and a jail sentence under the laws of the UAE. This applies while the medication is being taken and also while it is still detectable in the system. For more information, consult the website of the Ministry of Health of the UAE.

It is also recommended that Canadians contact the Ministry of Health Drug Control Department (DCD) to check whether your medication is on the List of Restricted and Controlled Drugs and as such requires prior permission for importation. The Customer Service Centre of the DCD can be contacted by e-mailing drugcl.csc@moh.gov.ae, by telephone at (00) 971 2 611 7240 or by fax at (00) 971 2 632 7644. The Canadian Embassy in the UAE is unable to make these enquiries on travellers' behalf.

Criminal penalties for possession, use, and trafficking of illegal drugs, as well as poppy seeds, are strict and include the death penalty. Convicted offenders can expect lengthy jail sentences and/or heavy fines. The possession of drugs, even a very small amount, can result in arrest and, if convicted, a minimum four-year prison term. Using drugs deemed illegal by the authorities, even if used while outside of the UAE, can be punishable by law if traces of the substance are found in the blood or urine, and can also carry a minimum prison term of four years.

Restrictions concerning the consumption of alcohol must be respected. It is illegal for all Muslims to consume or possess alcohol. Canadians should be aware that the consumption of alcohol outside approved venues is illegal and could result in arrest and/or fines and imprisonment. Public intoxication is a criminal offence, no matter where the alcohol was consumed. There is no

acceptable legal limit of alcohol consumption. Individuals may be required to take a blood and/or urine test if they are suspected of being under the influence of drugs or alcohol. If the tests are positive, travellers may be prosecuted. In the emirate of Sharjah, any alcohol possession or consumption is considered illegal and is subject to criminal prosecution. There is a zero tolerance policy regarding drinking and driving.

Dress and Behaviour

Common sense and discretion should be exercised in dress and behaviour. Men and women should dress conservatively (e. g. women should not wear tight or revealing clothing or short skirts, and both men and women should refrain from wearing shorts). Transgressions could be punished by detention or other penalties.

Canadians have been detained on allegations of showing disrespect toward others by making verbal insults and obscene gestures. All travellers should exercise particular care in their behaviour with others, especially officials, to avoid offending local sensitivities. Verbal insults and obscene gestures may be considered a criminal act and, if found guilty, the accused could face deportation, fines and/or a prison sentence.

Other Illegal and/or Restricted Activities

Religious proselytizing is not permitted.

Common-law relationships, homosexual relations, adultery, and prostitution are illegal and are subject to severe punishment, including the death penalty.

In public, physical contact (e. g. holding hands) should be avoided.

Pork is illegal in the emirate of Sharjah.

Possession of pornographic material is illegal in all Emirates.

It is forbidden to photograph certain government buildings and military installations. People should not be photographed without their permission.

Fraudulent Practices

Fraudulent practices (e. g. cheques without funds and non-payment of bills) are regarded as extremely serious offences and may result in imprisonment and fines. Penalties are generally assessed according to Islamic (Sharia) law. Bail is not available for non-residents of the UAE. Temporary release pending legal action may be granted in minor cases if the passport of the accused and the passport of the guarantor are surrendered to the authorities.

Employment

Terms and conditions of employment should be clearly established in writing prior to arrival in the UAE. It is customary for a local sponsor to retain an employee's passport, but this is not required under UAE law. Should a dispute arise, the UAE Ministry of Labour has established a special department to review and arbitrate labour claims. A list of local attorneys is available from the Embassy of Canada in Abu Dhabi or the Consulate of Canada in Dubai.

Family

Child custody decisions are based on Islamic law. It is extremely difficult for a Canadian woman, even if she is a Muslim, to obtain custody of her children through a court decision. Regardless of parental marital status, children of UAE fathers acquire UAE citizenship at birth, and must enter and leave the United Arab Emirates on UAE passports. The father's permission is required to leave the country.

Dual Nationality

Dual nationality is not legally recognized, which may limit the ability of Canadian officials to provide consular services. Canadians should travel using their Canadian passport and present themselves as Canadian to foreign authorities at all times. The Department publishes a booklet entitled Dual Citizenship: What Travellers Should Know, specifically targeted at Canadians with dual nationality.

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9. TRAVEL AND CURRENCY

Sea Travel

Pirate attacks and armed robbery against ships occur in coastal waters. Mariners should take appropriate precautions. For additional information, see the Weekly Piracy Report published by the International Maritime Bureau.

Caution should be exercised if travelling by sea, including for recreational purposes, in the Persian Gulf, particularly around the islands of Abu Masa and the Tunbs. Iran and the UAE each claimed sovereignty over the islands.

Road Travel

Accidents are common. Driving habits and style differ markedly from those practiced in Canada. Drifting sands and roaming animals also create hazards.

In the event of an accident, it must be reported to the police. Canadians are strongly advised to be familiar with the rules of the different Emirates on whether they can move their car to the side of the road or not until the police arrive. Drivers involved in an accident resulting in injuries may be jailed until the injured persons are released from hospital. Visitors involved in an accident resulting in fatalities should be aware that compensation is regularly awarded to the family of the deceased. Lengthy court proceedings may result from relatively minor accidents.

Off-road driving can be hazardous and should only be undertaken in a convoy of four-wheel-drive vehicles with an experienced guide. A travel itinerary should be left with a third party. Travellers should be well prepared and equipped with gasoline, water, food, and a cellular phone.

Only officially marked taxis with meters should be used. It is advisable to avoid shared or service taxis.

An International Driving Permit (IDP) is required.

Air Travel

See our FAQ on transportation in order to verify if national airlines meet safety standards.

The currency is the United Arab Emirates dirham (AED). Major credit cards and traveller's cheques are accepted in major hotels and restaurants, however, it may be preferable to pay cash as prices could be cheaper. Automated banking machines (ABMs) are widely available.Check with your bank for information on automated banking machine (ABM) services outside Canada. You can also check the VISA ATM locator page or the MasterCard ATM locator page for the addresses of ABMs around

the world. Verify with your financial institution whether your bank card can be used with ABMs abroad. Some countries use chip and/or personal identification number (PIN) technology for credit cards. Check with your bank to find out if your credit card will be accepted abroad. Credit cards and debit cards should be used with caution due to the potential for fraud and other criminal activity. ABMs should be used during business hours inside a bank, supermarket, or large commercial building. Leave copies of your card numbers with a family member in case of emergency.

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10. NATURAL DISASTERS AND CLIMATE

Flash floods occur in dry river canyons, most frequently in winter. Travellers should take along a sweater or even an all-weather coat during the winter. The hot season is from June to September, when the humidity and heat are at their highest.

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11. ADDITIONAL INFORMATION

Returning to Canada

Traveller's Checklist

Health and Travel Insurance: Do not rely on your provincial health plan to cover all expenses if you get sick or are injured while abroad. It may cover nothing or only a portion of the costs. Understand the terms of your supplementary insurance policy. Some credit cards offer their holders health and travel insurance. Do not assume the card alone provides adequate coverage. Carry details of your insurance with you. Also, tell your travel agent, a friend or relative, and/or travelling companion how to contact your insurer. Get a detailed invoice from the doctor or hospital before you return to Canada. Always submit original receipts for any medical services or prescriptions received abroad. Most insurance companies will not accept copies or faxes.

Cancelling a scheduled trip abroad could cost you money. Before cancelling a scheduled trip, you should discuss the matter with your travel agent, your travel insurer, or the airline. **The decision to travel is the sole responsibility of the traveller**.

Adoption: Local law does not allow adoption of children by foreigners.

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12. ANNEX

N/A

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Date Modified: 2012-04-02

Supervision Plan

Two male teachers (Miro Gawinski, Tom Outwaite) and a female parent (Jennifer Kasprick) will be the supervisors of this vocational field trip. Their duties and responsibilities are outlined in Procedure 4001;

D. Responsibilities of the Teacher-in-Charge

The teacher-in-charge is responsible for the planning, coordination, implementation and supervision of the off-site activity. It is expected that the teacher-in-charge must:

- Consult with and obtain the approval of the Principal before and during the planning of any off-site activity.
- Approve the list of participating students.
- Follow the safety guidelines and requirements of the appropriate section of the *Off-Site Activities Procedure Manual*.
- If possible, have visited the location or have gathered verified information about the location of the off-site activity prior to the trip and be familiar with the seasonal conditions at the time of the trip.
- Have the training and knowledge appropriate for leading the trip.
- Plan a parent/guardian meeting as required. Contact parents/guardians if they are unable to attend and provide information.
- Ensure that all parents/guardians of the students attending the off-site activity, have been informed about the activities and have signed an Informed Consent – *Acknowledgement of Risk Form*.
- Ensure that the appropriate documentation is filed with the school Principal or school principals if the trip involves two or more schools.
- Ensure that all equipment is safe and well maintained. The teacher-in-charge will determine what specialized equipment including emergency equipment and clothing, is required.
- Ensure that the appropriate trip documentation accompanies the teacher-in-charge and other trip supervisors.
- Advise and verify that students have appropriate vaccinations for out-of-Canada trips.
- For out-of-province trips obtain special travel health coverage for all members of the travel group. (See page 16 for Special Travel Health coverage.)
- Where no teacher-in-charge has the necessary qualifications for the activity the school needs to contract a guide with the necessary qualifications or use a Service Provider.
- Possess leadership qualifications relevant to the activity; wide practical experience and familiarity with the area and activity; and competence to lead the activity.

