
BRIEFING NOTE

To: Board of Education

Prepared By: Dave Eberwein, Superintendent

Subject: Administrative Procedures Updates

Date: February 6, 2026

BACKGROUND

Policy 14 – Role of Superintendent specifies that the Superintendent is to manage and keep current, all district Administrative Procedures (APs). Specifically, sections 4.2, 4.3 and 4.4 states:

Policy 14.4

4.2 Develops and keeps current an Administrative Procedures Manual that is consistent with Board policy and provincial policies, regulations and procedures.

4.3 Appropriately involves individuals and groups in the Administrative Procedures development process.

4.4 Ensures system adherence to Policies and Administrative Procedures.

Policy 6 – Policy Making and Review indicates that the Superintendent must inform the Board of any new administrative procedure or any substantive change to an existing one, as an information item on a Board meeting agenda.

UPDATED ADMINISTRATIVE PROCEDURES

AP230 – Online Learning

UPDATED

- Revisions have been made to update language and reflect changes resulting from SIDES becoming a Provincial Online Learning School (POLS).
- The expectations for POLS to support students with unique abilities are reflected in a new section with the heading "Students with Unique Abilities and Online Learning".

AP300 – Admission of Ordinarily Resident Students

UPDATED

- Revisions have been made to reflect the registration process at SIDES which also reflect the current process for determining funding eligibility.

- Revisions have been made to clarify language and current practice. Substantive reorganization of the AP was required. The following are areas where language has been clarified:
 - Define enrolment terminology including priority categories and out-of-district requests of a District employee
 - Establish consistent timelines for K-12 registrations and waitlists across the District
 - Outline feeder school alignment
 - Outline the effects of program of choice/academy withdrawal and the assignment of home school status
 - Outline the process and timelines for waitlisted students, and unconfirmed students in September.
 - Outline the process for referrals to District Alternate programs.

Respectfully submitted,



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Superintendent of Schools

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ONLINE LEARNING

Background

The District is committed to providing high-quality Online Learning opportunities ~~in the Saanich School District for both school-aged and adult learners~~. The Online Learning program will serve ~~school-aged and adult~~ students ~~both~~ within the District and beyond ~~District~~ its borders, contingent ~~on~~ upon Ministry of Education and Child Care funding and regulations ~~that support the program~~.

~~In addition, the Online Learning program will support students within the prescribed Ministry of Education regulations who are over the age of 19 are cross-enrolled in multiple districts.~~

A high-quality Online Learning program requires ~~a commitment on the part of~~ district staff, administrators and teachers to remain current in their knowledge of the operational and regulatory requirements for Online Learning in BC. ~~Additionally, teachers and administrators responsible for an~~ Educators engaged in Online Learning program must also be committed to expanding their curricular and pedagogical expertise to support student engagement and success ~~knowledge to include ways of engaging and supporting student learning~~ in an Online Learning environment.

Courses and programs offered through Online Learning will follow best practices and current pedagogical ~~approaches methods in order~~ to ensure ~~that~~ students ~~are given the best possible~~ receive an excellent educational experience.

Procedures

1. All or part of a student's educational program may be provided by means of Online Learning.
 - 1.1 An Online Learning program will support ~~fully-registered~~ full time students ~~students from K-12~~ as well as students in grades 8 through 12 who remain registered in ~~another their neighbourhood~~ school and who wish to enroll in one or more courses to augment their learning.
2. Program Structure
 - 2.1 The Online Learning program will be offered primarily through the South Island Distance Education School (SIDES), a BC Provincial Online Learning School (POLS).
 - 2.2 Some Online Learning courses offered by the District may be taught from within ~~neighbourhood~~ in-person schools, either as stand-alone courses or in partnership with SIDES.
 - 2.3 SIDES will offer course curriculum primarily through online/web-based courses.

- 2.4 In order to ensure best practice standards, course-/ program content and delivery will be developed and revised within Ministry of Education [and Child Care](#) requirements.

3. Access to Online Learning

- ~~3.1—Students and their families will be informed of opportunities to access District Online Learning options through the annual course selection process.~~
- 3.12 School-aged students who are ordinarily resident in BC may register for Online Learning courses/ programs at SIDES at no charge.
- 3.23 Adult non-graduated students who are ordinarily resident in BC may register for Online Learning courses that lead to graduation at SIDES at no charge.
- 3.34 Adult students who have already graduated from secondary school may register for Online Learning courses at SIDES. ~~Some~~ [Courses](#) will be offered to such students at no charge to the student pursuant to Ministry of Education [and Child Care](#) permission.

