

HWDSB

Policy Committee

Wednesday, December 6, 2017

Room 340-D

Hamilton-Wentworth District School Board

20 Education Court, P.O. Box 2558

Hamilton, ON L8N 3L1

AGENDA: 5:00 p.m.

1. Call to Order
2. Approval of the Agenda
3. Consent Items: Facilities – update on any changes to procedures within this pillar

Scoping Reports:

Communications & Community Engagement:

4. Access to Student Information

Draft Policy – for consultation:

Student Learning & Achievement:

5. Student Admission and Enrolment

6. Adjournment – next policy meeting: January 10, 2018

Subject: Facilities Procedures

Executive Council Member Responsible: Stacey Zucker
Associate Director, Support Services



The following chart updates Trustees on the changes made to the procedures attached to the policies, under the Facilities Pillar policy.

The policies and procedures under this pillar include:

2.1 Boundary Review

- Boundary Review Procedure

2.2 Inclement Weather and Board Cancellations

- Cancellation of School and Board Administrative Operations Procedure

2.3 Naming of Schools

- Naming of Schools Procedure

2.4 Property Disposition

- Property Disposition Procedure

2.5 Pupil Accommodation Review

- Pupil Accommodation Review Procedure

2.6 Use of Board Facilities

- Community Use of Board Facilities Procedure
- Facility Partnerships and Community Planning Procedure

Consent Agenda: A consent agenda groups the routine, procedural, informational and self-explanatory non-controversial items typically found in an agenda. These items are then presented to the committee allowing anyone to request that a specific item be pulled out for discussion.

Listed below is a summary of the changes to all procedures under the Facilities Pillar.

2.1 Boundary Review (policy review date: 2018)

Last reviewed in 2014

Procedure Name	Last Amended	Changes Made	Reason
Boundary Review Procedure	2014	None	N/A

2.2 Inclement Weather and Board Cancellations (policy review date: 2019)

Last reviewed in 2015

Procedure Name	Last Amended	Changes Made	Reason
Cancellation of School and Board Administrative Operations Procedure	2015	None	N/A

2.3 Naming of Schools (policy review date: 2020)

Last reviewed in 2016

Procedure Name	Last Amended	Changes Made	Reason
Naming of Schools Procedure	2016	None	N/A

2.4 Property Disposition (policy review date: 2020)

Last reviewed in 2016

Procedure Name	Last Amended	Changes Made	Reason
Property Disposition Procedure	2016	None	N/A

2.5 Pupil Accommodation Review (policy review date: 2019)

Last reviewed in 2015

Procedure Name	Last Amended	Changes Made	Reason
Pupil Accommodation Review Procedure	2015	None	Will be reviewed following Ministry review of Pupil Accommodation Review Guidelines

2.6 Use of Board Facilities (policy review date: 2021)

Last reviewed in 2017

Procedure Name	Last Amended	Changes Made	Reason
Community Use of Board Facilities Procedure	2017	None	N/A
Facility Partnerships and Community Planning Procedure	2017	None	N/A

Subject: Access to Student Information

Executive Council Member Responsible: Peter Sovran
Associate Director, Learning Services

Does an Act or Regulation require HWDSB to develop the proposed policy? No

Scoping
Report

Draft Policy
Approval

Policy
Review

Ministry
Mandated

ISSUE

Each year, educators are challenged with the type and frequency of information they may provide to non-custodial parent(s)/guardian(s), particularly in the absence of legal documentation.

HWDSB maintains strict neutrality between parent(s)/guardian(s) who are separated or divorced. HWDSB wants to promote the best interests of students by working in partnership with both parent(s)/guardian(s) unless directed otherwise by a legal order.

BACKGROUND

School Boards in Ontario operate in a complex legal environment in which various pieces of legislation must be considered when determining access to students.