- Select appropriate volunteers for the activity and provide volunteers with the direction as to the requirements of the trip and their responsibilities. Volunteers are to comply with the School Volunteers Criminal Record and Child Abuse Registry Check Procedures in the Appendices.

- Use guides when appropriate or directed.

- Advise parent/guardians that students have equipment (including clothing and footwear) that is appropriate to the level of activity being undertaken and to the students' size and experience.

- Take whatever precautions are necessary to ensure the proper conduct, appropriate behaviour and safety of the students.

- Ensure that the transportation guidelines and policy are followed.

- Advise students regarding trip hazards and appropriate safety procedures. Please note new airport security measures.

- In the planning and conduct of off-site activities, the age, physical and psychological capabilities of the students and their experience must be carefully considered. Selected activities must be within the capabilities of the student.

- Ensure that students are instructed in the proper use of equipment in the demands of the activity risks and hazards, safety precautions and emergency procedures. Supervision will be required to ensure that these instructions are observed throughout the trip.

- Ensure that a precise attendance count is taken at all points of departure on the trip.

- For any off-site activities involving aquatics (swimming, watercraft, etc.) refer to pages 17-26 of Off-Site Activity Procedures manual.

- If a group splits into two or more independent travelling groups, each group must have a teacher-in-charge or one of the approved volunteers.

The teacher-in-charge must:

- Supervise the off-site activity.
- Comply with all Brandon School Division policies and procedures including the policy on Student Conduct. Advise the students as to the expectations and consequences regarding appropriate behaviour.
- Select appropriate volunteers for the activity and provide volunteers with the direction as to the requirements of the trip and their responsibilities.
- Use guides when appropriate or directed.
- Advise parent/guardians that students have the equipment (including clothing and footwear) that is suitable for the level of activity being undertaken and appropriate to the students' size and experience.
- Take whatever precautions are necessary to ensure the proper conduct, appropriate behaviour and safety of the students.
- Ensure that the transportation guidelines and policy are followed.
- Advise students regarding trip hazards and appropriate safety procedures. Please note new airport security measures.
- Consider in the planning and conduct of off-site activities, the age, physical and psychological capabilities of the students and their experience. Selected activities must be within the capabilities of the student.
- Prepare adequately before students engage in an activity. Students should be instructed in the proper use of equipment in the demands of the activity risks and hazards, safety precautions and emergency procedures. Supervision will be required to ensure that these instructions are observed throughout the trip.
- Ensure that a precise attendance count is taken at all points of departure on the trip.
- Refer to pages 17-26 of Off-Site Activity Procedures manual for any off-site activities involving aquatics (swimming, watercraft, etc.).
- Provide each group with a teacher-in-charge or one of the approved volunteers if a group splits into two or more independent travelling groups.

Supervising students on trips outside Canada requires that students posses appropriate documentation (identification, passport, medical etc.). We propose that all documentation be in the possession of teachers, so it can be stored in hotel vaults etc. Students, parents and Crocus administration should all have copies of this documentation.

C. Insurance Protection

Insurance is not a substitute for reasonable management and taking proper care. It is part of an overall risk management plan which involves the careful assessment of risk and the purchase of appropriate coverage to minimize the economic effect of losses caused by accident, error and unforeseen circumstances.

Fur further information or clarification, call the Secretary-Treasurer at 729-3114.

The Brandon School Division does not provide any medical expenses, dental, disability, dismemberment or accidental death insurance on behalf of students participating in any school's off-site activities.

1. **Travel and Health Insurance for Out of Province trips**
   Special Travel Health coverage **must** be obtained for all students by the teacher-in-charge for **ALL** out of province trips. This insurance provides emergency hospital/medical services that are not covered by Medicare. The Special Travel Health coverage must be obtained by calling Hayhurst Elias Dudek Insurance, 1-800-265-0314 extension 278.

2. **For All Trips in Manitoba**
   It is strongly recommended to students and parents/guardians that the Student Accident Insurance be obtained. The Student Accident Insurance provides coverage for things such as ambulance transportation and dental injury (which are not covered by Medicare).

3. **Liability Insurance**
   The Brandon School Division carries liability insurance in order to protect its own interests and those of its Board, trustees, employees and volunteers, while they are acting within the scope of their responsibilities.

4. **Vehicle Insurance**
   When an individual is using his/her vehicle for Brandon School Division purposes, valid insurance must be in effect. Minimum MPIC basic insurance coverage; the owner shall carry at least $1 million liability coverage.

Regarding swimming pools at hotels:

7. PLANNING AQUATIC ACTIVITIES

A. Water/Swimming - Group Activities
Pre-Event Planning and Contingency Planning

1. A detailed pre-event planning and contingency planning report is required in writing for all school outings and must be presented to the Principal for approval.

2. This must include:
   a) the designation of an teacher-in-charge;

   b) a requirement for a planning visit to the venue and a discussion with appropriate venue personnel;

   c) a requirement for a written agreement with the venue as to mutual expectations and commitments regarding supervision;

   d) a requirement that immediately prior to departure a list of those students actually attending the outing be prepared by the teacher of each class and left at the school, with another copy provided to the teacher-in-charge for the outing;

   e) particularly for outings involving students in Grades K to 6, that consideration be given to utilization of a "Buddy System" where each child is assigned a buddy and on a specified signal is to find his/her buddy and stay with him/her until a head count is done. Through such a system, checks can readily be done on entering and leaving a facility;

   f) a particular vehicle be identified to all adults in attendance as being available for use in case of a medical emergency;

   g) a plan for parent/guardian notifications in the event of an emergency be in place (e.g. the school secretary to do notifications based on the pre-departure attendance lists);

   h) a follow-up person be designated and prepared for any serious incident that might occur — for such tasks as dealing with investigators, identifying witnesses, preserving the scene of any accident until investigators arrive, etc;

   i) if a serious incident does occur, a requirement for written reports to be prepared by all teachers in attendance at the outing and given to designated school and school board personnel;

   j) other potential provisions such as procedures for dealing with injuries as outlined in the "Safety Guidelines for Physical Activities in Manitoba Schools".

6. <u>Semi Public (Hotel) Pools</u>

i. Early Years
- use allowed
- must wear CSA approved PFD's (Personal Flotation Device)
- must meet specified lifeguard and supervisor requirements

ii. Middle Years
- use allowed
- must meet specified lifeguard and supervisor requirements

iii. Senior Years
- use allowed
- must meet teacher and minimum adult supervisor requirements

General Activities;

8. CONDUCTING OFF-SITE ACTIVITES

A. Supervision

- Brandon School Division suggested adult to student ratio (including teachers):
  For K-8 1 adult to 10 students
  For S1-S4 1 adult to 15 students
- Teachers must ensure that students are adequately supervised. In determining what constitutes adequate supervision, teachers need to consider the physical, emotional maturity, gender of the students, the degree of risk associated with the activities, the skill, knowledge and experience of the staff and their capacity to manage emergency situations.
- Additional supervision must be considered for off-site activities involving: increased risk, large number of students, participation of students with special needs, crowded venues, trips that are new to the sponsoring school and overnight trips.
- All supervision must be provided by individuals that are over the age of eighteen and meet the requirements of volunteers.
- There must be a teacher-in-charge for each off-site activity.

B. Transportation

Transportation of students by charter or school bus is recommended. Schools are reminded to use only approved carriers. This list is available from the Secretary-Treasurer's Department.

Students are not to be used as volunteer drivers for travel beyond the Brandon School Division boundaries.

All transportation outside Brandon School Division boundaries will be coordinated by the teacher-in-charge.

