

Coast Mountains School District 82

2000 Educational Administration

Date Revised: June 6, 2007

Date Adopted: Nov. 1997

2505: School Attendance Areas

Responsibility

Centre: Director of Instruction

Policy

The Board of School Trustees believes that the majority of students are best served educationally if they are able to attend their neighbourhood school. The Board believes that, where reasonable surplus capacity exists in a school, the parents of other students within the community may be able to register one or more of their children in the school with surplus capacity, subject to the following regulations:

Guiding Principles

1. The admission process should maximize the number of students able to attend their catchment area school in accordance with their interests.
2. The admission process should enable the student's and parent's ability to choose school and education programs which meets the student's educational needs.
3. The admission process should support clarity, stability and continuity for student's families. Wherever possible, siblings should be admitted to the same school.
4. The admission process should enable school and district staff to plan the allotment of resources in ways that will best accommodate demand and minimize adjustments required at the beginning of the school year.

Regulations

1. School capacities and/or attendance areas shall be determined by the Superintendent of Schools in consultation with principals, and will consider factors such as maintenance of the learning environment, physical facilities, class size agreements, class configuration, and cost effectiveness.
2. Elementary and secondary school students are expected to attend school in the community and attendance area in which they reside. The communities in School District 82 (Coast Mountains) are Kitimat, Terrace/Thornhill, Kitwanga, Hazelton, and Stewart/Meziadin. Attendance areas may be recommended to the Board of School Trustees by the Superintendent of Schools after consultation with school principals.
3. Students will be registered in a particular elementary school on the following basis:

- a. Children whose normal place of residence is within the school's community and/or attendance area.
 - b. Non catchment students returning from the previous school year in that school.
 - c. Where a parent living outside the attendance area requests a student's registration, the request will be considered after the district has allocated resources based on enrollment projections and the principal has determined that there is sufficient surplus capacity for the remainder of the year. That decision will be based on:
 - i. the operating capacity of the school as defined by the Ministry of Education,
 - ii. the level of staff assigned to the school by the district,
 - iii. the physical space in which instructional programs operate in the school,
 - iv. the ability of the school to provide the appropriate educational programs for the applicant and other students.
4. Out of catchment parents will be responsible for providing transportation for their child(ren) unless a regular bus run exists and there is surplus space on the bus.
 5. If a student living within the attendance area of the school cannot be accommodated, the principal will assist the parent to obtain registration in another school. The student will go on a waitlist and will be notified if a space becomes available. Should the parent not wish to move the student at that time, they will be asked if they wish to maintain the registration request for the upcoming year.
 6. Notwithstanding the above, plans for managing enrolments in a school(s) or community may be recommended by the Superintendent of Schools, in consultation with principals, to the Board of School Trustees.
 7. Alternate school attendance is determined by referral only.
 8. The Board of School Trustees will include school construction requests in its Annual Capital Plan to provide additional school capacity.

Administrative Procedures

Dates for Application for Enrollment

Before the 15th of January each school year, the Board will establish and publish application guidelines and procedures for:

- a. non-school district children
- b. non-catchment area children, except for continuing school district students
- c. children and students applying in district programs for the first time
- d. catchment area children, other than continuing school district students
- e. children applying for first-time entry to kindergarten programs.

Out of catchment applications received after the date(s) established will not be considered until the process begins again the following year. They will be placed on a waiting list in order of application.

1. Non-Catchment area students who have applied in accordance with the prescribed deadlines will be placed on a waitlist and will be considered for enrollment if there is surplus space as determined by the principal and superintendent (or designate). Families will be notified as per published date as to their application status.
2. New students to programs of choice (ie French Immersion), students will be placed on a waiting list and notified as per published date of their status. A review of the list will take place on the first Friday in September of the week that school starts.
3. Catchment area children who are new to the school and apply after the published deadline will be placed on a waiting list and notified as per published date as to their status. Students who cannot find a school to register in, yet maintained on the waiting list.
4. Kindergarten students will be processed in the same manner as the procedures listed above depending on their status.

Non-school district children will be referred through the Director of Instruction for approval and placement.

Catchment Areas and School Boundary Timelines

Samples of What Might be Posted

January 15 District posts timelines for applications.

Examples of Timelines:

February 15 Application Deadline for Cross Boundary Students

April 1 Application Deadline for New In-Catchment Area Students
(Kindergarten to Grade 10)

April 30 Staffing designation and confirmation of enrollment numbers for upcoming year. All student applications after April 1 go on a waiting list if there is not room according to staffing allocations as of April 30.

May 15 Cross boundary students notified of the status of their application.

September
(First Friday of School) - Confirmation of status for waitlist students.

Cross Boundary Application received after February 15th will not be considered for the upcoming school year. At the request of the parent, the application will be held as time dated for the next year's process of application.