

AP 3112: Nominal Roll and Students Living on Reserve

The purpose of this administrative procedure is to align school and district processes with the [BC Tripartite Agreement \(BCTEA\)](#) and BC Ministry of Education and Child Care expectations, and to further align with commitments to the [United Nations Declaration on the Rights of Indigenous Peoples](#), [Declaration on the Rights of Indigenous Peoples Act](#) (Declaration Act), the Calls to Action of the [Truth and Reconciliation Commission of Canada](#), and the [Draft Principles that Guide the Province of British Columbia's Relationship with Indigenous People](#), School District No. 8 (Kootenay Lake)'s (SD8) Aboriginal Education [Focus Goals](#), SD8's Local Education Agreement (LEA), and SD8's commitment to anti-racism, inclusion, diversity and equity. This administrative procedure will support clarity in processes, align with responsibilities, eliminate discrepancies that have financial ramifications, and support communication to staff on matters pertaining to Nominal Roll students' success.

Definitions

First Nations: "First Nations" stems from the [Constitution of Canada, Section 35](#). The Canadian Constitution recognizes three groups of Aboriginal peoples: First Nations, Inuit and Métis. These are three distinct peoples with unique histories, languages, cultural practices and spiritual beliefs.

Joint Verification: This language stems from the BCTEA and ensures both parties (First Nations and the school district) complete a confirmation of who "Nominal Roll" students are, prior to the 1701 September process for the District. This ensures funding allocations of federal funding are paid out accurately, according to the LEA.

Local Education Agreement: "Local Education Agreement" or "LEA" means an agreement entered into between a First Nation and a school board to purchase education services for First Nation Students from the school board or independent school authority, using federal funding received from Indigenous Services Canada. An LEA is negotiated between the Board and the local First Nations.

Nominal Roll: "Nominal Roll" means the registry of all eligible elementary and secondary students ordinarily resident on reserve and funded by Canada to attend a Band-operated, federal, provincial, or private/independent school.

On-reserve: All students who live on Band lands.

Ordinarily resident on reserve: means that the student usually lives at a civic address on reserve, is a child in joint custody who lives on reserve most of the time, or is staying on reserve and has no usual home elsewhere. Students continue to be considered ordinarily resident on reserve if they return to live on reserve with their parents, guardians or maintainers during the year, even if they live elsewhere while attending school or working at a summer job.

Reserve: Reserves are deemed to include all land set aside by the federal government for the use and occupancy of a Band, along with all other crown lands which are recognized by Canada as settlement lands of the Indian Band. Within SD8, Lower Kootenay Band is the only reserve within the boundaries of the school district.

Procedures

1. Nominal Roll Enrolment

1.1. Prior to the fall 1701 annual count:

- 1.1.1. The Director of Instruction - Indigenous Education & Learning Services, Secretary-Treasurer, District Principal - Online Learning & Student Information, representation from the First Nations, and representation of Kinbasket Child and Family Services (Creston) meet to confirm the Nominal Roll count in schools is accurate and MYEDBC captures all students with accurate coding.
- 1.1.2. Principals are responsible for preparing a list of enrolled students to be compared with the First Nations' student list. Information required includes:
 - 1.1.2.1. the students' legal names;
 - 1.1.2.2. commonly used first names;
 - 1.1.2.3. birthdates; and
 - 1.1.2.4. Full-Time Equivalent (FTE).
- 1.1.3. The District submits Nominal Roll count based on the jointly agreed process to the Ministry of Education and Childcare as well as FTE data to inform funding. Any discrepancies are corrected at the school level and verified with the District Principal - Online Learning & Student Information prior to the district 1701 fall sign off.

2. Student Information System

- 2.1. The district/schools are responsible for generating reports in MYEDBC within Band of Residence, Band of Origin, or Aboriginal ancestry. These reports will be cross-referenced with the local First Nation's student list for annual joint review.
- 2.2. Students who live on Lower Kootenay Band will be identified as such in the student information system, MYEDBC, as "Lower Kootenay Band" with Band Code: **0606**.
- 2.3. If a Nominal Roll student chooses to change schools during the school year, the principal will contact the Director of Instruction - Indigenous Education & Learning Services, prior to any changes in registration.

3. Mid-Year Enrollment Processes

- 3.1. A Nominal Roll student may not be withdrawn from any district school without the school principal meeting with the student, family/guardian, Aboriginal Education school support staff, and the Director of Instruction - Indigenous Education & Learning Services. This meeting will provide an opportunity to review the rationale for a change of school and

collaborate on next steps in the best interests of the student.

4. Funding Code

- 4.1. Funding Code 20 is used in data collection and refers to ordinarily resident on reserve students. Nominal Roll eligibility and living on reserve includes any student (First Nations status, other Indigenous and non-Indigenous) who is ordinarily living on reserve. This includes children who are in the care of Kinbasket Child and Family Services.
- 4.2. Funding Code 20 - “Living on Reserve” should be applied to the student’s record if the student is deemed eligible to be federally funded. Funding Code 20 - Living on Reserve refers to “any student (First Nations status, other Indigenous, and non-Indigenous) who is ordinarily resident living on reserve or living within a Self-Governed District in British Columbia”.

5. Nominal Roll Student School Changes, Timetable Changes, Suspensions and/or Attendance Concerns

- 5.1. As schools continue to build supports for all Nominal Roll students, communication between the school, district and local First Nation are essential. If there are any academic changes impacting Nominal Roll students, school principals will communicate these prior to any decisions being made at the school level to:
 - 5.1.1. Aboriginal Education Support Staff; and
 - 5.1.2. Director of Instruction - Indigenous Education & Learning Services
- 5.2. To ensure alignment with the Local Education Agreement, all communications about suspensions should include the:
 - 5.2.1. Director of Instruction - Indigenous Education & Learning Services; and,
 - 5.2.2. Assistant Superintendent
- 5.3. At all times, students will be offered the support of the Aboriginal Education school support staff for all meetings with school administration, to support the student from a culturally safe lens.
 - 5.3.1. Changes include student choice to attend different schools within SD8.

6. Meetings with Families and Building Cultural Safety

- 6.1. To ensure cultural safety:
 - 6.1.1. Families will have the choice of having an additional family member or support person with them for school meetings;
 - 6.1.2. It may be offered that a school meeting happens outside of the school in a confidential place collaboratively chosen with the family and the school administration;
 - 6.1.3. The school administration will ensure that a school welcome is planned for the family, and that the family is escorted to the meeting place. Hot tea, coffee and/or snacks should be offered to provide further comfort for the meeting.