

School District #62 (Sooke)

SANCTUARY SCHOOLS	No.: C-114
	Effective: May 28/24 Revised: Reviewed: Apr. 9/24; Apr. 30/24; May 28/24

SCHOOL BOARD REGULATION

The Board will implement communication protocols and admission procedures in accordance with these requirements:

1. This policy and relevant provisions of the *School Act* will be communicated annually to all school administrators and school office staff. Such materials will also be prominently displayed in school offices, and on the district’s website.
2. The Board will provide orientation and training for all staff regarding the policy to promote expertise and sensitivity regarding the needs of students without immigration status in Canada.
3. A thorough communications plan will be developed to share this information in immigrant communities.
4. The appropriate instructions for staff and public information materials concerning admission procedures will be revised to reflect the policy. Such revisions will also be included in all training and orientation programs for staff and community agencies who have responsibilities in this area.
5. All student registration forms, including electronic databases, which refer to immigration status in Canada, will be deemed strictly confidential.
6. All student registration forms, including electronic databases, will provide clearly stated options for any family which does not wish to share proof of immigration status as a means of establishing that they are ordinarily resident in the area served by Sooke school district.
7. Where there is a need to verify a student’s name, home address, or date of arrival in Canada, and where the usual supporting documentation is not available, the Board and schools will accept a combination of other documents outlined in the Ministry of Education and Child Care’s Eligibility of Students for Operating Grant Funding Policy.
8. Schools will continue to comply with current Ministry of Education requirements in the case of students for whom ELL funding claims are made but will not disseminate students’ personal information.
9. An independent or third-party based complaints mechanism will be set up to hear from families who have been denied admission based on immigration status and appropriate accountability measures developed to ensure that no child who is ordinarily resident is turned away.