Outside/Within Brandon School Division:

1. Private Vehicles
   a) Private vehicles may be used to transport students only with the express knowledge and permission of the Principal. Principals shall ensure that vehicles used are appropriately registered under The Highway Traffic Act and that drivers have a current and valid driver's license. The vehicle used must be insured by the owner for at least the minimum of MPIC Basic Insurance coverage, but the owner shall be encouraged, for his/her own protection, to carry at least $1 million liability coverage.

   b) It is recommended that where feasible the vehicle be operated by an employee or other responsible adult. For out-of-Division trips the Principal shall ensure that the teacher/supervisor prepares a list of students assigned to each vehicle and provides a copy to the driver and the Principal. The list shall include the names, addresses and telephone numbers of the passengers. The passenger list must remain the same for the return trip unless previous arrangements are made with the written consent of the parent/guardian.

c) In the event of an accident, the Principal shall immediately verbally advise the Superintendent and as soon as possible file a full written report to the Superintendent.

2. Rental Vans
Drivers must have a minimum of Class 4 license to rent vans with seating capacity in excess of 10 passengers (including the driver). Schools are to purchase additional insurance on the rental vehicle. The drivers shall not be students.

3. Bicycles
The teacher-in-charge must take the following steps when traveling to an off-site activity by bicycle:
   - teachers are to accompany the students on bicycles
   - recommended that a form of communication, i.e., cell phone, 2-way radio, whistle, etc. are used
   - approved helmets for participating students and supervisors are required
   - all bicycles are to be inspected to ensure they are safe and are of operational worthiness for the route planned
   - brightly coloured vests or clothing are encouraged for all riders.

4. Water Travel
Federal and Municipal laws pertaining to personal flotation devices, load limits, etc., must be adhered to.

5. Public Transit
Public transit buses can be used on a group/individual pay system. When using public transportation, it is wise to alert the public transit of your plans beforehand.

6. Walking
When walking is used as a mode of transportation for field trips, care and group control should be exercised, especially when passing through high traffic areas. Group limits such as age, fitness, familiarity and amount of supervision available must be considered.

7. During severe weather or poor driving conditions, principals or their designate must ensure that weather and road conditions are conducive to travel before students leave Brandon for an off-site trip. The trip shall not proceed if the following factors prevail:
   - There are blizzard conditions enroute or blizzard or severe weather conditions are forecast by Environment Canada.
   - The RCMP or Highways Department has issued an advisory against travel on any enroute highway.
   - The wind-chill falls in the "very high or extreme (-45)" category as defined by Environment Canada.

On return trips, the teacher-in-charge must verify weather and road conditions prior to departure. In case of inclement weather the teacher-in-charge will notify the Principal of alternative arrangements.

Students must be appropriately clothed for travel by road for the seasonal conditions as determined by the teacher-in-charge. Emergency equipment must be available in vehicles.

It is required that for travel outside Brandon School Division limits, any vehicles used to transport students contain or have immediate access to a first aid kit and a cell phone. (The cell number is to be left with the Principal.)

Hotel procedure at day end;

Students will be expected to be in their own rooms at a specific time each day (as per itinerary) a room check will be conducted. Within an hour a lights-out bed-check will be conducted, with the understanding that we stay in our rooms until breakfast the next morning. The consequences for breaking curfews would be as per student behavior procedure.

Additional supervisory conditions will be determined at student, parent or guardian meetings.

Sample

June 13, 2012

Mr. & Mrs. Melanson

I hope this letter finds you well and enjoying the nice summer weather. I feel it is time to bring everyone up to date on what has been happening with F1 in Schools. After great anticipation a location has finally been selected: Abu Dhabi in the United Arab Emirates. The Event will run from October 27 to November 1st of 2012. Now that we have a location, we can proceed with getting approval from the Brandon School Division.

Our first initial reaction to Abu Dhabi as the venue site was the security aspect of the city and region. I have enclosed a letter from a former Crocus Plains teacher who is currently teaching in Abu Dhabi. I found her letter very interesting and it has relieved my own personal reservations about the country's security. Further information can be found on the government of Canada travel advisory site. www.voyage.gc.ca

Work on the project is progressing, though a little behind schedule. I feel we need to have the students come in until the end of June to get the project back on track. I have also enlisted the help of this year's F1 team to help out. I could use your help in making sure your student puts in the extra time needed to get us back on track.

The event will be held near the Formula track and Ferrari World in Abu Dhabi. I have included a tentative schedule;

October 25 - Depart Brandon at 12 noon for Winnipeg

October 25 - Depart Winnipeg at 410 pm arrive Toronto at 731 pm

October 25 - Depart Toronto at 1020 pm arrive Frankfurt a 1150 am

October 26 - Depart Frankfurt at 220 pm arrive Abu Dhabi at 1040 pm

October 28 - Orientation Day, Gift exchange

October 29 - Competition

October 30 - Competition

October 31 - Final Day of Competition & Awards Evening

November 1 - Social Activity day in Abu Dhabi (F1 in School sponsored)

November 2 - Leave for Airport 8 pm

November 3 - Depart Abu Dhabi at 0115 AM arrive Frankfurt at 520 am (at the airport the evening of November 02 - (3 to 4 hours ahead)

November 3 - Frankfurt 1000 am arrive Toronto 125 pm

November 3 - Depart Toronto at 415 pm arrive 549pm

November 3 - Arrive in Brandon 730 pm

All visitors travelling to the United Arab Emirates will need a Canadian Passport valid for 6 months past the date of return. A visitor's visa will have to be obtained thru the Embassy Of United Arab Emirates their phone number in Ottawa is 613 565 7272 or 613 565 1114 or you may visit their website at www.uae-embassy.ae/ca-reception@vae-embassy.com

With regard to travel insurance, I will be purchasing a deluxe RBC insurance package for each student which will cover cancellation, trip interruption, unlimited medical and baggage coverage. If you would like more information please go to www.mcphailtravel.net or contact them directly.

Over the next few days I will be sending out some forms for each student to complete. These forms will include such things such as passport numbers, dietary needs, allergies and emergency contact numbers. If you have any questions or concerns please don't hesitate give me a call at 729-0309.

Best regards
Tom Outhwaite
Design Drafting
Crocus Plains RSS
Brandon, MB

BRANDON SCHOOL DIVISION

MEMO

DATE: July 3, 2012
TO: Brandon School Division Board of Trustees
FROM: Kevin Zabowski, Secretary-Treasurer
RE: Incremental Costs for All Day/Every Day Kindergarten

This memorandum is to respond to the inquiry from Trustee Linda Ross regarding All Day/Every Day Kindergarten from the June 11, 2012 Board Meeting. Trustee Ross had requested the following three pieces of information:

1. **Current Accumulated Surplus**

   We are projecting that the unallocated accumulated surplus as at June 30, 2012 will be around $2,039,900. This would represent about 2.6% of the 2012/2013 Operating Budget.

2. **Incremental cost for each kindergarten class changed from a half day to a full day kindergarten**

   The total cost for implementing all day/every day kindergarten in 2011/2012 for four schools is $108,700. This includes salary and benefit costs for four teachers, four educational assistants, supplies, and professional development.

3. **Classroom capacity in schools identified during the budget discussion for all day/every day kindergarten**

   The projected capacity for the four schools identified in the 2012/2013 Budget Discussion for the next six years is as follows:

School	School Capacity	2012	2013	2014	2015	2016	2017
George Fitton	500	47	34	2	(1)	(13)	(21)
King George	400	114	83	68	41	18	(5)
O'Kelly	300	93	83	79	70	73	74
Valleyview	175	13	7	7	12	13	10

As per the January 2012 Facilities Report

Please contact me should you require additional information.

Appendix F

Trustee Inquiry – Peter Bartlette (June 11, 2012)

"Could Senior Admin please provide the breakdown of allocation of budget line for Bill 13 and Upper Deck?"

The 2012-2013 Budget included an allocation of $500,000 or approximately 6.25 FTE to support the Division's response to the requirements of Bill 13.

As reported to the Board in November 2011 the Senior High Access Committee recommended a blend of initiatives to respond to the Province's expectations with Bill 13 including social worker support, NHSOC Upper Deck as a permanent programming model, Work Education/Transitional Support, Adjudicated Youth Program, Liaison/Attendance, expanded AAA supports and EAL support for off-campus (approx. 14.0 FTE).

The following resources have been allocated; 2.0 FTE to NHSOC Upper Deck (1.0 to cover last year's discretionary allocation, and 1.0 additional), 3.0 FTE to Social Worker support for the high schools and 1.0 FTE to a teacher for the Adjudicated Youth Program as well as extending AAA Worker support to the three high schools.

As part of the expansion of services for Bill 13 additional supports to social work, EAL and psychology have been made from discretionary resources.

BRANDON SCHOOL DIVISION

MEMO

DATE: July 3, 2012
TO: Brandon School Division Board of Trustees
FROM: Kevin Zabowski, Secretary-Treasurer
RE: Facility Rental Fee Breakdown

This memorandum is to respond to the inquiry from Trustee Kevan Sumner on June 25, 2012. The request was for Sr. Administration to provide a breakdown of the additional costs incurred by the Division as a result of the use of our facilities by other organizations and the public outside of regular school hours during the last fiscal year.

