

POLICY COMMITTEE
Monday, October 15, 2018 @ 10:30am
Board Room, Main Floor, ADMIN BUILDING

PUBLIC MEETING AGENDA

The Richmond Board of Education acknowledges and thanks the First Peoples of the
hən̓q̓əmi̓nəm̓ (hun-ki-meen-um) language group on whose traditional
and unceded territories we teach, learn and live.

- 1. INTRODUCTIONS**
- 2. ADOPT AGENDA**
- 3. APPROVE MINUTES**
Attachment: Minutes from meeting held September 17, 2018
- 4. STUDENT ADMISSION, REGISTRATION, PLACEMENT AND TRANSFER:
POLICY 501.8-G**
Attachment: Revisions to the administrative guidelines, for information.
- 5. SEXUAL ORIENTATION AND GENDER IDENTITY: POLICY 106**
Verbal update.
- 6. POLICY REVIEW STATUS [standing item]**
Attachment: Status to September 30, 2018
- 7. AGENDA ITEMS FOR UPCOMING MEETINGS**
Attachment: Status to September 30, 2018
- 8. NEXT MEETING DATES**
To be determined.
- 9. ADJOURNMENT**

School District No. 38 (Richmond)
7811 Granville Avenue, Richmond, BC V6Y 3E3

MINUTES OF PUBLIC MEETING OF POLICY COMMITTEE

Date: Monday, September 17, 2018 at 10:30am
Board Room, Main Floor, Administration Building

Present: Sandra Nixon, Chairperson
Donna Sargent, Vice Chairperson
Alice Wong, Member
Sherry Elwood, Superintendent of Schools
Scott Robinson, Deputy Superintendent *
Roy Uyeno, Secretary Treasurer *
Wendy Lim, Assistant Superintendent
Laura Buchanan, Executive Director, Human Resources *
Rebeca Avendano, RMAPS Representative
Liz Baverstock, President, RTA *
Tim McCracken, 1st Vice President, RTA *
Colleen Howu, Parent
Gail Hackenbruch, Executive Assistant (Recording Secretary)

Regrets: Debbie Tablotney, Alternate Member

* Present for a portion of the meeting

The Chair called the meeting to order at 10:39am.

1. INTRODUCTIONS

Nil.

2. ADOPT AGENDA

The agenda was adopted as amended.

Add: Item 7A Marijuana Use Policy

3. APPROVE MINUTES

The minutes of the meeting held Monday, June 18, 2018 were approved as circulated.

4. BOARD OPERATIONS: BYLAW 201 AND TERMS OF REFERENCE FOR STANDING COMMITTEES

The Secretary Treasurer spoke to his memorandum as included with the agenda package noting that the proposed changes to Bylaw 201: *Board Operations* are as a result of changes to the *School Act* and the consequential changes to the Board's Inaugural meeting, process changes i.e. rotation and schedule of meetings of the board, the order of business at regular meetings of the Board and the recent review of the terms of reference of the standing committees of the Board. The Secretary Treasurer noted that all changes have been summarized and the rationale for those changes reflected. A draft of the proposed changes was also included with the agenda package. Attendees had comments and questions on: the scope for discussion, specifically personnel items, at meetings of the Personnel & Finance Committee now that its name change to Finance and Legal Committee has been approved; the importance and ensuring a place for discussions such as staff wellness and morale; and the status and reporting of the Communications Committee.

It was **AGREED** that a Notice of Motion regarding the proposed revisions to *Bylaw 201: Board Operations* would be provided to the September 26, 2018 meeting of Board of Education (Richmond).

The Secretary Treasurer left the meeting at 10:54am.

5. FIELD TRIPS: POLICY 513.2

Assistant Superintendent Lim spoke to her memorandum as included with the agenda package noting the feedback received to date (feedback closes September 19, 2018) includes only one piece, the use of the field trips paperwork by the pilot schools, anticipated soft roll out of the revised policy in the fall 2018 and a hard roll out in January 2019, ensuring consistency across the school district, enhancement of communication with all partner groups, reflecting current best practices in field trips design and maximizing outdoor learning as well as inside learning. She advised that after approval of the proposed revisions, Policies 5.3.2.1: *Out of Province/International Travel* and 805.6: *Transporting Students in Private Vehicles* would be rescinded as they have been integrated into the proposed new policy. The Richmond Teachers' Association advised they would provide feedback by the deadline date around the adult to student ratio in the various categories of field trips, as reflected in the proposed administrative guidelines. Attendees had comments and questions on: whether or not the transporting of students in private vehicles is covered under Youth Safe Outdoors (YSO) best practices; referencing the Drivers Authorization Form on the guidelines and having a fillable pdf on the district website to make it more accessible; the requirement for annual completion of the drivers' authorization form; legal advice that stipulates that drivers' abstracts are optional; ensuring the safety of students at all times when transported in private vehicles, specifically having appropriate and approved seating and sufficient insurance coverages; the Schools Protection Program that provides general liability coverage and points everyone to the YSO; whether or not some portions of the YSO documents should be extracted and placed into our policy; and ensuring that staff is confident in signing off the checklists.

The Chair reiterated that feedback is due by September 19 and will be reviewed by the Pilot Team on September 20, 2018.

Deputy Superintendent Robinson left the meeting at 11:16am during the above discussion.

Assistant Superintendent Lim will present the feedback provided to the Pilot Team at its September 20, 2018 meeting.

It was **AGREED** that a **NOTICE OF MOTION** would be presented to the September 26, 2018 meeting of the Board of Education (Richmond) advising that a **RECOMMENDATION** to approve the proposed revisions to Policy 513.2, 513.2-R, and 513.2-G: *Field Trips [to be renamed Field Trips (Off-site Learning Experiences)]*, and the rescinding of Policies 513.2.1, 513.2.1-R: *Out of Province/International Travel* and 805.6: *Transporting Students in Private Vehicles* will be presented at the October 10, 2018 meeting of the Board.

6. ASSESSMENT AND EVALUATION: POLICY 517

A memorandum from Assistant Superintendent Archer was included with the agenda package who was unable to attend the meeting. The Superintendent spoke to this item noting the discussions that have taken place on the proposed changes to this policy to ensure compliance with current and future Ministry of Education policies and practice and the additional engagements since May 2018 with the Assessment and Innovation Committee, RASA and RTA leaders. She acknowledged that these proposed revisions would form a bridging type document until additional information is provided by the Ministry of Education.

Attendees had comments and questions on: the anticipated public consultation period that would extend over the local election period; considering venues at which discussion could take place on the proposed changes; and staff's plan to inform a new Board on these proposed changes. It was suggested that when the response draft is placed into the review process that a notation on possible venues for discussion is included as well as the suggestion that principals and PAC's meet to discuss the proposed changes and develop any appropriate feedback. The Superintendent noted the suggested feedback deadline date of December 31, 2018 and advised that staff anticipates resuming work on this policy only in January or February 2019.

It was **AGREED** that a **RECOMMENDATION** would be provided to the September 26, 2018 public meeting of the Board of Education (Richmond) to place Policy 517, 517-R and 517-G: *Assessment and Evaluation* (to be renamed *Assessment and Reporting/Communicating Student Learning*) into the stakeholder review process **AND** upon approval of the revisions, the rescinding of Policy 515.1: *Progress Reports of Students*, Policy 515.3 and 515.3-R: *Promotion of Students*, Policy 515.4: *Graduation Requirements* and Policy 515.5: *Permanent Records of Students*.

The Chairperson summarized that policy items Bylaw 201: *Board Operations*, Policy 513.2: *Field Trips* and Policy: 300-R: *Selection and Appointment of Administrators* and Policy 517: *Assessment and Evaluation* are scheduled to be presented to the September 26, 2018 public meeting of the Board.

