

AP 3101: School/Program of Choice, Student Transfer and Registration Process

The District recognizes that a school-age resident of British Columbia can enrol in an educational program in any District and may attend any school, providing there is space available and an appropriate program can be provided for the student at no extra cost to the District.

Eligibility for enrolment is subject to Administrative Procedure 3100: Eligibility for Ministry Funded Enrolment.

All new students, including kindergarten students, must register in their catchment area school prior to beginning the process of transferring to another school.

Definitions

Catchment area student means a person who is:

- of school age, and;
- ordinarily resident (as defined in the School Act) in the catchment area of the school.

District choice programs are unique programs approved by the Board, such as French Immersion, Wildflower, and academy programs ATLAS, Valhalla Wilderness Program, or Academy PM (Performance and Medica Academy) that are offered at individual schools.

Enrolment capacity is when the terms of the Collective Agreement dictate that only two (2) additional spaces are available in the class.

First Nation schools of choice is a school designated by a first nation to be a catchment area school for nominal roll students.

Nominal Roll Student is a student ordinarily resident on reserve attending a public school.

Non-catchment area student/child means a person of school age, resident within the School District boundaries who is not a resident in the catchment area of the school.

Non-district student/child means a person of school age, resident in British Columbia, who is not a resident within School District No. 8 (Kootenay Lake) boundaries.

Ordinarily Resident are students along with their guardian(s) are ordinarily resident in British Columbia as outlined in the School Regulation.

Procedures

Available Space

1. Available space for enrolment in each school shall be determined by the Superintendent.
2. In determining the available space, the Superintendent will consider the student enrolment capacity of a school. Student enrolment capacity is determined with reference to the class

size and composition restrictions outlined in the collective agreement. If, for any reason, there are unused classrooms in a school, those classrooms shall not be considered in determining student enrolment capacity.

3. In determining available space, the Superintendent shall also consider whether the school is able to provide an appropriate educational program while maintaining the terms of the collective agreement.

Registration Process

4. The Student Registration Form (3101 Appendix A) must be fully completed by parents/guardians prior to enrolment at the student's catchment school.
5. In addition to space availability, a child's catchment area is the area within which the child's ordinary residence is situated.
6. The District recognizes that whenever District programs exist that transcend school boundaries, the District shall be considered the catchment area for those particular programs.
7. A child's entitlement to enrol at any school or to transfer to another school shall be determined based, in descending order, on the following priorities:
 - 7.1 A nominal roll student in a School of Choice Designated School;
 - 7.2 A catchment area student who completed school at a non-catchment area school in the previous year;
 - 7.3 A catchment area student, including a kindergarten student;
 - 7.4 A non-catchment area student who completed school at a non-catchment area school in the previous year;
 - 7.5 A non-catchment area student with a sibling in the school;
 - 7.6 A non-catchment area student; and,
 - 7.7 A non-district student.
8. Waitlists and Tie-breaking
 - 8.1 Where a school's registration exceeds their available space, applications will be held on a waitlist maintained by the principal of the catchment area school or school of choice. Waitlisted registration will have the date and time of registration recorded.
 - 8.2 When applications have the same priority, the time and date of application will determine priority between them.
9. The school registration deadline for catchment area schools for all grades is on the last Friday

in February each year. Registrations received after this deadline are not guaranteed a space in their catchment area school. This will be subject to available space.

10. Transportation to and from any receiving school that is not in the child's catchment area shall be in accordance with Policy 770 - Transportation. There is no entitlement to public school bus service or transportation assistance for students enrolled in schools outside their catchment area or in Schools of Choice or programs of choice including outdoor academies, French immersion and Wildflower programs.
11. Once a non-catchment area student or a non-district student is accepted into a particular school, that student can remain at that school, with the exception of transfers that fall under section 29.

Registration/Application to French Immersion

12. French Immersion registration will commence on the first day of school following winter break and conclude on the last Friday in February. Applications following the registration period will be placed on a waitlist and contacted according to the enrolment priority.
13. Students enrolling for French Immersion will be prioritized for registration as follows:
 - 13.1 Students with siblings attending French Immersion will follow the usual procedures by the stated deadline to be considered for registration.
 - 13.2 In-district students will register directly at the school for French Immersion on a first-come first-served basis. Applications will be time and date stamped when received.
 - 13.3 Out of district students will be considered for registration to these programs as a final priority after in-district students have been registered, there is no waitlisted district students, and if there is available space. Out of district students will be informed of the status of their application on the first Friday after Labour Day.

