

SCHOOL DISTRICT NO. 67 (OKANAGAN SKAHA)

POLICY

POLICY #305 Choice and Flexibility

RATIONALE

It is in the best interest of students that enrolment in schools and assignment to programs occur in a systematic, equitable, and educationally beneficial fashion. The intent of this policy is to provide a balance between school attendance based on designated catchment areas and attendance at a school, for good reasons, as a non-catchment child.

POLICY

Students will be enrolled in schools and assigned to programs pursuant to Section 74 and Section 75 of the *School Act* with respect to age, school catchment area, residence location, statutory entitlement, the availability of space, facilities, and instructional resources. Parents or guardians may request a transfer for their child or students may be required to transfer to another school.

ADOPTED: February 10, 2003

Reviewed/Revised: February 14, 2005
September 10, 2007
February 14, 2011

Statutory Reference:

REGULATIONS AND PROCEDURES

POLICY #305 Choice and Flexibility

1. School Catchment Areas

Pursuant to Section 75.1 of the *School Act*, the Board has established school catchment areas (Appendix A). The Board may amend the catchment area of a school. A school may have program-specific catchment areas.

2. Eligibility

A. Definitions

Pursuant to Section 74.1 of the *School Act* and this policy:

"catchment area child" means a person

- (a) of school age, and
- (b) resident in the catchment area of the school;

"non-catchment area child" means a person

- (a) of school age,
- (b) resident in the school district, and
- (c) not resident in the catchment area of the school;

"non-school district child" means a person

- (a) of school age,
- (b) resident in British Columbia, and
- (c) not resident in the school district;

"previous school year" means the school year previous to the school year for which the person is applying to enroll in an educational program;

"school district child" means a catchment area child or a non-catchment area child.

"residence" means the student's normal place of residence as of the date of the submission of the application to enroll the student.

"parent" includes a guardian of the person appointed by court order or under the will of a deceased parent, and does not include a non-custodial parent.

"district program" means a program (e.g. French Immersion) established by the Board that has a special catchment area (which may be all or part of the school district) for which space is reserved in schools. Upon leaving a district program to enter the regular program, the regular program catchment area will apply to the student for placement purposes.

"**continuing student**" means a student in attendance at the school or a designated feeder school during the previous school year.

"**feeder schools**" and their associated "**receiving schools**" are described by the Board's established catchment areas (see Appendix A), where the class from the highest grade offered by the feeder school would be enrolled the next year in a designated receiving school, unless an application for enrolment elsewhere is accepted.

B. Enrolment

Persons who exercise their entitlement to enroll in an educational program will be enrolled in the priority order contained in regulation 2.1 of this policy.

C. Enrolment in a School or Program

Students suspended from attendance in another school or district, and/or students denied an instructional program pursuant to Section 85 (2) of the *School Act* may be denied enrolment by the Board.

Such applications will be referred to the superintendent or designate for a decision on admission. Admissions may be made subject to terms and conditions. A student admitted under this section is not entitled to the status of a continuing student in the following year unless approved by the school principal or superintendent's designate.

D. Continuing Students

Students enrolled in a school or a program in the current school year will be deemed to be continuing students and will be enrolled in that program for the following school year subject to approval by the principal.

Continuing students are not required to apply. They will be automatically enrolled in the applicable educational program or school, subject to space availability and to meeting program requirements, unless transferred or withdrawn.

E. International Fee-Paying Students

The Board may provide for the admission of fee-paying offshore students to school district schools. The admission procedures contained within this policy do not apply to fee-paying students.

F. Admission of Non-Canadian Students

The admission of non-Canadian students to Canada, and the specification of privileges associated with such admission, is essentially a Federal responsibility. Admission into a district school of non-Canadian students who are resident in the school district shall, therefore, be governed by the following provisions:

F.1 Landed immigrants shall be granted the same educational privileges as Canadians.