7. SELECTION AND APPOINTMENT OF ADMINISTRATORS: POLICY 300-R

The Executive Director, Human Resources, noted that a Notice of Motion regarding proposed changes to Policy 300-R: *Selection and Appointment of Administrators* [to be renamed and renumbered as Policy 401, 401-R and 401-G: *Recruitment and Selection of Management and Administrative Personnel*] had been presented to the Board on September 12, 2018 and would return to the September 26, 2018 meeting of the Board with a recommendation for placement into the stakeholder review process. The Chair advised that a timeline for the stakeholder review feedback was required. Attendees had various comments and questions on the response draft timeline. After discussion, the feedback deadline date was determined as December 31, 2018.

The Executive Director, Human Resources left the meeting at 11:54am.

7A MARIJUANA USE POLICY

Trustee Wong shared several parental concerns around the upcoming legalization of medical marijuana such as educating our students on what marijuana looks like, the health effects on the developing brain, educating students on reading labelling to ensure products do not contain marijuana, and whether or not the district has or should have a discrete policy on the use of marijuana. The Superintendent advised that discussions on the legalization of marijuana had been part of provincial conversations for quite some time and the recommendation from both the Ministry of Education and the BCTF is that school districts not have a separate policy on the use of medical marijuana. The Superintendent acknowledged the fears expressed by parents and then reminded the meeting that the upcoming legislation does not pertain to students in grades K-12 as the legal age for use is 19 years. She then advised that the district has policies in place on the use of drugs and alcohol, spoke to the educational Drug Abuse Resistance Education (DARE) program in elementary schools, increasing classroom conversations to educate students to be aware of the edible form of marijuana and having information sharing workshops for both elementary and secondary school student.

Attendees had comments and questions on: student safety at school and having conversations with staff and parents on protocols around what foodstuffs can and cannot be brought to school; advocating for provincially funded education programs for young people on the use of marijuana; communicating to our students the health concerns of marijuana and alcohol on the developing brain; adding relevant information to the DARE program; and using district communication tools to share information on the upcoming legalization and use of medical marijuana and to remind students that there are age limits on its use and that it continues to be a controlled substance for K-12 students.

Liz Baverstock, President, RTA and Tim McCracken, 1st Vice President, RTA, left at 12:15pm during the above discussion.

6. POLICY REVIEW STATUS [standing item]

The policy review status document to August 31, 2018 was included with the agenda package.

9. AGENDA ITEMS FOR UPCOMING MEETINGS

The status of upcoming agenda items up to September 11, 2018 was included with the agenda package.

10. NEXT MEETING DATES

The next meeting is scheduled for Monday, October 15, 2018 at 10:30am at the school district offices.

11. ADJOURNMENT

The meeting adjourned at 12:16pm.

Respectfully Submitted,



Sandra Nixon, Chairperson
Policy Committee

EDUCATION: STUDENTS

Policy 501.8-G

THESE ADMINISTRATIVE GUIDELINES ARE CURRENTLY UNDER REVISION.

Student Admission, Registration, Placement and Transfer

- A. REGULAR PROGRAM
- B. DISTRICT PROGRAM OPTIONS
- C. ALTERNATE PROGRAMS
- D. INTERNATIONAL PROGRAM

A. ADMINISTRATIVE GUIDELINES: REGULAR PROGRAM

1. REGISTRATION

1.1 Registration for Grades 1-12:

All registrations for Gr. 1-12 are completed at the Central Registration Office or registrations can be completed on-line. Applicants who register online are required to bring all applicable documents to the Central Registration office for verification within 14 days of their online registration.

The first date by which a Gr.1-12 student may be registered for school for the next school year is the first day back in January.

1.2 Registration for Kindergarten:

Children eligible for Kindergarten AND at least one parent with:

- ☐ CANADIAN BIRTH CERTIFICATE or
- ☐ CANADIAN CITIZENSHIP CARD or
- ☐ CANADIAN PASSPORT

may submit an application to register at their catchment school during the month of November only. Applicants may also register at the Central Registration office from November 1st onward.

Children eligible for Kindergarten AND parents who are born outside of Canada with:

- ☐ PERMANENT RESIDENT CARD WITH PASSPORT or
- ☐ RECORD OF LANDING WITH PASSPORT or
- ☐ LETTER OF ACCEPTANCE

may submit an application to register at the Central Registration Office from November 1st onward.

Board Concurrence: 02 December 2002
Board Concurrence of Revisions: 15 December 2003
Board Concurrence of Revisions: 06 December 2010
Board Concurrence of Revisions: 18 April 2016

DRAFT

1.3 Registration Priority Periods:

There are three registration periods during the school year, each with its own priority order for registration and deadlines.

<u>Priority One Registration Period:</u>	<u>Priority Two Registration Period:</u>	<u>Late Registration Period:</u>
November 1 st until the 3 rd Friday in January	4 th Monday in January until 3 rd Friday in May	3 rd Monday in June until school opening in September
Other than in exceptional circumstances, applications received during this period will receive a placement decision by the 2 nd Friday in February.	Applications received during this period will receive a placement decision by the 2 nd Friday in June.	Applications received during this period will receive a placement decision by the end of the first week of school at the latest.

Students who register and are accepted to the district outside of the three registration periods listed above will be contacted by the catchment or placed school within 3-5 days of registering, where possible. There may be exceptions if there is a need to gather more information about special requirements/programs/support for a student.

2. ADMISSION

2.1 Documents

REQUIRED:

- ☐ An original copy of a birth certificate (translated in English by a recognized translator if required).

2.2 Citizenship or Immigration Status in Canada

The registering parent/legal guardian must present the following documentation.

REQUIRED:

- ☐ Valid Permanent Resident Card(s) for the parent(s) or legal guardian(s) of the student being registered for school.
- ☐ Passports for the student and parent(s)/Legal Guardian(s)

The School District may produce a Letter of Acceptance for the student if the family qualifies under the status for one of the following: refugee status, valid work permit or valid study permit. A student under the care of the Ministry of Children and Family Development may also be issued a Letter of Acceptance.

REQUIRED:

- ☐ Original copies of valid permits from Immigration, Refugees and Citizenship Canada (IRCC) or appropriate supporting documentation presented by a representative of the Ministry of Children and Family Development.

A family that does not meet the citizenship, immigration or ordinarily resident requirement may apply, on behalf of the student, to be accepted into the International Student Program.

2.3 Guardianship

Parents/Legal Guardians must present the following documents:

REQUIRED:

- ☐ Original documentation that validates the legal status as parental or Canadian Court declared guardianship of the student being registered.
- ☐ In the case of divorce or separation, legal documents must be presented to validate custody arrangements for the student.
- ☐ Documentation will be required to verify that a student is being registered with the approval of all custodial parents or legal guardians.
- ☐ A student who is approved for 'Independent Living Status' will need to present evidence from Ministry of Children and Family Development of this arrangement

2.4 Residency

Parents/Legal Guardians must present the following documents:

REQUIRED:

For the parent/legal guardian:

- ☐ For "Richmond Residents" the address where the Legal Parent(s)/Legal Guardian(s) and student is and will continue to be living.
OR
- ☐ For "Non Richmond Residents" the address in the nearby community where the Legal Parent(s)/Legal Guardian(s) and student is and will continue to be living must:
 1. Show either a long-term lease/rental agreement or proof of ownership of a residence (in the case of a purchase of house a purchase agreement with all conditions removed).
 2. Documentation to determine 'ordinarily resident' status from the Ministry Policy may also be required. A list of acceptable documentation is available through the Central Registration office and online.