4. Registration and Enrolment

- 4.1 Registration and enrolment in the Online Learning program (at SIDES) will occur at the school level.
- 4.2 Students will be informed of the attributes [and technological requirements](#) that are suited to success in the Online Learning model of instruction.
- 4.3 Students will be accepted into Online Learning as capacity permits.
- 4.4 Students may register for individual Online Learning courses or for complete Online Learning programs, as allowed by the Ministry of Education [and Child Care](#).
- 4.5 Students [who are full-time at SIDES and who](#) require ~~ing~~ learning support services will be screened and accommodated according to Ministry of Education [and Child Care](#) 's Online Learning Policy.

5. Cross-enrollment [and dual-enrollment](#) with ~~neighbourhood~~ [In-person](#) schools

- 5.1 As per Ministry of Education [and Child Care](#) regulations, students who are enrolled at an [In-person](#) ~~neighbourhood~~ school [in grades 8 through 12](#) (either within the District or outside of the District) may enroll in courses in the Online Learning program at SIDES. [Students who enroll in courses at SIDES and whose School of Record is within the District are called “dual-enrolled” and students who enroll in courses at SIDES and whose School of Record is outside of the District are called “cross-enrolled.” Admission of dual-enrolled students in grades 8 and 9 is typically done in consultation with administration at the student’s School of Record, and SIDES administration may decline an application for dual-enrollment in grades 8 and 9.](#)
- ~~5.2—Where a student whose School of Record is another neighbourhood school, SIDES will communicate course progress and results with the School of Record in addition to reporting to parents as per the School Act.~~

5.2 For students for whom SIDES is not the School of Record, SIDES will, upon request, communicate course progress and results to the School of Record and to the student's parents/guardians, as required by the School Act.

~~5.3 SIDES and in-person neighbourhood schools will work together to formalize structures, where resources (i.e., staffing, timetable availability, physical space) are available, to support students in their pursuit of Online Learning opportunities.~~

5.3 SIDES will collaborate with the School of Record to support students in Online Learning, as long as adequate resources (staffing, timetable flexibility, and space) are available.

6 Students with Unique Abilities and Online Learning

6.1 When a student with unique abilities is enrolled full-time at SIDES, and SIDES is the School of Record, the student may be considered for a designation based on Ministry of Education and Child Care criteria and the supports available through SIDES. If a student is determined eligible, they will be assigned a SIDES Case Manager - a teacher who will support the student's learning program and develop an Individualized Education Plan (IEP). The Case Manager will also provide additional support where possible, which may include online or in-person support with an Educational Assistant.

6.2 When a student with unique needs is enrolled full-time at SIDES, and SIDES is the School of Record, SIDES will develop a plan to meet the needs associated with the student's designation, with the exception of custodial care, personal care, and behaviour management while the student is learning at home. SIDES will offer opportunities for teacher-student engagement and student interaction. These may include onsite activities at a SIDES campus or locally organized field trips.

Reference:	Sections 2, 3, 3.1, 4, 6, 7, 17, 20, 22, 23, 65, 74.1, 75, 82, 85, 106.3 School Act Collective Agreements Graduation Program MO 302/02 British Columbia Adult Graduation Requirements MO 320/04 Required Areas of Study in an Educational Program MO 295/95 Individual Education Plan MO 638/95 BC Ministry of Education – Distributed Learning Requirements & Guidelines for Students with Special Needs BC Ministry of Education and Child Care – Interim Online Learning Procedures Guide 2025-26
Approved:	November 2020
Revised	February 2026

ADMISSION OF ORDINARILY RESIDENT STUDENTS

Background

The status of a parent or legal guardian must be evaluated prior to applying this resident review. Parents or legal guardians who have a status of Canadian Citizen, landed immigrant, convention refugee, refugee claimant, protected person, applied for landed immigrant status, admitted under a K-12 teacher exchange, diplomat, Minister's permit, work permit or study permit are considered eligible for provincial funding.

The reporting of students for funding from the Provincial Government requires consistent procedures to determine that the student is ordinarily resident in the District. This Administrative Procedure sets out the guidelines to determine that the student is ordinarily resident.

All persons of school age (as defined in the School Act) who are resident within the boundaries of the District, and whose guardian(s) are ordinarily resident in British Columbia, are entitled to enroll in an educational program provided by the District. Such students will be provided free of charge with the services and materials set out in section 82(1) of the Act. This Administrative Procedure outlines the criteria for guardianship and residency.

