

## **SD 42 PROCEDURE: 9200.1**

### **STUDENT PLACEMENT**

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#### **1. Placement**

A student may enrol in an educational program at any school in our school district, providing that the application to enroll is received by a specified date and there is space, as outlined in Sections 2(2) and 74.1 of the School Act, this Policy and its Procedures, unless they have been directed to another school for any reason as determined by the Superintendent of Schools or designate.

Once a student has been registered in a school, he/she will be counted as a student of that school.

#### **2. Enrolment Priorities**

Kindergarten to Grade 7 registrations shall be prioritized on the following basis:

1. siblings of students already attending desired elementary school (*currently grades K to 6*);
2. in catchment students (proof of residence required);
3. in catchment daycare students (proof of daycare in catchment required);
4. out of catchment students without siblings;
5. out of district students.

Grade 8 to 12 registrations shall be prioritized on the following basis:

1. students who, in the previous year, attended the school;
2. in catchment area students who, in the previous year, were 'placed' by the district in a different school;
3. siblings of in catchment area students already attending the school (*currently grades 8 to 11*);
4. new in catchment area students;
5. siblings of out of catchment area students enrolled in the school (*currently grades 8 to 11*);
6. out of catchment area students who request to attend the school which is other than their catchment area school;
7. out of district students.

The enrolment priorities are applied on a grade by grade basis and are not intended to cause the school to change its grade configuration. Each school is expected to maintain a cohort of students at each grade level offered at the school.

### **3. Relocation of In Catchment Students due to Capping**

In situations where a grade, class, program or school has reached capacity as determined by the school district, the following process will be used to relocate students to another school:

3.1 Decisions related to relocation of students will be made by the appropriate zonal Director of Instruction, in consultation with the parent(s)/student, the two Principals involved and the Director of Facilities or designate if necessary.

3.2 The catchment area school Principal, in consultation with the parent(s)/student, will identify an out of catchment area school for the student. Where a suitable school cannot be identified the Principal shall request the assistance of the appropriate zonal Director of Instruction.

3.3 The home catchment area Principal will place students on a chronological waiting list and will notify the parent(s)/student when space becomes available.

3.4 When notified that space is available, parent(s) will have the option of returning the student to the catchment area school, or have the student remain at the school to which he/she was relocated through capping. If the latter is chosen, the parent(s)/student will be responsible for transportation.

### **4. Out of Catchment Area Student Registrations**

4.1 A parent (or a student who is living independently) may register at any school. Registrations will be approved if there is space available in the receiving school, grade or program as per Section No. 2 (Enrolment Priorities) of this procedure.

4.2 Registrations for students from outside the school's catchment area will be placed on a chronological waiting list, based on the date and time the registration is received. After the students from within the catchment area have been placed into classes, out of catchment area students may be accepted into the school from the established waiting list as per Section No. 2 (Enrolment Priorities) of this procedure.

4.3 The receiving Principal will notify the parent(s) of the acceptance/rejection of the registration and of the student's position on the waiting list by the end of the first week in September.

4.4 Once a student is accepted into a school outside of his/her catchment area, siblings of this student will be accepted by established registration priorities and according to space being available.

### **5. Reassignment Registrations**

5.1 A reassignment of a student may occur if it is deemed to be in the best interest of the student and the school, after consultation with the receiving Principal and the parent(s)/student.

5.2 Decisions related to reassignment of students shall be made by the appropriate zonal Director of Instruction.

5.3 The receiving Principal should notify the parent(s)/student of the decision, at the earliest possible date.

6. **Appeals**

A student placement decision made in accordance with this Policy and Procedure may be appealed by following the problem solving appeals process and the Board's bylaw regarding Appeal Policy and Procedure.

**RECEIVED FOR INFORMATION: October 29, 2014 and June 21, 2017**