3. AVAILABILITY OF SPACE IN SCHOOLS

3.1 Category One: Students currently enrolled in a school:

Provided physical, staffing and/or appropriate program space is available, the following students shall automatically be enrolled at their current school for the next school year:

- ☐ Continuing Catchment - a catchment student who has attended the school in the previous school year.

- Continuing Non-Catchment – a non-catchment transfer or placed student who attended the school in the previous school year.
- Continuing Non Richmond Resident – a non-Richmond resident student who attended the school in the previous school year.
- A student who is approved to enroll in a district program

REQUIRED:

- All Richmond resident continuing students must complete an Intent to Attend Form at the current school that declares intent to remain at the current school for the following school year.
- 3.2 Provided physical, staffing and/or appropriate program space is available, catchment students proceeding from elementary to secondary school shall automatically be enrolled in their catchment secondary school.

3.3 Category Two: New students wishing to register:

Subject to Section 3.5, newly arrived catchment students who submit applications for enrolment will be placed in their catchment school subject to available physical, staffing and/or appropriate program space. Placement may be impacted by the date of application to register.

- 3.4 A sustainable cohort of Kindergarten registrations for each school will be determined by the School District each year based on current school enrolment and the operational capacity of the school. Kindergarten registration is subject to available physical, staffing and/or appropriate program space.
- 3.5 Should there be more applications than available student spaces at a particular grade level, the following priority order will be used to determine placement:
1. Sibling In-Catchment – The sibling of a continuing catchment student who will be attending the school while the sibling is in attendance
 2. Sibling Non-Catchment - The sibling of a continuing catchment student who will be attending the school while the sibling is in attendance
 3. Non-Sibling In-Catchment – A student who lives in the catchment area who does not have a sibling who will be attending the school
 4. Sibling Non-Richmond Resident – The sibling of a continuing non-Richmond resident who will be attending the school while the sibling is in attendance

In the event that a 'tie' within a priority category exists and there are insufficient spaces for all students in the category, a draw will be held within the category to determine which students will be given a placement.

- 3.6 Non-Richmond resident (out of district) applicants wishing to register in a Richmond School District school are required to complete a Non-Richmond Resident Application form and submit it to the Central Registration office. Applications will be accepted during each of the registration periods, however non-Richmond residents will not be registered or placed in a school until all Richmond residents who applied for registration during the first and second priority registration periods have been placed in their catchment schools. In some cases where it is uncertain whether schools will be able to accommodate all in-catchment and Richmond resident student transfer requests, non-Richmond resident applications will not have their placement confirmed until the Friday of the first

Administrative Guidelines

week of school in September. All non-district applications are subject to available space and may not be approved.

4. PLACEMENT IN SCHOOLS:

4.1 A student will normally attend the school located in the catchment area in which their parents or legal guardians reside unless there is no physical, resource or program space available.

4.2 A student who cannot be offered enrollment in a catchment school because of a lack of physical, staffing or appropriate program space will be placed at the nearest school that can provide an appropriate educational program.

A student placed in another school by the District due to lack of available space in their catchment school may apply to transfer back to their original catchment school in subsequent school years. Students applying for such a transfer (in accordance with section <??>) will receive special priority in Transfer Round One for three school years following the date of their original application to their catchment school. Return to catchment transfers will only be given priority during the first round of transfers, which must be submitted by the annual February deadline for the following school year. Should there be more transfer applicants than available spaces in each grade level, a separate draw will be held for each grade level. Within the three school year transfer period, in cases where a student wishes to continue to apply back to their original catchment school, a new transfer application must be submitted for each school year. All transfers remain subject to available space as determined by the School District.

4 TRANSFER APPLICATION PROCESS

There will be restrictions on the number and types of transfers that can be approved at densely populated elementary and secondary schools. **Approvals for all schools will be based on availability of physical, staffing and program space, and will be assessed in the priority of reason(s) for the transfer request (see below).** Schools may be deemed "open" or "closed" for transfer requests based on specific criteria relevant to that school.

All transfer requests are subject to available space at the requested school

REQUIRED:

- ☐ Before a Richmond Resident student can request a transfer, the student must first be registered or enrolled at the catchment school.
- ☐ A student wishing to transfer to a non-catchment school must fill out a [Richmond Resident SA-23 transfer application form](#). These forms are available at schools or at the Central Registration Office.
- ☐ The form must be signed by the current school and then signed and left at the requested school.
- ☐ The transfer forms can be picked up on the annually determined February date and must be submitted by the annually determined February date. These are called 1st round transfers.
- ☐ Transfer requests will be considered by the date and time received in the categories for priority established by the School Board Guidelines.

Administrative Guidelines

5.1 Transfer Priority Periods:

There are three transfer periods during the year, each with its own deadlines and priority order for transfers. See below for priority lists:

<u>Round One Transfer Application Period:</u>	<u>Round Two Transfer Application Period:</u>	<u>Late Transfer Application Period:</u>
Second Monday in February until the end of February	March 1 st until the second Friday in May	First Monday in May onward
Transfer decisions communicated to parents by last Friday before spring break	Transfer decisions communicated to parents by second Friday in June	Transfer decisions communicated to parents by the Friday of the first week of school in September

Round One Transfers:

When considering transfer applications, the District will apply the following priority order for students applying for transfers by the February deadline:

1. Sibling Richmond Resident Non-Catchment – The sibling of a continuing non-catchment child who will be attending the school and program when the sibling is in attendance.
2. Return to Catchment student – A student who was placed by the District in a school other than their catchment school due to a lack of available space in the catchment school (Section 4.2).
3. Sibling Non-Richmond resident – The sibling of a continuing non-Richmond resident student who will be attending the school when the sibling is in attendance.
4. Daycare for Richmond resident elementary age students.
5. A new non-catchment student – A non-catchment child who is applying to the school with extenuating circumstances warranting special consideration.

Round Two Transfers:

When considering transfer applications, the District will apply the following priority order for students applying for transfers by the May deadline will apply:

1. Sibling Richmond Resident Non-Catchment – The sibling of a continuing non-catchment child who will be attending the school and program when the sibling is in attendance.
2. Daycare for Richmond resident elementary age students.
3. A new non-catchment student – A non-catchment child who is applying to the school with extenuating circumstances warranting special consideration.
4. Non-Richmond resident – Any continuing non-Richmond resident student.

Late Transfers:

When considering transfer applications, the District will apply the following priority order for students applying for transfers transfers after the Round Two May deadline will apply:

Late transfers will not be responded to until the principal has determined whether there is available space in the school.

1. Sibling Richmond Resident Non-Catchment – The sibling of a continuing non-catchment child who will be attending the school and program when the sibling is in attendance.
2. Daycare for Richmond resident elementary age students.
3. A new non-catchment student – A non-catchment child who is applying to the school with extenuating circumstances warranting special consideration.
4. Non-Richmond resident – Any continuing non-Richmond resident student.

3.1 Application to Unique School Programs and Transfers

Parents/Legal Guardians may only apply for a child to be enrolled in a unique school program after the school principal has already approved the initial transfer into the school. Students will only be considered for enrollment in one unique school's program at a time.

3.2 Withdrawal of Approved Transfers

In order for students to have their approved transfer application withdrawn from the requested school, the requested school must be advised in writing of the withdrawal. The date that the withdrawal letter is received at the requested school will be the date used to establish the student's entitlement to re-enroll at their catchment school or previous school of attendance.

3.3 School Transfer Waitlists

Schools will establish a School Wait List for transfer applicants commencing at 8:00 a.m. on the annually specified February date, that will priority order the students in accordance with their category and the date/time of application.

Waitlists will be maintained until the end of the second week in September of the requested school year.