- F.2 The superintendent of schools may grant permission to attend school for a limited period of time to students who are non-Canadian school age children of persons holding employment visas. Permission shall be granted only if the superintendent determines that the attendance of such a student will not unduly strain the resources of the school. There shall be no fee charged.
- F.3 Admission shall not be granted to other categories of students except in exceptional circumstances. As an example of exceptional circumstances, superintendents of schools may grant permission to non-Canadian students participating in a recognized international student exchange program to attend for a specified period of time. The superintendent may also provide for temporary admission to non-Canadian students pending a legal determination of the guardianship of a student.
- F.4 No written permission shall be provided which would enable a student to obtain a student authorization visa except as required for the exceptional circumstances determined by the superintendent or for fee-paying international students described in section 2.E.
- G. Determination of Available Space and Facilities
- G.1 For purposes of section 74.1(6) and (7) of the *School Act*, space and facilities are available in a school to enroll an applicant if there is capacity to provide the applicant with an educational program appropriate to the applicant's needs, taking into account both physical and educational resources, after reasonable enrollment projections have been made to allow for accommodation of continuing students, district programs located in the school, and (if applicable) a kindergarten program adequate to accommodate the projected enrolment of catchment area children.
- G.2 The Board of Education delegates to the superintendent of schools or his or her designate, the decisions whether space and facilities are available in individual schools and educational programs for purposes of section 74.1(6) and (7) of the *School Act*, in accordance with paragraphs G.1 and G.3.
- G.3 Decisions will be made in consultation with the principal of the affected school and will be based on program capacity, including consideration of the following:
- the operating capacity of the school as defined by the Ministry of Education
 - staff assigned to a school by the district
 - the physical space in which instructional programs operate in the school
 - the ability of the school to provide appropriate educational programs for the applicant and other students
 - the needs of other programs located in the school

G.4 If space and facilities are inadequate to accommodate all continuing students, continuing students will be re-enrolled in the following descending order of priority: (i) continuing catchment area student; (ii) continuing non-catchment area student; (iii) continuing non-school district student.

H. Program Requirements

H.1 Applicants for enrolment must meet all program requirements for the requested educational program and will be subject to any selection process established for that program.

I. Priority of Enrolment

Students will be enrolled in the following order of priority:

I.1 If the Board determines that space, facilities and instructional resources are available at the school in which the educational program is made available and after continuing students are enrolled, a person whose application was received by the Board by the date established under Section 3 and Appendix B is entitled to enroll in that educational program in the following descending order or priority:

- a) a catchment area child who, in the previous school year, attended the school at which the educational program is made available;
- b) a catchment area child;
- c) a non-catchment area child;
- d) a non-school district child.

I.2 If the Board determines that space, facilities and educational resources are available at the school in which the educational program is made available, a non-school district child referred to in subsection 2.1.1 is entitled to enroll in an educational program in priority to a school district child whose application was received by the board after the date established under Section 3 and Appendix B of this regulation.

I.3 If two or more persons have the same priority under this policy, the persons have, as between themselves, priority according to the date and time their respective applications to enroll were received by the Board.

I.4 Notwithstanding other provisions of this Regulation, for children whose application for enrolment in Grade 6 Late French Immersion are received by the date set out in Appendix B, enrolment shall be determined in accordance with the following priorities:

- a) catchment area child
- b) non-catchment area child
- c) non-school district child

where the catchment areas are as defined in Appendix A for the Later French Immersion program in each school.

- I.5 Notwithstanding other provisions of this Regulation, where it is necessary to establish priority among applicants having the same priority under 1.4, priorities will be determined by random selection.
- I.6 Applications received by the date set out in Appendix B from catchment area students who are not offered a place in the program in the catchment area school are deemed to have been made within the time required by Appendix B as applications for non-catchment area children at the other district schools where the Grade 6 Late French Immersion Program is offered (i.e. no separate application is required).

3. Enrolment Application Process and Students' Calendar

For each school year, the Board will establish a date by which an application to enroll a person in an educational program must be received by the Board for the purposes of this policy. Except for Late French Immersion, applications will not be received prior to February 1 of the school year. (Appendix B)

Applicants may apply for more than one educational program but may only be enrolled in one. When the applicant is offered and accepts enrolment in an educational program (in or out of the school district), applications for all other programs become invalid.

4. Transportation

Parents/guardians are to assume full responsibility for the transportation of the student to and from school and any related extra supervision requirements.

5. Notice of Enrolment

Parents or adult students will be informed of the result of a request to enroll if the application is received by the applicable application deadline (Section 3 and Appendix B of this regulation).

6. Waiting List

Those not accommodated through the initial application process will be placed on a wait list in the category and date/time order received, for consideration in September when actual enrolments are known. Parents/guardians of students placed on a wait list for September will be contacted no later than the Monday following the start of school in September if space exists for their child's transfer. Any applications received after the application deadline will also be placed on the wait list.

