

POLICY COMMITTEE AGENDA



May 9, 2023 – 5:00 p.m.

WELCOME AND ACKNOWLEDGEMENT

This meeting is being held on the traditional and unceded territory of the Secwépemc People.

1. April 11, 2023, Committee Report
2. [Policy 5125](#) – Student Records – **Amendment**
3. [Policy 330](#) – Enrollment in Educational Program – **Amendment**
4. Future Meeting Dates:

MEETING	DATE	TIME	LOCATION
Finance/Facilities Committee	June 13, 2023	3:00 p.m.	Board Office

“Learning, Growing, and Belonging Together”



POLICY COMMITTEE MEETING REPORT

February 14, 2023 (4:00 p.m. – 4:21 p.m.)

Trustees in Attendance: Mary Forbes (Chaired Mtg), Anne Kohut, Ciel Patenaude.

TEAMS: Linda Martens, Mike Franklin, Willow Macdonald.

Absent:

Staff: Superintendent – Acting ST Chris van der Mark, Deputy Superintendent Cheryl Lenardon, Instructional Directors Sean Cameron, Cathy van der Mark, Anita Richardson, Executive Assistant Jodi Symmes.

Agenda Item	Notes	Action		
Acknowledgment of traditional territory				
1. January 10, 2023, Policy Committee Meeting Report	The committee reviewed the report and recommended no changes.	None.		
2. Student Safety and Care (5142)	Deputy Superintendent Lenardon recommended repeal of Policy 5142 Student Safety and Care. This Policy does not fit with the current framework which distinguishes between governance and operational. Development of DRAFT AP 542 Student Illness or Injury at School was provided for information.	Recommends Policy 5142 Student Safety and Care be repealed by the Board.		
3. Future Meeting Dates:				
	MEETING	DATE	TIME	LOCATION
	Policy Committee	March 7, 2023	5:00 p.m.	Board Office
	Policy Committee	April 11, 2023	5:00 p.m.	Board Office
	Policy Committee	May 9, 2023	5:00 p.m.	Board Office
	Policy Committee	June 13, 2023	5:00 p.m.	Board Office

TO: Policy Committee

FROM: Cathy van der Mark

DATE: May 9, 2023

RE: Policy 5125 Students Record

BACKGROUND

The Students Record policy has been updated and an administrative procedure has been created to outline the District responsibilities that align with the legislative and Ministry of Education and Child Care requirements.

DISCUSSION

Staff has revised existing policy to reflect current requirements. The Policy has also been renumbered to reflect the new SD27 Policy format.

Additional information related to this policy is contained within the **AP 365** Student Records and File Management.

RECOMMENDATION

THAT Policy No. 5125 Student Records be renamed Policy 365 Student Records with the revised language.



POLICY 365 – STUDENT RECORDS

The Board shall establish and maintain appropriate student records, establish procedures for the storage, retrieval, appropriate use, and accessibility of the records, and ensure the confidentiality of the information and the privacy of students and their families.

Reference:

- AP 365 Student Records and File Management

DRAFT



RATIONALE:

To provide appropriate instruction and educational services, the District maintains information on students and their families. Pertinent information in these records shall be readily available to appropriate school personnel, be accessible to the parents or legal guardians of school-age students or to the student in accordance with legislation yet will be guarded as confidential information.

The records shall also be available with proper authorization, to a person planning for the delivery of, or delivering health, social, or support services to the student, or to the Board's insurer to the extent necessary to meet any claims being made against the insurance provided to the Board by that insurer. Such records are released on the understanding that the person receiving such information shall not disclose it except for the purpose intended.

The Superintendent or designate shall ensure the proper administration of student records in accordance with legislated requirements, as well as the need for efficient and safe collection and retention of student information.

1. Definitions

A Permanent Student Record (PSR) consists of:

- 1.1 the most recent Ministry form entitled "Permanent Student Record", and
- 1.2 all documents required to be listed as inclusions on the form entitled "Permanent Student Record" completed in accordance with the Ministry's "Permanent Student Record Completion Instructions," which are in effect at the time of the completion

In additions to the PSR, a student's record (minimally) includes:

- 1.3 the student progress reports for the two most recent years, or a copy of the Transcript of Grades issued by the Ministry
- 1.4 a written record of letter grades where letter grades are not set out in a student progress report for a student in grade 4, 5, 6, or 7
- 1.5 the student's current IEP if any.

2. Procedures

2.1 Elements of Student Files

A General Student File (as part of the student record) shall be established and maintained for each student enrolled in the public education system. The student file



will contain copies of current records used in the planning and administration of the student's education program. When necessary, a Confidential Student File will also be established and maintained to hold documents that are confidential or contain sensitive information. The student record consists of all information collected or maintained by the District pertaining to the student but does not include notes prepared by and for the exclusive use of a teacher or administrator.