3.4 Withdrawal from District Program Options

If a student who is enrolled in a district program option (e.g. French Immersion, Montessori) withdraws during the school year, they are expected to return to their catchment school. However, the student may apply to transfer to another educational program offered at the current school of attendance if space and facilities are available and the transfer is deemed to be in the best interests of the child and the school. Enrolment in a district program does not provide transfer priority into the regular program in the school in which the district program is located unless the student resides in the regular program catchment. The transfer application will be subject to the priority order described in Section 5.1.

4 EXTENDED ABSENCES FOR PARENTS/LEGAL GUARDIANS

- 4.1 A Parent/Legal Guardian may not leave the student in the care of another adult for more than 3 weeks in the school year. Extenuating circumstances need to be discussed with the Principal for approval.

REQUIRED:

- A Parent Declaration Form must be completed and presented to the office of the school declaring the dates of absence and the name and contact information for the responsible adult (25 years or older) who will be caring for and living with the student. Out of town contact information for the Legal Parent/Legal Guardian must also be provided.
- 4.2 The Legal Parent/Legal Guardian whose status is used to register a student must be living with the student consistently throughout the school year and working within a daily commutable distance throughout the school year.

5 EXTENDED ABSENCES FOR STUDENTS

- 5.1 A student should not miss school unless there are medical circumstances or personal family short-term emergencies that require a student to miss classes. Please be mindful that missed classes are missed learning opportunities and may negatively affect success in school.
- 5.2 It is the family's responsibility to communicate with the school about plans for a student to miss school. The school has attendance expectations and requirements that must be met.
- 5.3 In the first week of school, Principals will count students daily. If a family has not communicated with the school, via a Notice of Late Return, by 12:00 pm noon on the Wednesday of the first week of school, then the student's name can be removed from the school register.

REQUIRED:

- If a family plans to arrive after school opens in September then a 'Notice of Late Return to School' form is available in the school office and must be completed and submitted to the Principal before the school year ends. A space will only be held in a school until the end of the second week after school opens. If the student has not returned by this date, then the student may be withdrawn from the school and required to register at Central Registration upon return to the district.

B. ADMINISTRATIVE GUIDELINES: DISTRICT PROGRAM OPTIONS

1. PROGRAM LOCATIONS AND CAPACITY

- 1.1 District Program Options such as Montessori, French Immersion, Specialty Academies, Career Programs will be located at sites determined by the School District.

- 1.2 The District will establish the enrollment capacity for each District Program Option location site.

2. ADMISSIONS AND PLACEMENT

- 2.1 District Program Options provide choice in the content and style of instruction. Access to these programs is based on individual requests and is equally available to all students within the District. In the case of District Program Options such as Montessori and French Immersion, students will be placed according to a placement and draw process. In the case of other District Program Options such as Specialty Academies and Career Programs, students may be required to meet certain qualifications before admittance.
- 2.2 Each year, the District will establish and publicize the dates and application procedures for students wanting to attend the District Program Options – Montessori and French Immersion.

3. TRANSPORTATION

- 3.1 Transportation will not be provided for students enrolled in District Program Options.

4. MONTESSORI

4.1 PROGRAM LOCATIONS AND CAPACITY

- 4.2 The district will establish the location and enrollment capacity for each Montessori program location site.

4.3 ADMISSIONS AND PLACEMENT

- 4.4 Montessori applicants are expected to complete a Montessori Program Application Form at their neighbourhood catchment school. The school verifies the Montessori Application Form, and the applicant then submits the Montessori Program application to the district's Central Registration Office.
- 4.5 Montessori applications submitted within the established timelines will receive priority for available space in their first choice school. However, if there are more applicants than spaces available at a school, a random draw will take place to determine which applicants will have a reserved space. Applicants are required to provide a second and third choice school, in case their first choice is not available. When an applicant is offered and accepts a placement at a specific Montessori location, applications for all other district program locations become invalid. Applicants will be notified of the status of their applications by the last school day of February.
- 4.6 Applications from new students for available spaces at Montessori locations will be considered in the following order, provided application deadlines and other requirements have been met.

- ☐ Priority 1: Students with an older sibling who will be attending Montessori within the same school in the same year. Siblings must register following the usual procedures by the stated deadline to be eligible for Priority 1 status. Students enrolled after the deadline will go on a wait list.
 - ☐ Priority 2: Students who reside within the Richmond School District.
 - ☐ Priority 3: Student who reside outside the Richmond School District.
- 4.7 If there are more applicants than available spaces, the following process will be used to determine the allocation of the available spaces:
- ☐ Applications received within the district's established registration timelines will be grouped by priority category as outlined in 4.5 and 4.6 of these guidelines.
 - ☐ A random draw process will then be used to determine the order of applicants within each priority category.
 - ☐ Program spaces will then be allocated according to the order outlined in 4.5 and 4.6 of these guidelines until all available spaces have been filled.
 - ☐ Any remaining applicants will be placed in priority order on the Montessori Program option waiting list. This list will be maintained until September 30 of each school year.
 - ☐ Applications received after the district deadlines will be grouped by priority category as outlined in 4.6 of these guidelines and placed at the end of the district program option wait list.

5. FRENCH IMMERSION

5.1 PROGRAM LOCATIONS AND CAPACITY

5.2 Catchment areas will be established for the purpose of registering students in the District's Early, Late, and Secondary French Immersion programs.

5.3 The District will establish the enrollment capacity for each French Immersion program location site.

5.4 ADMISSIONS AND PLACEMENT

5.5 Each year, the District will establish and publicize the dates and application procedures for students wanting to attend the Early and Late Immersion French programs.

5.6 Applications submitted within the established timelines will receive first priority for available space in the program, subject to the terms outlined in guidelines 5.7, 5.8, and 5.9 of these guidelines. Applicants will be notified of the status of their applications by the last school day of February.

5.7 Applicants apply to the program location within the French Immersion catchment area where they reside. French Immersion Program applicants are expected to submit their applications to the district's Central Registration Office. Applicants are required to provide a second and third choice school, in case their first choice is not available.

When an applicant is offered and accepts a placement at a specific French Immersion location, applications for all other district program locations become invalid. Applicants will be notified of the status of their applications by the last school day of February.

- 5.8 Applications from new students for available spaces at program locations will be considered in the following order, provided application deadlines and other requirements have been met.
- Priority 1: Students with an older sibling who will be attending French Immersion within the same school in the same year. Siblings must register following the usual procedures by the stated deadline to be eligible for Priority 1 status. Students enrolled after deadline will go on a wait list.
 - Priority 2: Students who reside within the French Immersion catchment boundaries.
 - Priority 3: Student who reside outside the French Immersion catchment boundaries.
 - Priority 4: Students who reside outside the Richmond School District.
- 5.9 If there are more applicants than available spaces, the following process will be used to determine the allocation of the available spaces:
- Applications received within the district's established registration timelines will be grouped by priority category as outlined in 5.8 of these guidelines.
 - A random draw will then be used to determine the order of applicants within each priority category.
 - Program spaces will then be allocated according to the order outlined in 5.8 of these guidelines until all available spaces have been filled.
 - Any remaining applicants will be placed in priority order on the district program option waitlist. This list will be maintained until September 30 of each school year.
 - Applications received after the district deadlines will be grouped by priority category as outlined in 5.8 of these guidelines and placed at the end of the district program option wait list.

C. ADMINISTRATIVE GUIDELINES: DISTRICT ALTERNATE PROGRAMS

1. DISTRICT ALTERNATE PROGRAMS

- 1.1 District Alternate Programs are designed to provide educational services for students whose needs cannot be adequately be provided for in district schools.
- 1.2 With respect to Alternate Programs 1.1, it is the policy of the Board to provide an educational program for all school-age students in the district. As much as possible, students will be placed in regular or special classrooms within the district's schools.