The additional costs are as follows:

2011/2012 Facility Rental Fee Breakdown		
Salaries and Benefits	$	117,100
Budget for expendable equipment		1,500
Other cost items (consumables etc.)		3,500
	$	122,100
Total rental hours - 2011/2012		3,016
Cost per hour	$	41

Please contact me should you require additional information.

Appendix H

School	EAL Enrolment 2008-2009	*Stages		EAL Enrolment 2009-2010	*Stages		EAL Enrolment 2010-2011 October	*Stages		EAL Enrolment 2010-2011 June	*Stages		EAL Enrolment 2011-2012 October	*Stages		EAL Enrolment 2011-2012 June	*Stages	
Alexander	0	Stage n/a		0	Stage n/a		0	Stage n/a		0	Stage n/a		0	Stage n/a		0	Stage n/a	
		Stage 1			Stage 1			Stage 1			Stage 1			Stage 1			Stage 1	
		Stage 1-2			Stage 1-2			Stage 1-2			Stage 1-2			Stage 1-2			Stage 1-2	
		Stage 2			Stage 2			Stage 2			Stage 2			Stage 2			Stage 2	
		Stage 2-3			Stage 2-3			Stage 2-3			Stage 2-3			Stage 2-3			Stage 2-3	
		Stage 3			Stage 3			Stage 3			Stage 3			Stage 3			Stage 3	
		Stage 3-4			Stage 3-4			Stage 3-4			Stage 3-4			Stage 3-4			Stage 3-4	
		Stage 4			Stage 4			Stage 4			Stage 4			Stage 4			Stage 4	
		Stage 4-5			Stage 4-5			Stage 4-5			Stage 4-5			Stage 4-5			Stage 4-5	
		Stage 5			Stage 5			Stage 5			Stage 5			Stage 5			Stage 5	
Betty Gibson	37	Stage n/a		58	Stage n/a		98	Stage n/a		103	Stage n/a		101	Stage n/a	14	111	Stage n/a	
		Stage 1	27		Stage 1	32		Stage 1	33		Stage 1	9		Stage 1	31		Stage 1	11
		Stage 1-2			Stage 1-2			Stage 1-2	8		Stage 1-2	12		Stage 1-2	5		Stage 1-2	16
		Stage 2	7		Stage 2	11		Stage 2	26		Stage 2	27		Stage 2	18		Stage 2	8
		Stage 2-3			Stage 2-3			Stage 2-3	1		Stage 2-3	13		Stage 2-3	7		Stage 2-3	21
		Stage 3	3		Stage 3	8		Stage 3	16		Stage 3	16		Stage 3	15		Stage 3	11
		Stage 3-4			Stage 3-4			Stage 3-4	3		Stage 3-4	5		Stage 3-4	1		Stage 3-4	29
		Stage 4			Stage 4	6		Stage 4	4		Stage 4	5		Stage 4	8		Stage 4	15
		Stage 4-5			Stage 4-5	1		Stage 4-5	7		Stage 4-5	16		Stage 4-5	1		Stage 4-5	
		Stage 5			Stage 5			Stage 5			Stage 5			Stage 5	1		Stage 5	
Crocus Plains	26	Stage n/a	3	53	Stage n/a		103	Stage n/a	1	109	Stage n/a	4	142	Stage n/a	19	148	Stage n/a	6
		Stage 1	11		Stage 1	5		Stage 1	18		Stage 1	5		Stage 1	11		Stage 1	5
		Stage 1-2			Stage 1-2	3		Stage 1-2			Stage 1-2	4		Stage 1-2	5		Stage 1-2	8
		Stage 2	4		Stage 2	16		Stage 2	28		Stage 2	20		Stage 2	20		Stage 2	25
		Stage 2-3	1		Stage 2-3	4		Stage 2-3	10		Stage 2-3	23		Stage 2-3	47		Stage 2-3	15
		Stage 3			Stage 3	7		Stage 3	19		Stage 3	27		Stage 3	28		Stage 3	42
		Stage 3-4	4		Stage 3-4	9		Stage 3-4	12		Stage 3-4	8		Stage 3-4	8		Stage 3-4	17
		Stage 4	3		Stage 4	5		Stage 4	12		Stage 4	15		Stage 4	3		Stage 4	26
		Stage 4-5			Stage 4-5			Stage 4-5			Stage 4-5	3		Stage 4-5	1		Stage 4-5	1
		Stage 5			Stage 5	4		Stage 5	3		Stage 5			Stage 5			Stage 5	3
Earl Oxford	11	Stage n/a	1	10	Stage n/a		44	Stage n/a		50	Stage n/a		63	Stage n/a	2	64	Stage n/a	
		Stage 1	1		Stage 1	6		Stage 1	20		Stage 1	16		Stage 1	26		Stage 1	10
		Stage 1-2	4		Stage 1-2			Stage 1-2	3		Stage 1-2	7		Stage 1-2			Stage 1-2	8
		Stage 2	1		Stage 2			Stage 2	11		Stage 2	11		Stage 2	21		Stage 2	9
		Stage 2-3	1		Stage 2-3	1		Stage 2-3	1		Stage 2-3	9		Stage 2-3			Stage 2-3	4
		Stage 3			Stage 3			Stage 3	5		Stage 3	3		Stage 3	12		Stage 3	15
		Stage 3-4	2		Stage 3-4	1		Stage 3-4			Stage 3-4			Stage 3-4			Stage 3-4	
		Stage 4	1		Stage 4	2		Stage 4	3		Stage 4	4		Stage 4	2		Stage 4	18
		Stage 4-5			Stage 4-5			Stage 4-5	1		Stage 4-5			Stage 4-5			Stage 4-5	
		Stage 5			Stage 5			Stage 5			Stage 5			Stage 5			Stage 5	

School	EAL Enrolment 2008-2009	*Stages		EAL Enrolment 2009-2010	*Stages		EAL Enrolment 2010-2011 October	*Stages		EAL Enrolment 2010-2011 June	*Stages		EAL Enrolment 2011-2012 October	*Stages		EAL Enrolment 2011-2012 June	*Stages	
George Fitton	6	Stage n/a		21	Stage n/a		48	Stage n/a		52	Stage n/a		78	Stage n/a	10	95	Stage n/a	4
		Stage 1	3		Stage 1	10		Stage 1	20		Stage 1	7		Stage 1	22		Stage 1	10
		Stage 1-2			Stage 1-2			Stage 1-2	1		Stage 1-2	5		Stage 1-2	1		Stage 1-2	8
		Stage 2			Stage 2	3		Stage 2	13		Stage 2	13		Stage 2	25		Stage 2	22
		Stage 2-3			Stage 2-3			Stage 2-3	1		Stage 2-3	3		Stage 2-3			Stage 2-3	18
		Stage 3	3		Stage 3	3		Stage 3	8		Stage 3	14		Stage 3	15		Stage 3	21
		Stage 3-4			Stage 3-4			Stage 3-4			Stage 3-4	1		Stage 3-4			Stage 3-4	2
		Stage 4			Stage 4	5		Stage 4	5		Stage 4	9		Stage 4	5		Stage 4	10
		Stage 4-5			Stage 4-5			Stage 4-5			Stage 4-5			Stage 4-5			Stage 4-5	
		Stage 5			Stage 5			Stage 5			Stage 5			Stage 5			Stage 5	
Green Acres	1	Stage n/a		6	Stage n/a		17	Stage n/a		21	Stage n/a		20	Stage n/a	1	17	Stage n/a	
		Stage 1			Stage 1	4		Stage 1	6		Stage 1	6		Stage 1	7		Stage 1	1
		Stage 1-2			Stage 1-2			Stage 1-2			Stage 1-2	4		Stage 1-2			Stage 1-2	1
		Stage 2	1		Stage 2			Stage 2	4		Stage 2	2		Stage 2	8		Stage 2	4
		Stage 2-3			Stage 2-3	1		Stage 2-3			Stage 2-3			Stage 2-3			Stage 2-3	5
		Stage 3			Stage 3			Stage 3	3		Stage 3	3		Stage 3	3		Stage 3	5
		Stage 3-4			Stage 3-4			Stage 3-4			Stage 3-4	2		Stage 3-4			Stage 3-4	1
		Stage 4			Stage 4	1		Stage 4	4		Stage 4	4		Stage 4	1		Stage 4	
		Stage 4-5			Stage 4-5			Stage 4-5			Stage 4-5			Stage 4-5			Stage 4-5	
		Stage 5			Stage 5			Stage 5			Stage 5			Stage 5			Stage 5	
Harrison	1	Stage n/a	1	9	Stage n/a		2	Stage n/a	1	1	Stage n/a		1	Stage n/a		1	Stage n/a	
		Stage 1			Stage 1	7		Stage 1			Stage 1			Stage 1			Stage 1	
		Stage 1-2			Stage 1-2			Stage 1-2			Stage 1-2			Stage 1-2			Stage 1-2	
		Stage 2			Stage 2			Stage 2	1		Stage 2			Stage 2			Stage 2	
		Stage 2-3			Stage 2-3			Stage 2-3			Stage 2-3			Stage 2-3			Stage 2-3	
		Stage 3			Stage 3			Stage 3			Stage 3	1		Stage 3	1		Stage 3	1
		Stage 3-4			Stage 3-4	1		Stage 3-4			Stage 3-4			Stage 3-4			Stage 3-4	
		Stage 4			Stage 4	1		Stage 4			Stage 4			Stage 4			Stage 4	
		Stage 4-5			Stage 4-5			Stage 4-5			Stage 4-5			Stage 4-5			Stage 4-5	
		Stage 5			Stage 5			Stage 5			Stage 5			Stage 5			Stage 5	
J. R. Reid	3	Stage n/a		5	Stage n/a		16	Stage n/a		21	Stage n/a		19	Stage n/a		21	Stage n/a	
		Stage 1			Stage 1	1		Stage 1	2		Stage 1	3		Stage 1	3		Stage 1	3
		Stage 1-2			Stage 1-2			Stage 1-2	2		Stage 1-2	1		Stage 1-2			Stage 1-2	1
		Stage 2	1		Stage 2	1		Stage 2	5		Stage 2	9		Stage 2	5		Stage 2	9
		Stage 2-3			Stage 2-3			Stage 2-3			Stage 2-3	1		Stage 2-3			Stage 2-3	1
		Stage 3	1		Stage 3	1		Stage 3	5		Stage 3	5		Stage 3	8		Stage 3	5
		Stage 3-4			Stage 3-4			Stage 3-4			Stage 3-4			Stage 3-4			Stage 3-4	
		Stage 4	1		Stage 4	2		Stage 4	2		Stage 4	2		Stage 4	3		Stage 4	2
		Stage 4-5			Stage 4-5			Stage 4-5			Stage 4-5			Stage 4-5			Stage 4-5	
		Stage 5			Stage 5			Stage 5			Stage 5			Stage 5			Stage 5	