7. Transfer During the School Year

The sending and receiving principals may transfer a student to another school, at any time in the school year, in consideration of the following:

- 7.1 Medical reasons.
- 7.2 Compassionate grounds.
- 7.3 Disciplinary reasons.
- 7.4 The best interests of the student or other students in the school.
- 7.5 There is not space for the new registrants at the school.

Before transferring a student, the principal shall discuss the situation with the parents/guardians of the student.

Where necessary, the superintendent or designate may become involved in school-initiated transfers and make the final decision on the transfer.

8. Appeal

Appeal of decision made under this policy will be directed to the superintendent or designate for adjudication.

Further appeal may be initiated pursuant to Bylaw 3 of School District No. 67 (Okanagan Skaha).

ADOPTED: February 10, 2003

Reviewed/Revised: February 14, 2005
September 10, 2007
February 14, 2011

Statutory Reference:

APPENDIX A SCHOOL CATCHMENT AREAS

A. Elementary Schools

<i>School</i>	<i>Catchment Area</i>	<i>Map Zone</i>
Carmi Elementary		3
Columbia Elementary		4
Giant's Head Elementary		11
Kaleden Elementary		1
Naramata Elementary		10
Parkway Elementary		6
Queen's Park Elementary		7
Trout Creek Elementary		12
Uplands Elementary		8
West Bench Elementary		9
Wiltse Elementary		2

B. Middle Schools

<i>School</i>	<i>Catchment Area</i>	<i>Map Zone</i>
KVR Middle School	English Track: CAR and QP	3, 7
	Late French Immersion	1 - 10
McNicoll Park Middle School	COL, NAR, UPL	4, 8, 10
Skaha Lake Middle School	KAL, WIL, WB, PKWY	1, 2, 6, 9
Summerland Middle School	GH and TC	11, 12
	Late French Immersion	11, 12

C. Secondary Schools

<i>School</i>	<i>Catchment Area</i>	<i>Map Zone</i>
Penticton Secondary	KVR – English Track	3, 7
	French Immersion	1 – 10
	McN	4, 8, 10
Princess Margaret Secondary	SLMS	1, 2, 6, 9
Summerland Secondary	SMS – English Track	11, 12
	Late French Immersion	11,12

NOTE: *Catchment area maps are available for reference at the School Board Office and school offices.*

APPENDIX B ENROLMENT APPLICATION PROCESS AND STUDENTS' CALENDAR

<i>Student Classification</i>	<i>Applying For Grade</i>	<i>Application Deadline</i>	<i>Apply To</i>	<i>Late Application</i>	<i>Form</i>
Catchment	K	April 15	School office	Kindergarten space may not be available at neighbourhood school.	School Registration (District)
	1 – 5 6 – 8 9 – 12	April 15	School office	Requests will be considered subject to available seats/spaces.	School Registration Form
	French Immersion 6 (Initial application) <u>NOTE:</u> As per Ministry of Education Policy, the major goal of French immersion is to provide the opportunity for non-francophone students to become bilingual in English and French. This program is not suitable for students with substantial prior experience in speaking French.	First Friday in February <u>NOTE:</u> Application forms will be distributed at all grade 5 schools on the same day annually.	School Board Office – French Immersion Application Enrolment is based on the availability of room and on: 1) application prior to deadline, and (2) random selection of applicants.	Late applications will be subject to availability after applications made within time are dealt with. Applications may be wait-listed.	District Immersion Application Form
	French Immersion 6 (Confirmation)	April 15	Return confirmation form to School Board Office	Failure to confirm enrolment by April 15 will likely lead to the loss of program placement.	District Confirmation Form
	Special Education Cat. 1 – 3	April 15	Director of Instruction	Transfer may not be possible.	Letter

<i>Student Classification</i>	<i>Applying For Grade</i>	<i>Application Deadline</i>	<i>Apply To</i>	<i>Late Application</i>	<i>Form</i>
Non – Catchment or Non-School District	K	April 15	School Office	Transfer may not be possible.	School Registration and Transfer Request Form
	1 – 5 6 – 8 9 - 12	April 15	Current practice using transfer form from School Board Office	Transfer requests will be considered subject to available seats/spaces.	Transfer Form (District)
	Special Education Cat. 1 – 3	April 15	Director of Instruction	Transfer may not be possible.	Letter