- 1.3 When the provision of special support services (e.g. learning assistance, special classes, and/or educational aides) in the district's schools is unable to provide an environment in which effective learning can take place, the student, in consultation with the family, will be recommended to be placed in one of the district's Alternate Programs.
- 1.4 Alternate Programs are designed to meet the specialized needs of learners, who may have educational, social, emotional, and/or behavioral challenges that require an alternate educational setting and program.

2. PROGRAM LOCATIONS AND CAPACITY

- 2.1 District Alternate Programs will be located at sites determined by the School District.
- 2.2 The District will establish the enrollment capacity for each District Program Option location site.

3. ADMISSIONS AND PLACEMENT

- 3.1 Prior to placement into a District Alternate Program, potential student candidates and their families will be consulted regarding the educational programming.
- 3.2 Potential student candidates will be screened for intake into a District Alternate Program. Screening will be done by the School-Based Resource Team and the District Resource Team.
- 3.3 Placement in a District Alternate Program will continue as long as the Program is benefitting the student's learning profile. It is always the goal to have the student return to a regular district school. However, it is recognized that at times this may not be possible or in the best interests of the student.

4. TRANSPORTATION

- 4.1 Transportation funding will not be provided for attendance at a District Alternate Program unless deemed necessary by the Board.

D. ADMINISTRATIVE GUIDELINES: INTERNATIONAL STUDENT PROGRAM

Students who do not qualify for admission to Richmond schools as Ministry funded may apply for entry under these guidelines, provided:

- 1.1 They possess a valid Authorization from Immigration, Refugees and Citizenship Canada (IRCC) or they can prove that valid Authorization from IRCC is approved but not yet received.

- 1.2 They have visitor status in Canada and their intention is to attend Richmond Schools for less than six months.
- 1.3 Accurate information is submitted in their application and they are accepted by a screening process, which would consider academic background, social/emotional well being, and ability to be independent.
- 1.4 Upon acceptance, they agree to follow the rules and expectations for the program as outlined in the Program registration documents.
- 1.5 In the estimation of the International Program Administration, they are likely to be eligible for (or possess) a valid Authorization from Citizenship and Immigration Canada.
- 1.6 They are accepted by a screening process, which would consider academic background, social/emotional well being, and ability to be independent.
- 1.7 They pay a fee, as determined by the Board of Education, which, will ensure that all direct and indirect costs to the Board of Education are covered and that there is a net financial benefit accruing to the district.
- 1.8 (a) They pay the annual premiums for compulsory participation in the Medical Services;
(b) All tuition, including fees for Medical Services Plan, have been paid prior to an official Letter of Acceptance being issued.
- 1.9 A Custodian is named by the student's Parent/Legal Guardian who will assume the duties of ensuring that the student's welfare is being provided for and maintained throughout his/her stay in the Richmond School District. The designated Custodian must be a Canadian Citizen or Landed Immigrant (25 years of age or older) residing in Metro Vancouver who can communicate effectively with the student's school and who will assume all responsibility for supporting the student in the absence of his/her parents so as to absolve the Richmond Board of School Education in these matters.
- 1.10 There is sufficient space in the program as determined by the Superintendent of Schools or designate.
- 1.11 An elementary-aged student may be considered as a fee-paying international student subject to meeting the conditions listed above and additionally, while in attendance at a Richmond school, the student must be living with at least one Parent who resides within the boundaries of the Richmond School District for the duration of the program.

- 1.12 When an applicant meets the conditions noted above to the satisfaction of the school district, and is accepted for admission to Richmond School District, a Letter of Acceptance signed by the Superintendent of Schools or designate, will be issued to support an application for the appropriate documentation required by Citizenship and Immigration Canada.

GLOSSARY OF TERMS

Definition of Terms:

Catchment Area

In relation to a school, is the geographical area established under [Section 75.1 of the School Act](#), that defines the boundaries of a school to which a student has first priority to attend, as defined by the district's School Boundary Descriptions.

Catchment Area Student

A person who is (a) of school age, and (b) resident in the catchment area of the school.

Continuing Student

A student who was in attendance at the current school or at a designated catchment school for the secondary school during the previous school year.

District Program

For purposes of Regulation 501.8-R, the catchment area for a district program is defined to be the City of Richmond, except for French Immersion where designated schools define those areas.

Enrollment

A student is enrolled when Central Registration or the International Program arranges permission for the student to attend and enters the student into the school's computer registration system.

Feeder Schools

"Feeder" schools and their associated "receiving" schools are identified in the district's established Boundary Descriptions, where the class from the highest grade offered by the feeder school would be enrolled the next year in the designated receiving school unless a transfer application for enrollment is accepted at another school.

International Student

A student who is a resident of another country and is not eligible to be declared 'Ordinarily Resident' in B.C. can apply to be a fee-paying student in the Richmond School District.

Newly Arrived Student

A catchment student who applies to attend a Richmond school as the result of:

- a) A change in the primary residence of the Parent/Legal Guardian, whether moving into the City of Richmond from another school district, province or country, or moving within the City of Richmond.
- b) Being a first time kindergarten student.
- c) Entering the Richmond School District from home schooling or a private school.

Non-Catchment Area Student

A student who is of school age, resident in the school district, and not resident in the catchment area of the school. This does not apply to International students.

Non-Richmond Resident Student

A student who is of school age, resident in British Columbia, but not resident in the City of Richmond must apply using the Non-Richmond Resident Application Form.

Ordinarily Resident in BC

A student is considered 'ordinarily resident' in British Columbia if the student and the Parent/Legal Guardian of the student are both ordinarily resident in BC. This means that they have established a permanent home where they customarily reside and maintain an ongoing physical presence in the course of everyday living.

For purposes of this Regulation, a student's place of residence is normally deemed to be that of the student's Parent/Legal Guardian on the date of application or registration. A student who is deemed to be 'ordinarily resident' is deemed to be 'funding eligible' and is therefore entitled to free education in B.C. public schools. The Richmond School District has the authority and duty to declare a student as 'ordinarily resident' or not 'ordinarily resident' for the purpose of registration. A student who is 'not ordinarily resident' has the opportunity to apply to the International Program and if accepted must pay fees to attend school.

Out of Province Student

A student who is not ordinarily resident in B.C., but rather is 'ordinarily resident' in another Canadian jurisdiction, can apply to be a fee paying student to register in school in Richmond.

Placed Student

A student who is designated by the Central Registration District Administrator or designate, to attend a non-catchment area school because the catchment area school has space to enroll the student. This space can be physical, staffing or appropriate program.

Previous School Year

As defined in the School Act, means the school year previous to the school year for which the person is applying to enroll in the educational program.

Richmond Resident Student

A student who resides in the City of Richmond and is therefore eligible to attend school in Richmond.




Sustainable Cohort

For Elementary, the number of new Kindergarten students the School District determines a school can accept for a given school year. The size of the cohort must be able to be physically accommodated through to the end of Grade Seven. For Secondary, the number of Grade Eight students the School District determines a school can accept for a given school year. The size of the cohort must be able to be physically accommodated through to the end of Grade Twelve.

Transfer Student

A non-catchment or non-school district child who applies and is accepted to attend a school other than their catchment school.