- 2.1.1 The General Student File shall contain but not be limited to:
 - 2.1.1.1 Demographic information including legal name, birthdate, legal guardianship, citizenship, and visa information if applicable, and other information as required by the Ministry.
 - 2.1.1.2 A copy of school progress and achievement history
 - 2.1.1.3 Individual Educational Plans/Student Learning Plans
 - 2.1.1.4 Medical information
 - 2.1.1.5 Court orders as indicated by legal alert
 - 2.1.1.6 Other legal documents (i.e., name change or immigration document)
 - 2.1.1.7 A reference to the location of any information that is being maintained outside the file.

- 2.1.2 The Confidential Student File shall contain but not be limited to:
 - 2.1.2.1 Assessments reports prepared by Psychologist, Speech-Language Pathologist, Health Authority, medical professionals, etc.
 - 2.1.2.2 Confidential reports
 - 2.1.2.3 Documentation containing sensitive information
 - 2.1.2.4 Documentation required to meet criteria for Ministry of Education and Child Care special education designation
 - 2.1.2.5 School-Based Team referrals and meeting notes

Working files held by administrators, teachers and Support Services Staff that contain student information must be destroyed when they are no longer directly connected to the student's educational programming. Confidential reports must not be copied and placed in a working file. Recommendations from assessments reports can be copied and placed in a working file. Although working files are not considered part of a student's record, contents of the file can be requested under FOIPPA.



2.2 File Management

The principal is responsible for the establishment, maintenance, security, and access of a record (including hard copy and digital) for each student registered in their school.

- 2.2.1 Any information placed on a student's record must be done so with the knowledge:
 - 2.2.1.1 That the student, and their parent/guardian, as defined in the School Act, have access to all information contained in the student record
 - 2.2.1.2 That the information is considered to be official documentation of the District
- 2.2.2 The principal shall determine which school staff shall be authorized to access a student's record. As a guideline, staff access is to be limited to teachers and support staff in direct contact with the student or staff with direct responsibility for the maintenance of student records.
- 2.2.3 As students and parents have access to the student files, care is to be taken to ensure that only appropriate documents are retained. The principal shall be responsible for the periodic culling of information from student records that have expired or are no longer of use to the school.
- 2.2.4 Disposal of student information shall be done in a way that preserves confidentiality such as confidential shredding.
- 2.2.5 The principal is responsible for the creation and annual review of specific school-level student record procedures to ensure clear communication is provided regarding staff roles and responsibility staff which include, but are not limited to, registration, receiving student records, transferring student records, file management and storage of student records.

2.3 Transfer of Student Files

- 2.3.1 When a student transfers from one **SD 27 school to another SD27** school the original student records (consisting of Permanent Student Record Form, General Student File and, if applicable, the Confidential Student File) will be sent to the principal of the receiving school.
- 2.3.2 When a student transfers from one **B.C. public school to another**, upon request, the original student record (consisting of Permanent Student Record Form and the General Student File) will be sent to the principal of the receiving school through a secure digital transfer or Registered Mail. When a parent has provided a signature for the consent to release a Confidential Student File, this file will be also be sent to the



principal of the receiving school through a secure digital transfer or Registered Mail.

2.3.3 When a student is leaving the B.C. public school system to enroll in an **independent school, or a school outside the province**, upon request, a copy of the student record (including of Permanent Student Record Form, two most recent years of Student Progress Reports, and the current Student Learning Plan/IEP) will be sent to the receiving principal through a secure digital transfer or Registered Mail.

2.3.4 The original Permanent Student Record and related documents shall be maintained at the sending school.

2.4 Storage of Student Record

2.4.1 The Permanent Student Records and Official Transcripts must be retained by the District for 55 years after a student has withdrawn or graduated from school.

2.4.1.1 Elementary – For students who have withdrawn or become inactive, Permanent Student Record Card must be kept at the school until the individual reaches the age of 15 years old and then sent to the Board office for permanent storage.

2.4.1.2 Secondary - For students who have withdrawn or become inactive, Permanent Student Record Card must be kept at the school for three years and then sent to the Board office for permanent storage.

2.4.1.3 Graduated - the Permanent Student Record shall be stored at the school until the individual reaches 22 years of age then shall be forwarded to the Board Office for permanent storage. Transcripts are to be attached to the Permanent Student Record.

2.4.2 A student's General File shall be retained until a student reaches the age of 22 unless there are reasonable grounds to conclude that such records are to be maintained for a longer period (e.g., allegations of sexual abuse, accidents, or legal proceedings).

2.4.2.1 Elementary - For students who have withdrawn or become inactive the file shall be stored at the school until the individual reaches, or would have reached, 15 years of age and then forwarded to the board Office where they will be stored until the individual reaches 22 years of age and then shall be destroyed in a confidential manner.

2.4.2.2 Secondary - For students who have withdrawn or become inactive the file shall be stored at the school until the individual



reaches, or would have reached, 22 years of age and then shall be destroyed in a confidential manner.

2.4.2.3 Graduated – the file shall be stored at the school until the individual has reached 22 years of age and then shall be destroyed in a confidential manner.