School	EAL Enrolment 2008-2009	*Stages		EAL Enrolment 2009-2010	*Stages		EAL Enrolment 2010-2011 October	*Stages		EAL Enrolment 2010-2011 June	*Stages		EAL Enrolment 2011-2012 October	*Stages		EAL Enrolment 2011-2012 June	*Stages	
King George	42	Stage n/a	4	68	Stage n/a		64	Stage n/a		83	Stage n/a		76	Stage n/a	1	84	Stage n/a	11
		Stage 1	7		Stage 1	9		Stage 1	5		Stage 1	12		Stage 1	19		Stage 1	18
		Stage 1-2	1		Stage 1-2	12		Stage 1-2	10		Stage 1-2	10		Stage 1-2	5		Stage 1-2	
		Stage 2	3		Stage 2	17		Stage 2	7		Stage 2	12		Stage 2	19		Stage 2	28
		Stage 2-3	9		Stage 2-3	8		Stage 2-3	13		Stage 2-3	25		Stage 2-3	9		Stage 2-3	
		Stage 3	6		Stage 3	11		Stage 3	13		Stage 3	2		Stage 3	13		Stage 3	19
		Stage 3-4	2		Stage 3-4	5		Stage 3-4	4		Stage 3-4	1		Stage 3-4			Stage 3-4	
		Stage 4	10		Stage 4	6		Stage 4	12		Stage 4	21		Stage 4	10		Stage 4	8
		Stage 4-5			Stage 4-5			Stage 4-5			Stage 4-5			Stage 4-5			Stage 4-5	
		Stage 5			Stage 5			Stage 5			Stage 5			Stage 5			Stage 5	
Kirkcaldy Heights	1	Stage n/a		9	Stage n/a		20	Stage n/a	1	25	Stage n/a	2	24	Stage n/a	2	21	Stage n/a	1
		Stage 1			Stage 1	5		Stage 1	8		Stage 1	4		Stage 1	5		Stage 1	1
		Stage 1-2			Stage 1-2			Stage 1-2			Stage 1-2			Stage 1-2	2		Stage 1-2	5
		Stage 2	1		Stage 2			Stage 2	5		Stage 2	12		Stage 2	9		Stage 2	2
		Stage 2-3			Stage 2-3			Stage 2-3			Stage 2-3			Stage 2-3	1		Stage 2-3	6
		Stage 3			Stage 3	2		Stage 3	4		Stage 3	4		Stage 3	3		Stage 3	4
		Stage 3-4			Stage 3-4			Stage 3-4			Stage 3-4			Stage 3-4			Stage 3-4	
		Stage 4			Stage 4	2		Stage 4	2		Stage 4	3		Stage 4	2		Stage 4	2
		Stage 4-5			Stage 4-5			Stage 4-5			Stage 4-5			Stage 4-5			Stage 4-5	
		Stage 5			Stage 5			Stage 5			Stage 5			Stage 5			Stage 5	
Linden Lanes	6	Stage n/a		5	Stage n/a		8	Stage n/a	1	12	Stage n/a	2	19	Stage n/a	1	24	Stage n/a	2
		Stage 1	2		Stage 1	2		Stage 1	5		Stage 1	2		Stage 1	6		Stage 1	4
		Stage 1-2			Stage 1-2			Stage 1-2			Stage 1-2			Stage 1-2			Stage 1-2	3
		Stage 2	1		Stage 2			Stage 2			Stage 2	4		Stage 2	8		Stage 2	3
		Stage 2-3			Stage 2-3			Stage 2-3			Stage 2-3			Stage 2-3	2		Stage 2-3	2
		Stage 3			Stage 3	2		Stage 3	2		Stage 3	2		Stage 3	2		Stage 3	5
		Stage 3-4			Stage 3-4			Stage 3-4			Stage 3-4			Stage 3-4			Stage 3-4	3
		Stage 4	3		Stage 4	1		Stage 4			Stage 4	2		Stage 4			Stage 4	2
		Stage 4-5			Stage 4-5			Stage 4-5			Stage 4-5			Stage 4-5			Stage 4-5	
		Stage 5			Stage 5			Stage 5			Stage 5			Stage 5			Stage 5	
Meadows	70	Stage n/a		51	Stage n/a		95	Stage n/a	4	98	Stage n/a		112	Stage n/a	25	131	Stage n/a	25
		Stage 1	36		Stage 1	10		Stage 1	48		Stage 1	44		Stage 1	46		Stage 1	54
		Stage 1-2			Stage 1-2	2		Stage 1-2	4		Stage 1-2	3		Stage 1-2	2		Stage 1-2	8
		Stage 2	19		Stage 2	15		Stage 2	5		Stage 2	12		Stage 2	6		Stage 2	10
		Stage 2-3			Stage 2-3	12		Stage 2-3	5		Stage 2-3	4		Stage 2-3	4		Stage 2-3	4
		Stage 3	10		Stage 3	7		Stage 3	9		Stage 3	13		Stage 3	10		Stage 3	10
		Stage 3-4			Stage 3-4			Stage 3-4	12		Stage 3-4	9		Stage 3-4	8		Stage 3-4	8
		Stage 4	5		Stage 4	5		Stage 4	8		Stage 4	13		Stage 4	11		Stage 4	12
		Stage 4-5			Stage 4-5			Stage 4-5			Stage 4-5			Stage 4-5			Stage 4-5	
		Stage 5			Stage 5			Stage 5			Stage 5			Stage 5			Stage 5	