STATUS OF POLICIES
AT SEPTEMBER 30, 2018

	Completed after Approval of New Policy Framework
	In Revision/Discussion Process
	Awaiting Review

POLICY	STATUS	COMMENTS/ACTION	REVIEW
Policy 513.2: <i>Field Trips</i>	<u>Step 5</u> Sep 17/18 – Updated provided and feedback received reviewed at Policy Com. May 14/18 – Update provided. Oct 16/17 – Update provided on status at Policy Com. Jun 05/17 – Discussed at Policy Com. Feb 20/17 – Initial discussion at Policy Com.	Sep 26/18 – Notice of Motion provided to Board advising Approval will be requested on Oct 10/18. Jun 13/18 – Board approved placement into stakeholder review process with deadline date for feedback of Sep 19/18. May 23/18 – Notice of Motion presented to Board for placement into stakeholder review process. May 14/18 – Proposed revisions reviewed and discussed at Policy Com. A Notice of Motion to place proposed revisions into stakeholder review process will be provided to the May 23/18 Board Meeting. Upon approval of the revisions, Policy 513.2.1 <i>Out of Province/International Travel</i> and Policy 805.6: <i>Transporting Students in Private Vehicles</i> will be rescinded. Dec 13/17 – The Working Group met and this item will be delayed until May 2018 meeting of Policy Com. Oct 16/17 – Update provided on the pilot at schools. This will return to Policy Committee in January 2018. Jun 05/17 – Update provided and the pilot extended with a report anticipated in the fall 2017. Feb 20/17 – Proposed revisions to align policy with updated field trip practices presented. Policy Com. had further suggestions. Will return to Policy Com. Meeting.	In stakeholder review process.
Policy 300-R(B): <i>Selection and Appointment of Administrators</i>	<u>Step 3</u> Sep 17/18 – Discussed at Policy Com. Jun 18/18 – Discussed at Policy Com. Jun 13/18 – Presented to in-camera Brd Mtg. May 14/18 – Updated on at Policy Com. Apr 16/18 – Updated on at Policy Com. Feb 18/18 – Updated on at Policy Com. Jan 19/18 – Updated on at Policy Com. Jan 15/18 – Updated on at Policy Com. Nov 20/17 – Updated on at Policy Com.	Sep 26/18 – Board approved placement into stakeholder review process with a Dec. 31/18 response date. Sep 12/18 – a Notice of Motion was provided to the Board that a recommendation for approval of placement into the review process would be provided on Sep 26/18. Jun 18/18 – Discussed at Policy Com. A Notice of Motion to place revisions to Policy 300-R and (new) Pol. 401, 401-R and 401-G into review process will be provided to Sep. mtg. of the Board. Jun 13/18 – Discussed at in-camera Brd Mtg. Brd. requested presentation to next public mtg of Policy Com.	Full policy review process underway.




	<p>Jun 05/17 – Brief update provided to Policy Com. May 1/17 – Update provided at Policy Com.</p>	<p>May 14/18 – Discussed at Policy Com. Referred to Brd. Mtg. for full discussion. Apr 16/18 - Discussed and further revisions and additions suggested. This will return to the May 2018 meeting.</p> <p>Feb 19/18 – Discussed and further revisions suggested. Anticipated return to Mar. 12/18 meeting but was not discussed. Now anticipate returning to April or May 2018 meeting. Jan 15/18 – Options discussed. Further changes suggested. Items return to Feb 2018 in-camera meeting. Nov 20/17 – Option for proposed changes will be provided to Jan 15/2018 meeting. Jun 19/17 – Board reviewed proposed changes. Jun 05/17 – Update was provided on proposed revisions. Will return to future Policy Com. May 1/17 – Verbal update on potential revisions.</p>	
<p>Policy 517: <i>Assessment & Reporting</i>; Policy 515.1: <i>Progress Reports of Students</i>, Policy 515.3 and 515.3-R: <i>Promotion of Students</i>, Policy 515.4: <i>Graduation Requirements</i>, Policy 515.5: <i>Permanent Records of Students</i>, Policy 515.6 and 515.6-G: <i>School Completion Certificates</i> and Policy 516.1 and</p>	<p><u>Step 3</u> Sep 17/18 - Discussed at Policy Com. May 14/18 – Discussed at Policy Com. Public Apr 16/18 – Discussed at Policy Com. In-camera Jan 15/18 – Discussed at Policy Com.</p>	<p>Sep 26/18 – Board approved placement into stakeholder review process with a Dec. 31/18 response date. Sep 17/18 – Discussed at Policy Com. As a Notice of Motion was provided to the Brd. on May 23/18, it was agreed that a REC for placement into stakeholder review process would be provided to Sep 26/18 Brd. Meeting. May 14/18 – Discussed at Policy Com. Policy Chair to provide a memo to the May 23/18 Board meeting advising that the timing will be deferred until full discussion with stakeholder groups. Anticipate Late Fall 2018 for return. May 3/18 – A Notice of Motion was provided to the Board advising the proposed revisions would be presented to the May 23/8 Meeting for placement into stakeholder review process. [subsequently deferred] Apr 16/18 – Discussed at Policy Com. A Notice of Motion to place proposed revisions to Policy 517: <i>Assessment & Reporting</i> into the stakeholder review process, along with a recommendation to rescind Policy 515.1: <i>Progress Reports of Students</i>, Policy 515.3 and 515.3-R: <i>Promotion of Students</i>, Policy 515.4: <i>Graduation Requirements</i>, Policy 515.5: <i>Permanent Records of Students</i>, Policy</p>	<p>Full policy review process underway.</p>

516.1-R: <i>Challenge</i>		<p>515.6 and 515.6-G: <i>School Completion Certificates</i> and Policy 516.1 and 516.1-R: <i>Challenge</i>,</p> <p>will be provided to a future meeting of the Board as they are no longer applicable to current practices in the district and/or province.</p> <p>Jan 15/18 – A review of policies in the 515-517 range related to student learning is required and will be reviewed once anticipated advice and direction from the Ministry has been received.</p>	
Policy 201: BYLAW: <i>Board Operations</i>	<p>Step 2</p> <p>Sep 17/18 - - Discussed at Policy Com. Mar 12/18 - Discussed at Policy Com. Feb 19/18 – Discussed at Policy Com. Sep 19/16 – Discussed at Policy Com.</p>	<p>Sep 26/18 – Notice of Motion presented to Board Mtg. for approval of housekeeping changes to this Bylaw at Oct 10/18 Mtg.</p> <p>Sep 17/18 – Discussed at Policy Com. Review completed of the terms of reference for the Board’s standing committees and housekeeping revisions made.</p> <p>Apr 11/18 – Item delayed until all standing committees’ terms of reference have been reviewed.</p> <p>Mar 12/18 – The updates to terms of reference of standing committees were anticipated at May 2018 meeting.</p> <p>Feb 19/18 – Discussion regarding an update required to add Facilities & Building terms of reference to the Bylaw concluded with a decision to wait until all other terms of reference have been reviewed.</p> <p>This Bylaw will be reviewed for any necessary updates at a future meeting of Policy Com.</p>	Policy 201: BYLAW: <i>Board Operations</i>
Policy 512.4: <i>French Programs</i>	<p>Step 1</p> <p>Jun 18/18 – Discussed at Policy Com. Apr 16/18 - Discussed at Policy Com.</p>	<p>Jun 18/18 – This item will be delayed until later in the fall 2018.</p> <p>Apr 16/18 – Proposed revisions to this policy and its accompany regulation were discussed. It was agreed this would return to the May or June 2018 meeting of this Com. for more full discussion.</p>	Full policy review process anticipated