Parents have a statutory right of access to a child's personal information under Section 266(3) of the *Education Act*. This section states that the parent or guardian of a child under the age of 18 is entitled to examine the student's record. Because the applicability of this section is not limited to "custodial parents," a non-custodial parent will have the legal right to access the child's records. Further, through provisions contained in Section 20(5) of the *Children's Law Reform Act* and in Section 16(5) of the *Divorce Act*, a non-custodial parent who has access to a child has the right to make inquiries and to be given information concerning the child's health, education and welfare. This applies to information in the Ontario Student Records, as well as information that is not in the Ontario Students Records.

Therefore, absent of a legal "court" order that explicitly forbids it, board staff would be expected to share information about a child's progress with both custodial and non-custodial parents.

In 2016, HWDSB prepared and distributed a “Guide for Separated Parent(s)/Guardian(s)” to help schools and families understand what we can or cannot share.

PREVIOUS COMMITTEE DISCUSSION

Staff originally presented this scoping report in October to the Policy Committee, recommending that a policy be created.

Through discussion of the topic, the committee requested that staff return with a revised scoping report outlining three options:

- Opt. 1 -> new policy (with scoping report)
- Opt. 2 -> modifications to an existing policy
- Opt. 3 -> development of procedure(s) associated with an existing policy with no suggested changes

RECOMMENDATION(S)

After reviewing all HWDSB policies, staff are recommending a combination of option 2 and 3 outlined above.

Staff suggest that an Access to Student Information Procedure be developed as part of the Parent Engagement policy.

This would require some minor revisions to the Parent Engagement policy to reflect the discussion at the October policy meeting of putting the student lens first.

The Parent Engagement policy is scheduled to appear before the committee in January 2018 and the revised policy will incorporate the necessary changes.

Staff will operationalize the policy through the procedure once the policy has been approved by the Board of Trustees.

Staff are also recommending that a reference to the new procedure be included in the Student Engagement policy, as this will align with the committee direction of including a student lens.

Subject: Student Admission and Enrolment

Executive Council Member Responsible: Peter Sovran
Associate Director, Learning Services

Does an Act or Regulation require HWDSB to develop the proposed policy? No

Scoping
Report

Draft Policy
Approval

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Mandated

ISSUE

There are currently processes that guide the admission of students to a particular school including those that are 'out-of-catchment'. However, a policy governing these processes does not exist.

BACKGROUND

A staff initiated Scoping Report recommending the development of a Student Admission and Enrolment Policy was presented to Trustees at the October 2017 Policy Committee meeting for consideration.

At the October 30 Board Meeting, approval was obtained for the Policy Committee's recommendation on the Admissions Scoping Document.

Before Trustees today is the draft Student Admission and Enrolment policy for consideration.

RECOMMENDATION(S)

A policy on student admissions and enrolment would clarify the school(s) that a student may enrol with based on their home address. A policy with accompanying procedures would also assist schools with communication to families and communities.

Staff are recommending that the draft *Student Admission and Enrolment Policy* be approved for consultation.



Student Admission and Enrolment

Date Approved: XXXXX

Projected Review Date: XXXXX

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PURPOSE:

Hamilton-Wentworth District School Board (HWDSB) recognizes that every student has the right to attend a school where they are a qualified resident pupil *as defined in the Education Act*.

GUIDING PRINCIPLES:

The admission process should:

- Maximize the number of students able to attend their in-catchment school.
- Enable school and board staff to effectively plan the allocation of resources through balanced enrolment.
- Allow for out-of-catchment enrolment requests where there is available space and at no additional cost to the board.
- Support stability and continuity for students and families.

INTENDED OUTCOMES:

- Ensure compliance with all Ministry of Education Legislation governing enrolment, including immunization.
- Maintain and retain digital and paper student enrolment and attendance records in accordance with Ministry of Education regulations and HWDSB administrative procedures.
- Maximize revenues for grant purposes by ensuring accurate and timely Ontario School Information System (OnSIS) reporting.