School	EAL Enrolment 2008-2009	*Stages		EAL Enrolment 2009-2010	*Stages		EAL Enrolment 2010-2011 October	*Stages		EAL Enrolment 2010-2011 June	*Stages		EAL Enrolment 2011-2012 October	*Stages		EAL Enrolment 2011-2012 June	*Stages	
Neelin	0	Stage n/a		13	Stage n/a		29	Stage n/a		27	Stage n/a		32	Stage n/a	3	26	Stage n/a	
		Stage 1			Stage 1	5		Stage 1	1		Stage 1	1		Stage 1	1		Stage 1	1
		Stage 1-2			Stage 1-2			Stage 1-2	5		Stage 1-2	3		Stage 1-2	2		Stage 1-2	2
		Stage 2			Stage 2	6		Stage 2	8		Stage 2	6		Stage 2	6		Stage 2	2
		Stage 2-3			Stage 2-3	2		Stage 2-3	4		Stage 2-3	2		Stage 2-3	2		Stage 2-3	2
		Stage 3			Stage 3			Stage 3	6		Stage 3	8		Stage 3	9		Stage 3	6
		Stage 3-4			Stage 3-4			Stage 3-4	5		Stage 3-4	4		Stage 3-4	5		Stage 3-4	6
		Stage 4			Stage 4			Stage 4			Stage 4	3		Stage 4	4		Stage 4	6
		Stage 4-5			Stage 4-5			Stage 4-5			Stage 4-5			Stage 4-5			Stage 4-5	1
		Stage 5			Stage 5			Stage 5			Stage 5			Stage 5			Stage 5	
New Era	24	Stage n/a	3	43	Stage n/a		104	Stage n/a		128	Stage n/a	2	151	Stage n/a	11	156	Stage n/a	50
		Stage 1	8		Stage 1	29		Stage 1	47		Stage 1	26		Stage 1	39		Stage 1	7
		Stage 1-2	2		Stage 1-2			Stage 1-2	2		Stage 1-2	28		Stage 1-2	26		Stage 1-2	11
		Stage 2	6		Stage 2	10		Stage 2	30		Stage 2	24		Stage 2	30		Stage 2	20
		Stage 2-3			Stage 2-3			Stage 2-3	2		Stage 2-3	15		Stage 2-3	14		Stage 2-3	17
		Stage 3	5		Stage 3	3		Stage 3	19		Stage 3	22		Stage 3	20		Stage 3	22
		Stage 3-4			Stage 3-4			Stage 3-4			Stage 3-4	6		Stage 3-4	7		Stage 3-4	16
		Stage 4			Stage 4	1		Stage 4	4		Stage 4	5		Stage 4	4		Stage 4	13
		Stage 4-5			Stage 4-5			Stage 4-5			Stage 4-5			Stage 4-5			Stage 4-5	
		Stage 5			Stage 5			Stage 5			Stage 5			Stage 5			Stage 5	
O'Kelly	0	Stage n/a		2	Stage n/a		3	Stage n/a		2	Stage n/a		6	Stage n/a		9	Stage n/a	
		Stage 1			Stage 1	2		Stage 1	1		Stage 1			Stage 1	4		Stage 1	4
		Stage 1-2			Stage 1-2			Stage 1-2			Stage 1-2			Stage 1-2			Stage 1-2	
		Stage 2			Stage 2			Stage 2	2		Stage 2			Stage 2			Stage 2	2
		Stage 2-3			Stage 2-3			Stage 2-3			Stage 2-3			Stage 2-3			Stage 2-3	
		Stage 3			Stage 3			Stage 3			Stage 3	2		Stage 3	2		Stage 3	3
		Stage 3-4			Stage 3-4			Stage 3-4			Stage 3-4			Stage 3-4			Stage 3-4	
		Stage 4			Stage 4			Stage 4			Stage 4			Stage 4			Stage 4	
		Stage 4-5			Stage 4-5			Stage 4-5			Stage 4-5			Stage 4-5			Stage 4-5	
		Stage 5			Stage 5			Stage 5			Stage 5			Stage 5			Stage 5	
Riverheights	5	Stage n/a		12	Stage n/a		35	Stage n/a		43	Stage n/a		57	Stage n/a	3	57	Stage n/a	
		Stage 1	2		Stage 1	4		Stage 1	24		Stage 1	19		Stage 1	26		Stage 1	15
		Stage 1-2			Stage 1-2			Stage 1-2			Stage 1-2			Stage 1-2	1		Stage 1-2	1
		Stage 2			Stage 2	5		Stage 2	6		Stage 2	20		Stage 2	23		Stage 2	21
		Stage 2-3			Stage 2-3			Stage 2-3	3		Stage 2-3	2		Stage 2-3	2		Stage 2-3	1
		Stage 3	2		Stage 3	1		Stage 3	1		Stage 3	2		Stage 3	1		Stage 3	14
		Stage 3-4			Stage 3-4			Stage 3-4			Stage 3-4			Stage 3-4	1		Stage 3-4	
		Stage 4	1		Stage 4	2		Stage 4	1		Stage 4			Stage 4			Stage 4	5
		Stage 4-5			Stage 4-5			Stage 4-5			Stage 4-5			Stage 4-5			Stage 4-5	
		Stage 5			Stage 5			Stage 5			Stage 5			Stage 5			Stage 5	

School	EAL Enrolment 2008-2009	*Stages		EAL Enrolment 2009-2010	*Stages		EAL Enrolment 2010-2011 October	*Stages		EAL Enrolment 2010-2011 June	*Stages		EAL Enrolment 2011-2012 October	*Stages		EAL Enrolment 2011-2012 June	*Stages	
Riverview	33	Stage n/a		43	Stage n/a		41	Stage n/a		41	Stage n/a		50	Stage n/a		48	Stage n/a	
		Stage 1	21		Stage 1	28		Stage 1	19		Stage 1	7		Stage 1	17		Stage 1	19
		Stage 1-2			Stage 1-2			Stage 1-2			Stage 1-2			Stage 1-2			Stage 1-2	1
		Stage 2	8		Stage 2	10		Stage 2	18		Stage 2	19		Stage 2	19		Stage 2	12
		Stage 2-3			Stage 2-3			Stage 2-3			Stage 2-3			Stage 2-3			Stage 2-3	2
		Stage 3	3		Stage 3	5		Stage 3	4		Stage 3	14		Stage 3	14		Stage 3	12
		Stage 3-4			Stage 3-4			Stage 3-4			Stage 3-4			Stage 3-4			Stage 3-4	1
		Stage 4	1		Stage 4			Stage 4			Stage 4			Stage 4			Stage 4	1
		Stage 4-5			Stage 4-5			Stage 4-5			Stage 4-5	1		Stage 4-5			Stage 4-5	
		Stage 5			Stage 5			Stage 5			Stage 5			Stage 5			Stage 5	
Spring Valley	6	Stage n/a	6	14	Stage n/a		18	Stage n/a		18	Stage n/a	18	18	Stage n/a	19	18	Stage n/a	18
St. Augustine	25	Stage n/a	2	21	Stage n/a		32	Stage n/a	1	34	Stage n/a		39	Stage n/a	6	35	Stage n/a	
		Stage 1	13		Stage 1	5		Stage 1	8		Stage 1	4		Stage 1	4		Stage 1	7
		Stage 1-2	5		Stage 1-2	2		Stage 1-2			Stage 1-2			Stage 1-2	1		Stage 1-2	2
		Stage 2	2		Stage 2	8		Stage 2	4		Stage 2	15		Stage 2	13		Stage 2	8
		Stage 2-3	3		Stage 2-3	2		Stage 2-3	9		Stage 2-3	4		Stage 2-3	4		Stage 2-3	4
		Stage 3			Stage 3			Stage 3	5		Stage 3	6		Stage 3	6		Stage 3	10
		Stage 3-4			Stage 3-4	3		Stage 3-4			Stage 3-4			Stage 3-4			Stage 3-4	4
		Stage 4			Stage 4	1		Stage 4	5		Stage 4	3		Stage 4	3		Stage 4	
		Stage 4-5			Stage 4-5			Stage 4-5			Stage 4-5	2		Stage 4-5			Stage 4-5	
		Stage 5			Stage 5			Stage 5			Stage 5			Stage 5	2		Stage 5	
Valleyview	4	Stage n/a		5	Stage n/a		9	Stage n/a		10	Stage n/a		9	Stage n/a	2	13	Stage n/a	
		Stage 1	1		Stage 1	2		Stage 1	5		Stage 1	1		Stage 1	3		Stage 1	2
		Stage 1-2			Stage 1-2			Stage 1-2			Stage 1-2			Stage 1-2			Stage 1-2	
		Stage 2	1		Stage 2	2		Stage 2	2		Stage 2	6		Stage 2	2		Stage 2	6
		Stage 2-3			Stage 2-3			Stage 2-3			Stage 2-3			Stage 2-3	2		Stage 2-3	1
		Stage 3	2		Stage 3			Stage 3			Stage 3	1		Stage 3			Stage 3	1
		Stage 3-4			Stage 3-4			Stage 3-4			Stage 3-4			Stage 3-4			Stage 3-4	
		Stage 4			Stage 4	1		Stage 4	2		Stage 4	2		Stage 4			Stage 4	3
		Stage 4-5			Stage 4-5			Stage 4-5			Stage 4-5			Stage 4-5			Stage 4-5	
		Stage 5			Stage 5			Stage 5			Stage 5			Stage 5			Stage 5	
Vincent Massey	96	Stage n/a		114	Stage n/a		118	Stage n/a		127	Stage n/a		137	Stage n/a	15	134	Stage n/a	
		Stage 1	22		Stage 1	4		Stage 1	4		Stage 1	3		Stage 1	7		Stage 1	4
		Stage 1-2	3		Stage 1-2	2		Stage 1-2	4		Stage 1-2	3		Stage 1-2	8		Stage 1-2	
		Stage 2	20		Stage 2	27		Stage 2	18		Stage 2	11		Stage 2	14		Stage 2	14
		Stage 2-3	7		Stage 2-3	16		Stage 2-3	18		Stage 2-3	14		Stage 2-3	20		Stage 2-3	9
		Stage 3	19		Stage 3	33		Stage 3	18		Stage 3	26		Stage 3	27		Stage 3	24
		Stage 3-4	17		Stage 3-4	10		Stage 3-4	15		Stage 3-4	18		Stage 3-4	23		Stage 3-4	11
		Stage 4	8		Stage 4	22		Stage 4	33		Stage 4	31		Stage 4	15		Stage 4	56
		Stage 4-5			Stage 4-5			Stage 4-5	4		Stage 4-5	8		Stage 4-5	3		Stage 4-5	2
		Stage 5			Stage 5			Stage 5	4		Stage 5	13		Stage 5	5		Stage 5	14