Policy 501.8, 501.8-R: <i>Student Admissions, Registration Placement and Transfer</i>	<p><u>In Development</u></p> <p>Sep 17/18 – Updated provided at Policy Com.</p> <p>May 14/18 – Update provided at Policy Com.</p> <p>Mar 12/18 – Discussed at Policy Com.</p> <p>Feb 19/18 – Discussed at Policy Com.</p> <p>Nov 20/17 – Discussed at Policy Com.</p> <p>Oct 16/17 – Discussed at Policy Com.</p> <p>Jun 05/17 – Review will be required.</p>	<p>Sep 17/18 – the updated Administrative Guidelines for Pol. 501.8 were provided to Policy Com. for info.</p> <p>Jun 18/18 – This item will be discussed at the Sep 17/18 meeting of Policy Com. 2 Phase update anticipated.</p> <p>May 14/18 – Policy Com. Chair advised that this policy review would now be deferred until Fall 2018.</p> <p>Mar 12/18 – Current proposed changes and how the Long Range Facilities Plan may affect this policy discussed.</p> <p>This item will return to Policy Com. in May 2018 for further discussion of the changes.</p> <p>Feb 19/18 – Discussed at meeting and suggested changes to be made. Item will return to Mar 12/18 Policy Com. meeting.</p> <p>Nov 20/17 – Update provided and will return to Feb Policy Com. meeting.</p> <p>Oct 16/17 – This will return to Policy Committee in November or December 2017 for an update on potential revisions.</p> <p>Jun 05/17 – Briefly discussed and a review is necessary due to the Supreme Court of Canada ruling on class size and composition and the need for additional space in schools. Schedule for Policy Com in fall 2017.</p>	Housekeeping Changes to Administrative Guidelines Anticipated.
Policy 704: <i>Retirement of School Facilities</i>	<p><u>In Development</u></p> <p>Nov 20/17 – Discussed at Policy Com.</p> <p>Nov 21/16 – Discussed at Policy Com.</p> <p>Oct 24/16 – Discussed at Policy Com.</p> <p>Sep 19/16 – Discussed at Policy Com.</p> <p>Larger discussion planned.</p> <p>Oct 24/16 – Initial discussion.</p>	<p>Nov 20/17 – Discussed and it was suggested that the review would take into account the LRFP and could potentially be in 2019. Will return for discussion and review once LRFP is completed.</p> <p>Nov 21/16 – Discussion on splitting this policy into school closures and disposition of facilities. Review and feedback process also discussed.</p> <p>At conclusion of school closure process, this policy and regulation will be reviewed for any necessary updating.</p>	Full policy review process anticipated.
Policy 804.1: <i>Community Use of Schools</i>	<p><u>In Development</u></p> <p>Nov 21/16 – Discussed at Policy Com.</p> <p>Jun 6/16 – Discussed at Policy Com.</p>	<p>Nov 21/16 – There was discussion on whether to review this policy in conjunction with Policy 704: <i>Retirement of School Facilities</i>. Discussed at the Feb 15, Mar 7, Jun 6, and Nov 21, 2016 meetings of Policy Com. Will return to Policy Committee at the conclusion of LRFP process.</p>	Full policy review process anticipated

Policy 804.8: <i>Commercialism)</i> 400-1R: <i>Employee Conflict</i> 804.9: <i>Donations to Schools</i> 602.7- <i>Gifts, Grants and Benefits)</i> 805.4- <i>Money Raising Activities at Schools;</i> 602.9.1-R <i>General Principles for Revenue Generating Activities</i>	<u>In development</u> Jan 23/17 – Update from Superintendent. Nov 21/16 – Update from Superintendent. Oct 24/16 – Update from Superintendent. Sep 19/16 – Discussed at Policy Com. Jun 6/16 – Draft revised policy presented for initial review. May 16/16 – Discussed at Policy Com. Will return to Jun 6/16 meeting. Apr 4/16 – Discussed at Policy Com. Policy Com. Trustees will meet with Sup. to discuss this Policy. Apr 25/16 Discussed at Policy Com.	Jan 23/17 – Superintendent advised on meeting with RDPA President; questions answered and clarity provided. The policy will be reviewed for possible updating at a future date. Jun 6/16 - Review of proposed revised policy will continue over summer and return to Sep 19/16 Policy Committee meeting. Apr 25/16 Policy Com. Trustees & Superintendent discussed comparative commercialism policies. Apr 27/15 - Policy Committee discussed various policies related to PAC fundraising or money raising activities in schools that require review. Questions were raised by the PAC Executive about clearly defining the fundraising role of PACs. There are currently some conflicting policies. A review of all policies related to PAC fundraising or money raising activities will be done and return to Policy Com.	Full policy review process anticipated.
Policy 701.2 and 701.2-R: <i>School Building Planning Review Process</i>	<u>In Development</u> May 1/17 –Discussed at Policy Com.	May 2017 – Briefly discussed and staff indicated a comprehensive review is required with projected timing for commencement in the Fall 2017.	Full policy review process anticipated.
Policy 522 and 522-R: <i>Transportation</i>	<u>In Development</u> Mar 2017 – A review will be required.	Mar 2017 - Discussed at Policy Committee and will be added for review upon completion of the Long Range Facilities Plan.	Full policy review process anticipated.
Policy 707 and 707-R: <i>Post Disaster Procedures</i>	<u>In Development</u> Nov 20/17 – Discussed at Policy Com. Oct 16/17 – Discussed at Policy Com.	Nov 20/17 – Anticipate setting up a working group to review the policy in Spring 2018. Oct 16/17 – Briefly discussed-review required. Basic emergency resources at all schools to be considered.	Full policy review process anticipated.
Policy 103: <i>Bylaw: Complaints by Students Parents and Public</i>	<u>In Development</u> Jun 18/18 – A review will be required	Jun 18/18 – It was advised that would require a review with anticipated timing of the fall 2018.	Full policy review process anticipated.

STATUS OF POLICIES
AT SEPTEMBER 30, 2018

	Completed after Approval of New Policy Framework
	In Revision/Discussion Process
	Awaiting Review

POLICY	STATUS	COMMENTS/ACTION	REVIEW
Policy SECTION 600: <i>Finance [previously Section 800: Business Procedures]</i>	<u>ENTIRE SECTION NOT YET IN THE REVIEW PROCESS</u>	Nov 2/16 <i>Policy 603.5.1-R: Authorized Signatures /Authorization to Contract – Minor change to Authorized Signature Title changed – considered housekeeping.</i> Mar 2014 – New Policy Framework Approved by Board. Previously Section 800: <i>Business Procedures</i> .	Full policy review process anticipated.
Policy SECTION 700: <i>Facilities [previously Section 900: Buildings and Sites]</i>	<u>ENTIRE SECTION NOT YET IN THE REVIEW PROCESS</u>	Mar 2014 – New Policy Framework Approved by Board. Previously this section was numbered 900: <i>Buildings and Sites</i>	Full policy review process anticipated.
Policy SECTION 800: <i>Community Relations [previously Section 1000]</i>	<u>ENTIRE SECTION NOT YET IN THE REVIEW PROCESS</u>	Mar 2014 - New Policy Framework Approved by Board. Previously this section was numbered 1000: <i>Community Relations</i> .	Full policy review process anticipated.
Policies 101: <i>Goals and Objectives</i> , 102: <i>Diversity and Inclusion</i> , 103: <i>Collaboration and Community</i> , 103-R(A): <i>Foundations for Learning</i> , 103-G: <i>Foundations for Learning</i>	<u>ENTIRE SECTION NOT YET IN THE REVIEW PROCESS</u>	Oct 16/17-It was noted at Policy Com that these policies in section 100 will require a future review, some for housekeeping and updating. However, they will remain to complement the Policy 100: Vision, Mission, Values.	Full policy review process anticipated.