Definitions

Ordinarily Resident: Districts must determine, in a fair and even-handed manner, whether an applicant falls within the definition of "ordinarily resident" for the purposes of Section 82 of the School Act. (Public School Policies: Eligibility of Students for Operating Grant Funding: revised March 18, 2013)

School Age is defined in the School Act as a person who has or will have attained the age of five (5) years on or before December 31 of that school year and who has not attained the age of nineteen (19) years before July 1 in the year of application.

Procedures

1. The District will determine a student is ordinarily resident if both student and parent (or legal guardian) have a permanent place of residence and an ongoing physical presence in British Columbia.
2. The place of residence for the student shall be determined by the place where the parent/guardian is ordinarily resident unless there is satisfactory evidence that the student's ordinary residence is different.
3. A legal guardian is the parent(s) or a person appointed by a Canadian court order. A letter from the parent is not sufficient to designate a person as a legal guardian.
4. For the purposes of delivering [Online distributed Learning](#) services, a student is ordinarily resident in the province of British Columbia if the student and the parent (or legal guardian) are ordinarily resident in the province.

5. A student may be temporarily absent from the residence of the parent/guardian but there must be clear documentation that the student will be returning to the parental home at the end of the absence. Students on exchange, athletes competing at elite levels and students involved in extended travel may be considered ordinarily resident.
6. The District will use Ministry of Education criteria in determining residency.
7. Registration for students new to the District who are in elementary grades will occur at the District Office with authorization from the Principal. [The exception is for registration at South Island Distance Education School \(SIDES\), where registration occurs online.](#)
8. Registration for students new to the District in middle and secondary grades will occur at the school with authorization from the Principal. [The exception is for registration at South Island Distance Education School \(SIDES\), where registration occurs online.](#)
9. Proof of residency of the student new to the District and/or his/her legal guardian(s) who are Canadian citizens, who have or have applied for refugee status, or who have or have applied for permanent resident status, will be required by the District staff or Principal/Vice-Principal at the time of registration. For proof of residence documents, please see the district website: www.sd63.bc.ca/saanichschools.ca
- ~~10. Parents/guardians who are not Canadian citizens, do not have or have not applied for refugee status, or do not have or have not applied for permanent resident status must use the Provincial Funding Eligibility Checklist to determine funding eligibility. The checklist is available at the District Office and through the District website:~~
- ~~10. Parents/guardians who are not Canadian citizens, do not have, or have not applied for, refugee status, or do not have, or have not applied for, permanent resident status must provide a work permit or study permit, and other supporting documents, to the Saanich International Student Program to determine funding eligibility. Saanich International Student Program will utilize a Saanich Funding Eligibility Checklist to determine funding eligibility.~~
11. For guardianship, a court order is required.
12. Administrative Procedure 305 – Student Enrolment and Choice will apply for determination of school catchment area.

Reference: Sections 2, 3, 4, 7, 20, 22, 23, 65, 74.1, 75, 75.1, 82, 85 School Act
School Regulation 265/89
K-12 Funding and Eligibility of Students for Operating Grant Funding
Students from Refugee Backgrounds: A Guide For Teachers and Schools

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STUDENT ENROLMENT & CHOICE

Background

Provincial legislation requires Boards of Education to provide an educational program free of charge to every eligible school-aged student who is ordinarily resident in BC. Legislation also supports family choice regarding the school a child may attend.

To meet student needs and manage facilities, staffing, and transportation effectively, the Saanich School District establishes school catchment areas aligned with population distribution, grade configuration, and the locations of district programs. Students will normally attend their catchment area school unless limited by space, facilities, or the availability of appropriate educational resources, or they have been accepted to attend a non-catchment school, a program of choice, or a specialty academy pending approval. Students may also enrol in district alternate or online learning programs.

Students who prefer to attend a district school other than their designated receiving school must make an application as per the procedures below.

School Act Definitions

The following definitions from the *School Act* apply to this Administrative Procedure:

“Catchment area child” means a school-aged person who resides within the catchment area of a school

“Non-catchment area child” means a school-aged person who resides in the school district but outside the catchment area of the school

“Non-school district child” means a school-aged person who resides in British Columbia and outside the school district

If these statutory definitions change, this Administrative Procedure will be deemed automatically updated to reflect the revised legislative definitions.

Other definitions

“School age” means the age between the date on which a person is permitted to enrol in an educational program provided by a Board, and the end of the school year in which the person reaches the age of 19 years. A child who reaches the age of five (5) before December 31 of that school year may enrol in a Kindergarten program starting in September of that school year.

“Continuing student” means a student in attendance at a school or a designated feeder school during the previous school year.