School	EAL Enrolment 2008-2009	*Stages		EAL Enrolment 2009-2010	*Stages		EAL Enrolment 2010-2011 October	*Stages		EAL Enrolment 2010-2011 June	*Stages		EAL Enrolment 2011-2012 October	*Stages		EAL Enrolment 2011-2012 June	*Stages	
Waverly Park	28	Stage n/a		39	Stage n/a		34	Stage n/a		35	Stage n/a	3	32	Stage n/a	2	33	Stage n/a	
		Stage 1	7		Stage 1	7		Stage 1	6		Stage 1	5		Stage 1	7		Stage 1	4
		Stage 1-2	3		Stage 1-2	2		Stage 1-2			Stage 1-2	2		Stage 1-2	2		Stage 1-2	5
		Stage 2	8		Stage 2	12		Stage 2	12		Stage 2	8		Stage 2	7		Stage 2	5
		Stage 2-3	6		Stage 2-3	4		Stage 2-3	2		Stage 2-3	4		Stage 2-3	4		Stage 2-3	6
		Stage 3	4		Stage 3	4		Stage 3	4		Stage 3	3		Stage 3	2		Stage 3	4
		Stage 3-4			Stage 3-4	2		Stage 3-4			Stage 3-4	3		Stage 3-4			Stage 3-4	
		Stage 4			Stage 4	8		Stage 4	10		Stage 4	7		Stage 4	8		Stage 4	9
		Stage 4-5			Stage 4-5			Stage 4-5			Stage 4-5			Stage 4-5			Stage 4-5	
		Stage 5			Stage 5			Stage 5			Stage 5			Stage 5			Stage 5	
Totals	425	Stage n/a	20	601	Stage n/a	0	938	Stage n/a	9	1040	Stage n/a	31	1186	Stage n/a	136	1246	Stage n/a	117
		Stage 1	161		Stage 1	177		Stage 1	280		Stage 1	174		Stage 1	284		Stage 1	180
		Stage 1-2	18		Stage 1-2	23		Stage 1-2	39		Stage 1-2	82		Stage 1-2	60		Stage 1-2	80
		Stage 2	83		Stage 2	143		Stage 2	205		Stage 2	231		Stage 2	253		Stage 2	210
		Stage 2-3	27		Stage 2-3	50		Stage 2-3	69		Stage 2-3	119		Stage 2-3	118		Stage 2-3	118
		Stage 3	58		Stage 3	87		Stage 3	141		Stage 3	174		Stage 3	191		Stage 3	234
		Stage 3-4	25		Stage 3-4	31		Stage 3-4	51		Stage 3-4	57		Stage 3-4	53		Stage 3-4	98
		Stage 4	33		Stage 4	71		Stage 4	107		Stage 4	129		Stage 4	79		Stage 4	188
		Stage 4-5	0		Stage 4-5	1		Stage 4-5	12		Stage 4-5	30		Stage 4-5	5		Stage 4-5	4
		Stage 5	0		Stage 5	4		Stage 5	7		Stage 5	13		Stage 5	8		Stage 5	17

Appendix I

EAL Students by Country of Origin - June 2012

School	Grade	Anhui	Australia	Canada	China	Columbia	Cuba	Denmark	Dominican Republic	Egypt	El Salvador	Eritrea	Ethiopia	Germany	Gujarati	Honduras	India	Indonesia	Israel	Italy	Jiangsu	Kazakhstan	Kenya	Korea	Libya	Mauritius	Mexico	Moldova	Netherlands	Nigeria	Pakistan	Phillippines	Russia	Saudia Arabia	South Africa	South Korea	Shandong	Sudan	Tadgikistan	Uganda	Ukraine	United States	School Total
		Country																																									
Alexander	K																																										0
	1																																										0
	2																																										0
	3																																										0
	4																																										0
	5																																										0
	6																																										0
	7																																										0
	8																																										0
School Total		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Betty Gibson	K			1	3	4					2					2										1												1			1		15
	1				4	2					2					8										1																	17
	2				2	1					5					5										1												1					15
	3				4	4					3					3																											14
	4			1	4	2					5					3							1																				16
	5				5	5					4					6										1																1	22
	6				2	4					1					4										1																	12
School Total		0	0	2	24	22	0	0	0	0	22	0	0	0	0	31	0	0	0	0	0	0	1	0	0	5	0	0	0	0	0	0	0	0	0	0	0	2	0	0	1	1	111
Earl Oxford	K				1																																						1
	1				1											1																											2
	2				1											1																											2
	3															2								2																	1		5
	4					1										1																1									2		5
	5				2											1								1																			4
	6				1											1																1											3
	7				4	1					2					9																									3		19
	8				12	3					3					2									2							1									1		24
School Total		0	0	0	22	5	0	0	0	0	5	0	0	0	0	18	0	0	0	0	0	0	0	3	2	0	0	0	0	0	0	3	0	0	0	0	0	0	0	0	7	0	65
George Fitton	K				2	1										5										1																	9
	1			1	2	1					4					2										2																	12
	2			1	1	1										2																									1		6
	3				2	2					3					1										1															2		11
	4				1	1					3													1																1	1		8
	5			1	5	3																		1		2																	12
	6				4						1																1																6
	7			1	5	4					1		1			2							1			1															2		18
	8				3	3																		1																	1		8
School Total		0	0	4	25	16	0	0	0	0	12	0	1	0	0	12	0	0	0	0	0	0	1	3	0	7	1	0	0	0	0	0	0	0	0	0	0	0	0	1	7	0	90
Green Acres	K			1	1																																						2
	1			1	2																																				1		4
	2				1						1																																2
	3				1											1																												2
	4					1																																					1
	5										1																																1
	6										1																																1
	7				4	1																																					5
	8																																										0
School Total		0	0	2	9	2	0	0	0	0	3	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	18
École Harrison	K																																										0
	1																																										0
	2																																										0
	3																																										0
	4																																										0
	5																																										0
	6																																										0
	7																																										0
	8			1																																							1

School Total		0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1
J. R. Reid	**K**																																									1		1
	1			1																																						1		2
	2				1						1																																	2
	3																										1																	1
	4				1						2																																	3
	5			1	1	1													1							1																	5
	6															1																												1
	7				1																																							1
	8										1								1				1																					3
School Total		0	0	2	4	1	0	0	0	0	4	0	0	0	0	0	1	0	0	2	0	0	0	1	0	0	2	0	0	0	0	0	0	0	0	0	0	0	0	0	2	0	19
King George	**K**			1		1					1					1								1		1																		6
	1				3	2					1					1																1										1		9
	2				4	3					3																																	10
	3			1	1	1					1		1				1							1								1												8
	4				1						2					2							1			1																		7
	5				2	3					3															1																		9
	6				3	1					1					2																												7
	7				1	1					4					2	1																									1		10
	8				2	2	1				9												1																					15
School Total		0	0	2	17	14	1	0	0	0	25	0	1	0	0	8	2	0	0	0	0	0	2	2	0	3	0	0	0	0	0	2	0	0	0	0	0	0	0	0	2	0	81
Kirkcaldy Heights	**K**				2									1																														3
	1			2		1								1																														4
	2				2	1								1										1																				5
	3																							1		1																		2
	4													1																		1												2
	5													1													1																	2
	6																																											0
	7																							1																				1
	8																															1												1
School Total		0	0	2	4	2	0	0	0	0	0	0	0	5	0	0	0	0	0	0	0	0	0	3	0	1	1	0	0	0	0	2	0	0	0	0	0	0	0	0	0	0	20
Linden Lanes	**K**				1						1			1					1																									4
	1			1	1																																							2
	2				2														1																									3
	3				1																																							1
	4				2						1						1																											4
	5				1																																							1
	6				1																			1																				2
	7				1						1													2																				4
	8				1												1																											2
School Total		0	0	1	11	0	0	0	0	0	3	0	0	1	0	0	2	0	2	0	0	0	0	3	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	23
Meadows	**K**			2	2	3					1			2		4	4									1																		19
	1				2	2					1					4										1																		10
	2					3					3			2		1	2																											11
	3				5	2								1		5	2																											15
	4				2	6					1			1		6	4																		1									21
	5			1		1					3					1	1																											7
	6				2	1								2		2	3																											10
	7				1	2					2					4	7																		1				1					18
	8				3	5					2		1			3	5																											19
School Total		0	0	3	17	25	0	0	0	0	13	0	1	8	0	30	28	0	0	0	0	0	0	0	0	2	0	0	0	0	0	0	0	0	2	0	0	0	1	0	0	0	130
New Era	**K**				2	4										1										1	1				1											2		12
	1				4	5					1					5														1	1													17
	2				4	9					4					1										3																		21
	3			1	3	1					2					2							1			4	1															1		16
	4				7	3			1		7					4										2	1			1		1												27
	5				2	4					4					3										1	1																	15
	6				3	3					4					4										2				1														17
	7				7	2					3					4										2	1																	19
	8				3	4					2					2																												11
School Total		0	0	1	35	35	0	0	1	0	27	0	0	0	0	26	0	0	0	0	0	0	1	0	0	15	5	0	0	3	2	1	0	0	0	0	0	0	0	0	3	0	155
O'Kelly	**K**													1																														1
	1			1																																								1
	2													1																														1
	3													2																														2
	4																																											0