POLICY	STATUS	COMMENTS/ACTION	REVIEW
Policy 106: <i>Sexual Orientation and Gender Identity (SOGI)</i>	APPROVED BY BOARD JUN/18	In June 2017 the Board passed a resolution requesting staff develop a policy that recognizes the gender diversity of our school district community and that such a policy support an increased awareness and understanding of sexual orientation, gender identity and expression. A Working Group was struck, comprised of district stakeholders including students, with the mission to develop the policy. The policy, regulations and administrative guidelines were drafted, presented to Policy Committee for various revisions and a community engagement and consultation period took place from March to June 2018.	Underwent full policy revision process.
Policy 104: <i>Acceptable Use of Information & Communication Services</i>	APPROVED BY BOARD JUN/18	Jun 13/18 – Housekeeping revisions approved by Board. May 23/18 – Notice of Motion regarding approval of housekeeping changes presented. May 14/18 – Proposed revision to Policy to incl. reference to appropriate federal and provincial legal and legislative requirements. Notice of Motion presented to May 23/18 Board Mtg. for approval of housekeeping change. Feb 19/18 – Presented Admin Guidelines to Policy Com. and considered by staff as a housekeeping item and for information. After discussion, staff was asked to review and determine if there is a reference to adherence to FOIPPA and whether any further changes may be required. This will return to May 2018 meeting.	Housekeeping change.
<i>Policy 100: Vision, Mission, Values (previously District Philosophy)</i>	APPROVED BY BOARD MAR/18	On March 2, 2015, the Board passed a resolution to establish the Policy 100 Re-Visioning Task Force Committee with representatives from stakeholder groups including trustees, CUPE, RASA, RDPA, RTA, RMAPS and students, to participate in the re-visioning of Policy Section 100: <i>District Philosophy</i> . This Task Force had the mission to design the re-visioning process, establish a timeline to invite input from Partner Groups, activate voices of partner groups regarding mission statement, vision statement, and value statements, review collated input, respond to	Underwent full policy revision process.

		draft revised Policy 100 and to present a draft revised Policy 100.	
<i>District Code of Conduct-Policy 105</i>	APPROVED BY BOARD JUN/17	The District Code of Conduct (Policy 105) has been in place for many years. In 2015 the District created a working group of stakeholder partners to review and revise Policy 105. In addition, in the fall of 2016, the Ministry of Education directed that all school district Codes of Conduct should be updated with language that speaks to gender orientation and expression.	Underwent full policy revision process
<i>Policy 300-R(B): Selection and Appointment of Administrators</i>	APPROVED BY BOARD APR/17	Minor housekeeping changes made to ensure compliance with updated privacy legislation, professional human resources principles and best practices and to incorporate recent district technology system changes.	Housekeeping changes.
<i>Trustee Professional Development and Travel-Policy 205, 205-R, 205-G</i>	APPROVED BY BOARD NOV/16	Policy 205: <i>Trustee Professional Development and Travel</i> is a NEW Policy. Certain sections from current Policy 203: <i>Trustee Stipend, Resources and Expenses</i> were removed and incorporated into this new Policy.	Underwent full policy revision process.
<i>Trustee Stipend, Resources & Expenses-Policy 203, 203-R, 203-G</i>	APPROVED BY BOARD NOV1/16	Policy 203: <i>Trustee Stipend, Resources and Expenses</i> was reviewed in conjunction with (new) Policy 205: <i>Trustee Professional Development and Travel</i> . After revision and approval, this policy was renamed Policy 203: <i>Trustee Stipend and Expenses</i> .	Underwent full policy revision process.
<i>Student Registration, Enrolment and Placement-Policy 501.8 and 501.8-R [AND renamed Student Admission, Registration, Placement & Transfer]</i>	APPROVED BY BOARD APR/16	Substantive changes made to this policy/regulation as a result of changes to the School Act, the Family Law Act and Immigration legislation and the district's centralized registration. A number of Policies rescinded as a result of approved changes.	Underwent full policy revision process.

<i>Video Surveillance- Policy 708, 708-R and 708-G</i>	APPROVED BY BOARD APR/16	This policy and its accompanying regulations were adopted by the Board in 2003 and reviewed in 2015/16 to ensure its continued relevance. The revisions reflect the new framework and definitions.	Underwent full policy revision process.
<i>Administering (Prescribed) Medications to Students-Policy 504.3.1; 504.3.1-R and 504.3.1-G</i>	APPROVED BY BOARD FEB/16	In 2013 Health Nurses indicated this regulation was outdated (last revisions approved in 1995) and should be brought into line with updated health care practices. Consultation with health care professionals in Richmond. Regulations became a (new) policy, (revised) regulations and (new) admin. guidelines.	Underwent full policy revision process.
<i>Human Resources- Policy Section 400:</i>	APPROVED BY BOARD APR/14	This section consisted of 69 pages; was reduced to 9 after review ie. 1 policy, 6 regulations and admin. guidelines.	Underwent full policy revision process.
<i>Community Use of Facilities-804.1, 804.1-R, and 804.1-G</i>	APPROVED BY BOARD APR /14	Construction of the Neighbourhood Learning Centre at Brighthouse required a review of this policy (1004.1 in the old framework).	Underwent full policy revision process.
<i>Interscholastic Competitions and Contests- 503.6,503.6-R</i>	APPROVED BY BOARD OCT/14	Policy 1005.2: <i>Interscholastic Athletic Competitions</i> was combined with Policy 503.6: <i>Interscholastic Competitions and Contests</i> to ensure consistent of application of policy for students in both athletic and academic competitions. 1005.2 was subsequently rescinded by the Board.	Underwent full policy revision process.
<i>Policy 703.7: Closure of Schools Due to Emergency Conditions</i>	CONCLUDED ON FEB 19/18	Feb 19/18 – Updated at Policy Com. Staff advised the policy has been reviewed and no changes anticipated. The updated closure process due to emergency conditions now appears on the district website. Jan 15/18 – Discussed and will be placed as item on Feb 19/18 agenda. Nov 20/17 – To be added to Jan 15/18 agenda for discussion and update. May 1/17 – Briefly discussed. Staff to review this policy and its regulation. This will return in the fall 2017.	Policy was reviewed by staff and no changes required.

POLICY COMMITTEE MEETINGS SUMMARY OF FUTURE ITEMS

MEETING DATE		PUBLIC ITEM
October 15		501.8-G: Student Admission, Registration, Placement & Transfer
ITEMS		WITH NO DATE FOR DISCUSSION ALLOCATED AS YET Policy 103 Bylaw: Appeals (housekeeping) (Later in the fall 2018) Policy 103 Bylaw: Complaints by Students, Parents and the Public Policy 501.8: Student Admission, Registration, Placement & Transfer Policy 512.4: French Programs (Later in the fall 2018) Policy 522 and 522-R: Transportation Policy 701.2-R School Building Planning Review Process Policy 704: Retirement of School Facilities Policy 707 and 707-R: Post Disaster Procedures Policy 804.1: Community Use of Schools Policy 804.8: Commercialism Critical Incident Protocols / Fair Notice
MEETING DATE 2018		PUBLIC ITEM - DISCUSSED
February 19		Policy 501.8: Student Admission, Registration, Placement & Transfer SOGI Dev & Revised Timeline Policy 100 Update 703.7 Closure of Schools Due to Emergent Conditions
March 12		Policy 501.8: Student Admission, Registration, Placement & Transfer Policy 104: Acceptable Use of Information and Technology
April 16		SOGI Policy Update
May 14		Policy 513.2 Field Trips SOGI Public Information Sessions Update Policy 104: Acceptable Use of Information and Technology
June 18		SOGI Update Policy 300-R: Selection and Appointment of Administrators
September 17		Policy 517: Assessment and Evaluation Policy 201: Bylaw: Board Operations Policy 513.2 Field Trips

Last Updated: September 30, 2018