“Feeder schools” and “Receiving schools” means schools designated by the Board whereby the highest grade of the feeder school progresses automatically to the receiving school.

“Ordinarily resident” is established in accordance with Administrative Procedure 300 (Admission).

“Guardian” as defined in the *Family Law Act* or as a personal guardian under the *Infants Act*.

Procedures

1. When the District considers school catchment boundaries, student population will be equated as closely as possible to the functional capacity of each school. When a boundary is changed, existing students whose catchment area changes will be allowed to continue at their current school.
2. The majority of students should be accommodated in the school serving the catchment area in which they reside. As per AP 300, parents are required to provide proof of residency at the time of registration. Occasionally, space limitations and class size and composition restrictions require a temporary limit to particular classes, grades or schools to new enrolment. Decisions regarding student placement will be guided by:
 - 2.1 Maximizing enrolment in catchment area schools;
 - 2.2 Supporting parental and student choice, with informed consultation regarding implications;
 - 2.3 Promoting stability and continuity for students and families;
 - 2.4 Ensuring sustainable and equitable resource allocations;
 - 2.5 Supporting enrolment in programs of choice and specialty academies; and,
 - 2.6 Recognizing that secondary students (Grades 9-12) may be enrolled in more than one school.
3. Prior to February in each school year the District will establish enrolment dates for the following:
 - 3.1 Catchment area child
 - 3.2 Non-catchment area child
 - 3.3 Non-school district child
 - 3.4 First-time Kindergarten applicants
4. All K–5 students new to the district register through the Central Registration Office. Placement is normally in the catchment school if space, facilities and educational resources permit. If not, the district will consult with parents and arrange placement in another school pending space, facilities and inclusive education resources becoming available in the catchment school. Students in grades 6-12 register directly at their catchment school or school of choice, not at the district office.
5. Enrolment Priority is given for student placement in a program or school in the following order:
 - 5.1 Continuing student
 - 5.2 Sibling of continuing student at the same school
 - 5.3 Catchment area child
 - 5.4 Non-catchment area child

5.5 Non-school district child of a SD63 employee

5.6 Non-school district child

6. **Determination of Available Space and Facilities** - For purposes of Section 74.1(6) and 74.1(7) of the *School Act*, available space and facilities in a school will be considered when the District determines that the school has the capacity to provide an educational program appropriate to the applicant's needs. In making this determination, the District will consider both physical capacity and educational resources, following reasonable enrolment projections that ensure priority accommodation is provided for:

- 6.1 Continuing students who are entitled to remain at the school;
- 6.2 District Programs of Choice and/or specialized Academics, and,
- 6.3 Kindergarten students residing within the school's catchment area, sufficient to accommodate projected neighbourhood enrolment.

Only after these considerations have been addressed may remaining space and facilities be deemed available for additional enrolment.

7. **Feeder Schools:** Upon admission to an elementary or middle school, students become part of a feeder school. In a feeder school model, students advance automatically to their respective receiving schools.

Feeder School	Receiving School (middle)	Receiving School (secondary)
ENGLISH PROGRAM		
Deep Cove	North Saanich Middle	Parkland Secondary
Sidney Elementary	North Saanich Middle	
KELSET Elementary	North Saanich Middle	Parkland Secondary
KELSET Elementary <i>Optional catchment area</i>	North Saanich Middle Bayside Middle	Parkland Secondary Stelly's Secondary
Keating Elementary	Bayside Middle	Stelly's Secondary
Brentwood Elementary	Bayside Middle	
Cordova Bay Elementary	Royal Oak Middle	Claremont Secondary
Prospect Lake Elementary	Royal Oak Middle	
Lochside Elementary	Royal Oak Middle	
FRENCH IMMERSION PROGRAM		
École Deep Cove	École Bayside Middle	École Secondaire Stelly's
École Keating	École Bayside Middle	

8. Parents/guardians seeking enrolment in a non-catchment school must consult with the administration of their catchment school and complete a Non-Catchment Area Application and, if new to the school district, complete a full registration package (documents found on the District website). Administration of either school may request an interview with the family to discuss the request. Parents/guardians are responsible for transportation and any associated costs for the transferred student.

9. A parent/guardian who is offered a place for their child at a school location for which they have applied, must confirm acceptance of the position in a timely fashion. Although this can vary, generally this decision is made within twenty-four (24) hours.

10. Waitlist

10.1 In some instances, the catchment school will not have the space, facilities or appropriate educational programs required to meet the student's educational needs. For catchment children, the child will be placed on a waitlist and the District will arrange placement at the next nearest school that has space and can provide an appropriate educational program. Such students will be contacted if space becomes available in their catchment school.

