

Administrative Procedure 300 – Appendix C

KINDERGARTEN REGISTRATION

FEBRUARY:

1. Schools will accept registrations for students living in their catchment area on dates as advertised on the District website. If a parent wishes a child to attend a different school, a Non-Catchment Application Form should be completed. The two character alphabetical School Code of the requested school must be noted in the "Non-Catchment Area Request" section at the top of the Student Registration Form. A copy of the Non-Catchment Application Form must be faxed to the Assistant Superintendents' Office, as well as to the requested school, so that they are aware of the student.
2. All forms – Registration, Non-Catchment and Non-District, must have the time and date of receipt recorded on the form.
3. Schools should hold Non-Catchment forms until approved by the Assistant Superintendent. Approvals will be processed as soon as possible, but may need to be held until September. No approval of non-catchment area requests may be given at the school level.
4. Non-district students applying for Kindergarten in Delta need to complete a Non-District Application Form. Schools will forward the form to the office of the Assistant Superintendent. Once applications have been approved by the Assistant Superintendents' Office, parents should be asked to complete Registration Forms.
5. Parents of non-catchment area or non-district students applying prior to March 8, 2019 should be advised that a decision regarding entry into the Delta Kindergarten program will not be made until June 7, 2019 or shortly thereafter. The Assistant Superintendents' Office will notify each school of the successful non-catchment and non-district applicants. Non-district students may not be registered or entered into the Student Management System until the school has received approval from the Assistant Superintendents' Office. Parents applying after March 8, 2019 should be advised that a decision may not be made until after September 2, 2019.
6. Schools should enter Kindergarten registrations directly into the Student Management System for the next school year.

MARCH/JUNE:

7. Schools will continue to enter new registrations as they are received. Refer to FEBRUARY (above) for non-catchment and non-district processes.
8. The Assistant Superintendent will confirm staff allocations using up-to-date enrolment data. In schools where enrolments are uncertain and staff allocations are "interim", a letter (sample below) is to be sent to all parents, explaining that placement of their children cannot be confirmed until school opening.
9. By mid-June, wherever possible, schools will send an information letter to all families who have registered a child for Kindergarten. This letter must outline procedures for the start up of the Kindergarten year and include details on the phase-in schedule and supplies required. Schools that are not in a position to send this letter to parents by mid-June must advise the Assistant Superintendents' Office.

SEPTEMBER:

10. All new registrations will continue to be entered by the schools, as they are received. Staff allocations will be confirmed and student placement completed early in September, as enrolments are confirmed. Refer to FEBRUARY (above) for non-catchment and non-district processes.

Reference: Sections 2, 3, 4, 7, 20, 22, 23, 65, 74.1, 75, 75.1, 85 School Act

Revised: January 2019

Administrative Procedure 300

ADMISSION TO SCHOOL

Background

Pursuant to the School Act, the District shall provide an education program, free of charge, to all children of school age ordinarily resident in the District, and may provide an educational program free or at a fee to temporary attendees, non-residents, or over-age students.

Procedures

1. Students registering in District schools shall be required to submit appropriate proof of citizenship, landed or student visa status, residence address, and age.
 - 1.1 The District will accept submission of any one (1) of the following as proof of age:
 - 1.1.1 Original of birth certificate;
 - 1.1.2 Original of baptismal certificate;
 - 1.1.3 Passport.
 - 1.2 In addition, parents will also be required to provide proof of citizenship or status.
2. The Principal shall, after appropriate age verification, admit to kindergarten in September, a child who will have reached a chronological age of five (5) years on or before December 31 of the year of intended enrolment.
3. The Principal shall, after appropriate age verification, admit to full-time attendance in September, a child who will have reached a chronological age of six (6) years on or before December 31 of the year of intended enrolment.
4. A person of school age, who applies for the first time in the District for admission, shall be placed by the Principal in the program or courses the Principal considers most suitable.
 - 4.1 In arriving at such a decision, the Principal shall consider all available records and information.
 - 4.2 The child may be placed in the program or courses for a trial period.
5. In any question of admission of students to any program, the matter shall be referred to the Superintendent or designate for consideration.
6. Dates for Application for Enrolment
 - 6.1 Before February 1 of each school year, the Board will establish and publish application dates and procedures for:
 - 6.1.1 Non-District children;
 - 6.1.2 Non-catchment area children, except for continuing students;
 - 6.1.3 Students applying in District programs for the first time;
 - 6.1.4 Catchment area children, other than continuing students;
 - 6.1.5 Children applying for first-time entry to kindergarten programs.
 - 6.2 The Board may establish different enrolment dates for different grades, educational programs, schools, or categories of applicants.
 - 6.3 An alternate process will be used for the enrolment of continuing District children.