	5													3																															3
	6													1																															1
	7																																												0
	8																																												0
School Total		0	0	1	0	0	0	0	0	0	0	0	0	8	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	9
Riverheights	K				1																																				4				5
	1	1																																			1							2
	2						1							1		1	2																								2			7
	3				1									1																											6			8
	4				2	1											1											1												2			7
	5				1								1											2																				4
	6				1	2											1											1									1			6			12
	7				1										1		1														1									4			8
	8				1																			2																2			5
School Total		1	0	0	8	3	0	1	0	0	0	0	1	2	1	1	5	0	0	0	0	0	0	4	0	0	0	0	2	0	0	1	0	0	0	0	1	1	0	0	26	0	58
Riverview	K			2	2	1					5					1																												11
	1										2															1	1																	4
	2										4																																	4
	3				1						3					2											1														1		8
	4				1						4					1																												6
	5				1						6					1						1				1																		10
	6				1	2					1																														1		5
School Total		0	0	2	6	3	0	0	0	0	25	0	0	0	0	5	0	0	0	0	0	0	1	0	0	2	2	0	0	0	0	0	0	0	0	0	0	0	0	0	2	0	48
St. Augustine	K																									1					1													2
	1					1					1															1														1			4
	2										3																				1													4
	3			1		1					3															1					1						1							8
	4										1															1																		2
	5					3					4																										1							8
	6					1					2																				1													4
	7					1					2																																	3
	8										1					1										1					1						1							5
School Total		0	0	1	0	7	0	0	0	0	17	0	0	0	0	1	0	0	0	0	0	0	0	0	0	5	0	0	0	0	0	5	0	0	0	0	0	3	0	1	0	0	40
Valleyview	K				1																			1																					2
	1				1																																								1
	2															1																										1		2
	3				1																																								1
	4			1							1																														1		3
	5				1						1					2																												4
	6				1																																								1
School Total		0	0	1	5	0	0	0	0	0	2	0	0	0	0	3	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	2	0	14
Waverly Park	K			1							1																																	2
	1					1					2																																	3
	2				2	1																																						3
	3				1												1																								1		3
	4				5												1																											6
	5										1																														1		2
	6				1						1						2														1				1									6
	7				1						2																																	3
	8																							1							1				1									3
School Total		0	0	1	10	2	0	0	0	0	7	0	0	0	0	0	4	0	0	0	0	0	0	1	0	0	0	0	0	0	2	0	0	0	2	0	0	0	0	0	2	0	31
Total K-8	K	0	0	8	18	14	0	0	0	0	11	0	0	5	0	14	4	0	1	0	0	0	0	2	0	6	1	0	0	0	1	1	0	0	0	0	0	1	0	0	8	0	95
	1	1	0	7	20	15	0	0	0	0	14	0	0	1	0	21	0	0	0	0	0	0	0	0	0	6	1	0	0	1	1	1	0	0	0	0	1	0	0	1	3	0	94
	2	0	0	1	20	19	0	1	0	0	24	0	0	5	0	12	4	0	1	0	0	0	0	1	0	4	0	0	0	0	0	1	0	0	0	0	0	1	0	0	4	0	98
	3	0	0	3	21	11	0	0	0	0	15	0	1	4	0	16	4	0	0	0	0	0	1	4	0	7	3	0	0	0	0	2	0	0	0	0	0	1	0	0	12	0	105
	4	0	0	2	26	15	0	0	1	0	27	0	0	2	0	17	7	0	0	0	0	0	2	1	0	4	1	0	1	1	0	3	0	0	1	0	0	0	0	1	6	0	118
	5	0	0	3	21	20	0	0	0	0	27	0	1	4	0	14	1	0	0	1	0	0	0	4	0	5	3	0	0	0	0	0	0	0	0	0	0	1	0	0	1	1	106
	6	0	0	0	20	14	0	0	0	0	12	0	0	3	0	13	7	0	0	0	0	0	0	1	0	3	1	0	1	1	1	2	0	0	1	0	0	1	0	0	7	0	88
	7	0	0	1	26	12	0	0	0	0	17	0	1	0	1	21	9	0	0	0	0	0	1	3	0	3	1	0	0	0	0	1	0	0	1	0	0	1	0	0	10	0	109
	8	0	0	1	25	17	1	0	0	0	18	0	1	0	0	8	6	0	0	1	0	0	1	5	2	1	0	0	0	0	1	3	0	0	1	0	0	1	0	0	4	0	97
Division Total K-8		1	0	26	197	137	1	1	1	0	165	0	4	24	1	136	42	0	2	2	0	0	5	21	2	39	11	0	2	3	4	14	0	0	4	0	1	6	1	2	55	1	910
Crocus Plains	9				7	7					6			1		3	2										1														1	1	29
	10				5	3					13	1				5	2							4			1					2			1							1		38
	11				3	6					15					6	2							1		1						1												35
	12				2	6					9	2	1			16						1	5															1			3		46

School Total		0	0	0	17	22	0	0	0	0	43	3	1	1	0	30	6	0	0	0	0	0	1	10	0	1	2	0	0	0	0	3	0	0	1	0	0	1	0	0	5	1	147
Neelin	**9**				1	1					2												1																					5
	10					1					2																																	3
	11				4	2					1												1													1								9
	12				1	2					3					1																												7
School Total		0	0	0	6	6	0	0	0	0	8	0	0	0	0	1	0	0	0	0	0	0	2	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	24
Vincent Massey	**9**				11	3					9					1								1		1	2				1							1		1	4		35
	10				7	4					11					3											1	1														1		28
	11				9	5					4					2	1							1												1		1			5		29
	12				12	3					18		2									1		2								1						1			2		42
School Total		0	0	0	39	15	0	0	0	0	42	0	2	0	0	6	1	0	0	0	0	1	0	4	0	1	3	1	0	0	1	1	0	0	0	1	0	3	0	1	12	0	134
Total 9-12	**9**	0	0		19	11	0		0	0	17	0	0	1		4	2	0	0	0	0	0	1	1	0	1	3	0	0	0	1	0	0	0	0	0	0	1	0	1	5	1	69
	10	0	0		12	8	0		0	0	26	1	0	0		8	2	0	0	0	0	0	0	4	0	0	2	1	0	0	0	2	0	0	1	0	0	0	0	0	2	0	69
	11	0	0		16	13	0		0	0	20	0	0	0		8	3	0	0	0	0	0	1	2	0	1	0	0	0	0	0	1	0	0	0	2	0	1	0	0	5	0	73
	12	0	0		15	11	0		0	0	30	2	3	0		17	0	0	0	0	0	1	1	7	0	0	0	0	0	0	0	1	0	0	0	0	0	2	0	0	5	0	95
Division Total 9-12		0	0	0	62	43	0	0	0	0	93	3	3	1	0	37	7	0	0	0	0	1	3	14	0	2	5	1	0	0	1	4	0	0	1	2	0	4	0	1	17	1	306
Division Total		1	0	26	259	180	1	1	1	0	258	3	7	25	1	173	49	0	2	2	0	1	8	35	2	41	16	1	2	3	5	18	0	0	5	2	1	10	1	3	72	2	1216