2.4.3 A student's Confidential File must be retained by the District for 55 years after a student has withdrawn or graduated from school. Documents retained in the Confidential File after an individual has withdrawn or graduated will be as per the inclusions required on the PSR.

2.4.3.1 Elementary - For students who have withdrawn or become inactive, the file shall be stored at the school for the remainder of the school year then forwarded to the Student Support Services for permanent storage.

2.4.3.2 Secondary - For students who have withdrawn or become inactive the file shall be stored at the school for the remainder of the school year then forwarded to the Student Support Services for permanent storage.

2.4.3.3 Graduated – The file shall be forwarded to Student Support Services for permanent storage.

Links:

[Authority: School Act, sections 79 \(3\) and 168 \(2\)\(t\) and \(k\) \(gov.bc.ca\)](#)

[Permanent Student Record Instructions - Province of British Columbia \(gov.bc.ca\)](#)

[Authority: School Act, sections 79 and 168 \(2\) \(gov.bc.ca\)](#)

TO: Policy Committee

FROM: Cheryl Lenardon

DATE: May 9, 2023

RE: Review of Policy 330 - Enrollment in an Educational Program

BACKGROUND

Policy 330 Enrollment in an Educational Program was reviewed and updated in January 2020. A review of the actual catchment areas and bussing is under way and the Board will receive an update on that process. In the meantime, there are changes required to the policy to reflect Nature Kindergarten not running as a School of Choice program and provide some annual flexibility in the application due date for School of Choice.

RECOMMENDATION

THAT the Board of Education approve amended Policy 330.



POLICY 330 – ENROLLMENT IN AN EDUCATIONAL PROGRAM

In accordance with the School Act, the Board of Education must provide free of charge an educational program to school age students resident in British Columbia. The Superintendent or designate will establish school catchment areas and provide direction and oversight to District staff regarding enrollment in accordance with the guidelines in this policy.

In accordance with the School Act, a person may enroll in an educational program provided by a Board of Education and attend any school in British Columbia if;

- a. the person is of school age;
- b. the person is ordinarily resident in British Columbia; and,
- c. the Board (or designate) providing the educational program determines that space and facilities are available for the person at the school in which the educational program is made available.

Guidelines

1. Enrollment in Catchment Area School

Catchment area means the geographical area established as the attendance area for a school or a school program.

- a. Students are expected to attend their catchment area school, subject to availability of space. Every reasonable attempt will be made to accommodate students at the school serving their catchment area.
- b. In the event that there is no space available at a student's catchment area school, transportation will be provided by the District to the closest available school.

2. Enrollment in Non-Catchment Area School

Non-catchment area school means any school located outside a student's normal catchment area.

- a. Parents/Guardians who wish to register their child in a non-catchment area school must register their child at their catchment area school and then submit a completed **School of Choice Application**. Applications can be found on the District [website](#) and must be submitted to the District Office by March 15th.
- b. Parents/guardians of students who attend a non-catchment area school wishing to transfer their child back to their catchment area school for September should submit a **School of Choice Application** no later than March 15th the date communicated by the District for submission of School of Choice applications.
- c. All **School of Choice Applications** will be date/time stamped and parents/guardians will be notified of the status of their application no later than the second week of September.
- d. Placement in a non-catchment area school is based on availability of space and if granted, considered a permanent placement for the school year.
- e. Detailed information about the appeal process will be provided to applicants whose requests are denied.
- f. Students attending non-catchment schools will be grandfathered in for subsequent years, depending on availability of space.
- g. The District will not provide transportation for students who choose to attend a school outside of their catchment.

3. Enrollment in Nature Kindergarten

Nature Kindergarten is a full-day program which takes place at Scout Island Nature Centre through Marie Sharpe Elementary. Enrollment in Nature Kindergarten will be based on the following priority placement:

Priority 1— Catchment area students

Priority 2— Non-catchment area students

- a. Non-catchment area Parents/Guardians who wish to enroll their child in Nature Kindergarten must register their child at their catchment area school and then submit a completed **School of Choice Application**. Applications can be found on the District website and must be submitted to the District Office by March 15th.
- b. Placement of non-catchment students into Nature Kindergarten will be based on a lottery system.
- c. The District will not provide transportation for non-catchment area students enrolled in Nature Kindergarten.

4. Enrollment in French Immersion

French Immersion programs are intended for non-French speaking students who wish to develop a high level of proficiency in both official languages. Enrollment in French Immersion will be based on the following priority placement:

Priority 1 – Returning Students

Priority 2 – Siblings of French Immersion Students (same school)

Priority 3 – All other students

- a. Parents/Guardians who wish to enroll their child in French Immersion must register their child at their catchment area school and then submit a completed **School of Choice Application**. Applications can be found on the District website and must be submitted to the District Office by **March 15th the date communicated by the District for that year.**
- b. In the event that there are more siblings than available spaces, Priority 2 students will be accepted on a lottery basis.
- c. Placement of Priority 3 students into French Immersion will be based on a lottery system.