Reference: Sections 2, 3, 4, 7, 20, 22, 23, 65, 74.1, 75, 75.1, 85 School Act

Revised: February 2017



February 2019

Dear Parent:

Delta School District endeavors to provide one or more Kindergarten classes in each elementary school. The number of classes which are designed for a school will depend upon projected enrolments, actual registrations and available space in the buildings and compliance with Ministry mandates for class size averages.

When children are registered for Kindergarten, they are enrolled for the program and not necessarily to a particular class or school. When Kindergarten enrolment reaches or exceeds the maximum planned for a particular school, it becomes necessary to have some Kindergarten children attend the closest school that has space.

It is possible that we will not be able to accommodate all of the children who have been registered for Kindergarten for September, 2019. Because families move during the summer, it may not be possible to confirm accommodation for some children until the start of school in September.

So that both the school and most parents can proceed with planning for children's entry into Kindergarten in September, a schedule showing the hours your child(ren) will attend during the first two weeks of school **will be mailed to you before the end of June.** Parents whose children may have to attend another school for their Kindergarten year will have this noted on the schedule. If you find such a note on your schedule, please telephone Holly Elementary School (604-946-0218) during the week prior to school opening to confirm which school your child(ren) will attend.

STUDENT RECORDS

Background

In order 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.

All individual student records maintained by the District are confidential, including individual addresses and telephone numbers.

**MINISTRY OF EDUCATION
Province of British Columbia**

January 2019

Dear Parent/Guardian:

This letter is being sent to advise you about the process of collecting student information. As you know, schools obtain information on students when they enroll in schools, and also, when they change schools. The information the Ministry collects from schools about students is authorized by the School Act, Sections 79, 81 & 168 (2), and Ministerial Order M152/89.

Information collected by the Ministry includes student name, gender, birth date and place of birth, primary language spoken at home, and the program/grade participation. The Ministry uses this information to determine funding for your school district, to plan and evaluate programs, to prepare transcripts and forward them to post-secondary institutions on students' behalf, and to conduct periodic enrolment audits, to sample students for provincial assessments/surveys, and other related research.

The Freedom of Information and Protection of Privacy Act regulates how student information is collected, how it is used, and how it is protected from misuse. The legislation ensures that you are informed about the data being collected and the purposes for which it will be used; the student data will be used for only those purposes stated. The School Act also contains strong provisions for the protection of student data.

If you have any questions about the collection of student information, please contact the Superintendent's Office, Delta School District (604-952-5340).

Administrative Procedure 350

STUDENT CONDUCT AND DISCIPLINE**Background**

Conduct and behaviour are closely associated with learning, and an effective instructional program requires a wholesome and orderly school environment.

Procedures

1. Students are expected to:
 - 1.1 Attend school regularly and apply themselves to their learning responsibilities in both school and distributed learning courses.
 - 1.2 Conform to reasonable standards of socially acceptable behaviour.
 - 1.3 Respect the rights, person, and property of others.
 - 1.4 Preserve the degree of order necessary for a positive climate for learning.
 - 1.5 Submit to the authority of staff and respond accordingly.
2. Discipline of a student shall be similar to that of a kind, firm, and judicious parent, but shall not include corporal punishment.
3. The District shall maintain a Code of Conduct, and following this model, principals will establish school codes of conduct to apply to students during any school activity, and may hold students responsible for their conduct on the way to and from school or a school activity.
4. Parents are expected to play a supportive role in affirming District and school expectations of conduct, in maintaining contact with the school, in ensuring care and appropriate supervision of their children when the parents are absent from the District, and in being available on short notice to attend a school interview when such is deemed necessary by the Principal.
5. In cases of serious misbehaviour or lack of application to school studies, a Principal or Vice-Principal is authorized to suspend a student for up to five (5) school days, in accordance with Administrative Procedure 355 – Suspension and Expulsion of Students.
6. Where necessary, the Superintendent or designate may extend this suspension for disciplinary or investigative reasons.
 - 6.1 A suspension, which is extended for more than fifteen (15) school days, shall be reported to the Board.

7. Only the Board may make a decision to no longer offer an education program to a student sixteen (16) years or older.
8. Procedures shall be established which provide, in cases of suspension, for appropriate involvement of District Office staff and parents, and for provision of an appropriate education program within a reasonable time after suspension.

Reference: Sections 6, 7, 17, 20, 22, 26, 65, 79, 85 School Act