RESPONSIBILITY:

Director of Education
Executive Council

TERMINOLOGY:

Qualified Resident Pupil: Where the parent(s)/guardian(s)/Caregiver(s) of a student reside in the City of Hamilton and are English-language public school supporters they are considered to be “resident pupils” of the Board.

International Student: The *Immigration and Refugee Protection Act Subsection 30(2)* states that: “Every minor child (age 17 or younger) in Canada, other than a child of a temporary resident not authorized to work or study, is authorized to study at the pre-school, primary or secondary level.”



Student Admission and Enrolment

Date Approved: XXXXX

Projected Review Date: XXXXX

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Under the Immigrant and Refugee Protection Act, people coming to Canada legally as non-immigrants will have temporary resident status and are authorized to respectively, study, work, or visit in Canada, provided they have either a Study Permit (SP) or a Work Permit (Employment Authorization) (WP) if one is required to work or study in Canada. An international student studying at HWDSB on a Visitor Visa and a study permit is required to pay fees according to the Education Act 49(6).

Immunization: The City of Hamilton Public Health Services requires that all students provide proof of immunization. Registration cannot take place without this documentation.

Adult Student: Students who are 18 years of age or over who have been out of high school for at least one year.

In-Catchment School: The school that students are eligible to attend based on the geographic area in which they reside.

Out-of-Catchment: The request to enroll at a school that is not the designated school within the geographic area in which a student resides.

Out-of-District: The request for a student not living within the City of Hamilton to enroll at an HWDSB school.

Program In-Catchment: The program location students are eligible to attend based on the geographic area in which they reside.

Programs: the term used to refer to Tier 1, Tier 2 and Tier 3 programs.

Tier 1 Program: the term used to refer to programs and supports that support all of our students, across all of our schools.

Tier 2 Program: the term used to refer to some programs and supports that support some of our students in some of our schools.

Tier 3 Program: the term used to refer to a few of our programs and supports that support a few of our students in a few of our schools.

ACTION REQUIRED:

HWDSB staff shall, in accordance with the provisions of the Education Act, establish and maintain procedures to address the registration, placement, or transfer of students in:

- Full-Day Kindergarten
- Elementary and Secondary School



Student Admission and Enrolment

Date Approved: XXXXX

Projected Review Date: XXXXX

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- International Students
- Adult Students
- Out-of-Catchment
- Out-of-District

PROGRESS INDICATORS:

Intended Outcome	Assessment
Ensure compliance with all Ministry of Education Legislation governing enrolment.	Measured through the Average Class Size Report and enrolment updates.
Maintain and retain digital and paper student enrolment and attendance records in accordance with Ministry of Education regulations and HWDSB administrative procedures.	Measured through the Ontario School Information System (OnSIS) and HWDSB's Student Information System.
Maximize revenues for grant purposes by ensuring accurate and timely Ontario School Information System (OnSIS) reporting.	Measured through the Average Class Size Report, as well as enrolment projections and updates.

REFERENCES:

Government Documents

Education Act, 2003, ss. 33, 36, 42, 43, 46, 49

Immunization of School Pupils Act



STUDENT ADMISSION AND ENROLMENT Policy Committee Consultation Plan

Prepared By: Mark Taylor

Responsibility: Peter Sovran, Associate Director, Learning Services

Date Prepared: November 1, 2017

Policy Statement

Hamilton-Wentworth District School Board (HWDSB) recognizes that every student has the right to attend a school where they are a qualified resident pupil as defined in the *Education Act*.

Communications Strategy

To inform various stakeholders that the 30-day consultation period has begun and now is their opportunity to provide comments and feedback on the Student Admission and Enrolment policy.

Target Audience

Group Classification
Internal
Trustees
Executive Council
Principals
Special Education Advisory Committee (SEAC)
Parent Involvement Committee (PIC)
School Councils and Home & School Associations
External
School communities

Tactics

Group	Activity
Internal	Memo/Letter – where applicable Media Release Social Media – Twitter, Facebook Website

Group	Activity
External	Letter Media Release Social Media – Twitter, Facebook Website School Newsletter School Websites