10.2 For non-school district children, the District may place the child on a waitlist for the requested school and the applicant may be directed back to their own school district.

10.2.1 If space becomes available in a requested school, placement will occur in the admission priority listed below.

10.2.2 Waitlists for the current school year expire on April 1st each year.

10.3 The Central District Registry or the receiving school will date stamp non-catchment requests and place students on a waitlist. On or before September 15, principals will determine the number of seats available in classes or programs for non-catchment requests. If possible, decisions for placement of non-catchment students will be made before the end of the preceding school year. If the Principal determines that space and facilities are available, students from the wait list will be selected based on the following priority order:

10.3.1 Priority 1: A student whose enrolment has been approved by District executive or directed by the student review process.

10.3.2 Priority 2: A student whose enrolment is in a Program of Choice or specialty Academy.

10.3.3 Priority 3: A student who is in-District and non-catchment.

10.3.4 Priority 4: A SD63 employee's child from outside the District.

10.3.5 Priority 5: A student from outside the District.

Within each priority group, applications are considered in order of receipt.

10.4 Receiving schools will notify parents of students on the wait list as soon as a decision is made, or as soon after September 15 as possible, to indicate whether or not the request has been accommodated.

10.5 When a parent/guardian applies for admission to a school outside of their catchment area, the parent/guardian will be expected to assume responsibility for transportation and any other costs associated with this decision.

11. Enrolment Limits:

11.1 Students in Kindergarten to Grade 8 may be enrolled in only one school of record.

- 11.2 Students in Grades 9–12 may enrol in more than one school under provisions of the School Act and associated regulations.
 - 11.3 Grade 8 students will be able to attend grade 9 at the school of their choice (per the provisions of sections 5 through 10 as applicable) and remain eligible for BC School Sports competitions in their school of choice if registration was complete and accepted on the first day of school in September.
12. Students accepted into a Program of Choice or Academy outside their catchment area are assigned to the host school based on continued program participation. It is expected that students withdrawing from the academy/program of choice return to their catchment school. This may affect a student-athlete's athletic eligibility for a 12 month period, or subject to appeal through BC School Sports. However, students withdrawing from an academy or program of choice may apply to the non-catchment school for placement by completing the Non-Catchment Application. In determining non-catchment placement, principals will consider factors such as length of enrolment in academy/program as well as space, facilities and resources availability.
13. District Alternate Program: The District strives to provide an educational program for all school-age students within district schools. The District further recognizes the diverse needs of learners, who may have educational, social, emotional, and/or behavioural needs that require an alternate educational setting and program. The following procedures relate to referrals to District Alternate Programs:
- 13.1 School Principals, in consultation with families and school-based teams, will recommend students to be considered for placement in an Alternate Program through a referral to the zonal District Advocate.
 - 13.2 Self or family referrals to Alternate Programs will be facilitated through current school Counselors, Principals, or District Advocates.
 - 13.3 Based on these recommendations, the administrator of the alternate program will determine whether appropriate space, facilities and educational resources are available to accept the student into the program.
 - 13.4 Supportive transition plans will be developed in consultation with the student and family.
 - 13.5 Transportation funding will not be provided for attendance at alternate schools or programs, unless deemed necessary by the District.
14. Transfer of Continuing Students: Parents may request that a continuing student be permitted to attend a different school in a subsequent school year. These requests may be granted provided a suitable program, resources, space, and facilities are available at the end school and the transfer is for valid educational reasons:
- 14.1 Process:
 - 14.1.1 Parent informs the current school.
 - 14.1.2 Parent completes the Non-Catchment Application for the preferred school.
 - 14.1.3 Either principal may require an interview to discuss the request.

14.1.4 Acceptance depends on:

- 14.1.4.1 Space, facilities, and resources;
- 14.1.4.2 Capacity to provide an appropriate educational program;
- 14.1.4.3 Confirmation that the transfer serves a valid educational purpose.

14.2 Parents/guardians are responsible for transportation and any associated costs for the transferred student.

15. Unconfirmed Students in September: An enrolled student will be removed from the school's register if the student has not returned to school by 3:00pm on the Thursday after school opening in September. Parents/Guardians who have concerns about arriving by the date above should address their concern well in advance of the first Thursday after school opening to the school principal. The principal or designate shall, in a timely way, communicate to the parent/guardian whether a later start date is possible. Generally speaking, schools are not able to guarantee spots.

References: Sections 1, 2, 3, 3.1, 7, 20, 22, 74, 74.1, 75, 75.1 School Act

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