Registration/Application to Wildflower Programs

14. Wildflower registration will commence on the first day of school following winter break and conclude on the last Friday in February. Applications following the registration period will be placed on a waitlist and contacted according to the enrolment priority.
15. Students enrolling for Wildflower Programs will be prioritized for registration as follows:
 - 15.1 Siblings in Wildflower are prioritized over other students.
 - 15.2 Following sibling enrolment, in-district students will register directly at the school for Wildflower on a first-come first-served basis. Applications will be time and date stamped when received.
 - 15.3 Out of district students will be considered for registration to these programs as a final

priority after in-district students have been registered, there is no waitlisted district students, and if there is available space. Out of district students will be informed of the status of their application on the first Friday after Labour Day.

Registration/Application to Academy Programs

16. Academy programs application period will be posted on the school's website.

17. Students enrolling for Academy Programs will be prioritized for registration as follows:

17.1 Students with siblings attending Academy Programs will follow the usual procedures by the stated deadline to be considered for registration.

17.2 In-district students applying for an academy program will be subject to the established application process as posted on the school's website.

17.3 Out of district students will be considered for registration to an Academy program only after in-district students have been registered.

Transfer Process

Transfer Process Deadline

18. Each year, students and parents/guardians will be given notice that they may, starting on March 1, request transfer to another school for the upcoming school year. Such notice shall be publicized in school newsletters and on the District website.

19. A deadline for transfer requests shall be established by the Superintendent and publicized in school newsletters and on the District website. The deadline for submission of the Student Transfer Form, unless otherwise determined by the Superintendent, will be:

19.1 Grade 10 - 12 Students - Noon (12:00 PM) on the last Friday in March, so students will have access to the graduation program of their choice.

19.2 K- 9 students - Noon (12:00 PM) on the last Wednesday in August, so that students who move into the catchment area during the summer will have priority.

20. If a student wishes to transfer to a school other than their catchment school, the parent/legal guardian must submit a Student Transfer Request Form (3101 Appendix A) according to this administrative procedure.

21. The Student Transfer Request Form must be completed in full and hand- delivered, mailed or electronically sent to the catchment school's principal.

22. The time and date of receipt of the form will be stamped on the Student Request for Transfer Form at the catchment school.

23. Only transfer requests submitted in writing to the receiving principal and signed by students' parents/guardians shall be considered.
24. School Principals will forward all transfer requests to the Assistant Superintendent who, in consultation with the receiving school principal, shall approve transfers in the following order and process for the next school year:
 - 24.1 Grade 10 - 12 student transfer requests will be determined during the first week of April. The receiving school principal shall inform the previous school principal and the parent prior to April 15.
 - 24.2 K- 9 student transfer requests will be determined by the end of day of the Friday prior to Labour Day. The receiving school principal shall inform the previous school principal and the parent prior to the end of the second week of school.
 - 24.3 Students who have extenuating circumstances or have intensive individual needs and support requirements and request a transfer may have their transfer requests approved prior to the deadline to facilitate transition planning.
25. All transfer requests will be reviewed. In choosing amongst transfer requests of students in the same priority group, the following criteria shall be taken into consideration; that is, whether a transfer request is due to:
 - 25.1 District programs, not single courses;
 - 25.2 Medical needs, including social and emotional; and,
 - 25.3 Family groupings.

Transfer Requests After the Deadline

26. If a non-catchment area student requests transfer after the established deadline, the request shall be determined by the Assistant Superintendent, in consultation with the principals of both schools on the basis of the priorities and criteria outlined in this administrative procedure, provided that there is available space.
27. When there is a transfer request from a middle or high school student after the established deadline, the Assistant Superintendent, according to these procedures and in consultation with the receiving principal shall determine the request as soon as possible or practicable in the case of a catchment area student who is enrolled at a different school, or at any time prior to the commencement of the spring semester in the case of a non-catchment area student.
28. Any transfer request from a non-catchment area student received after commencement of the spring semester shall be considered for the start of the next school year unless there are extenuating circumstances.

29. When there is a transfer request from an elementary school student after the established deadline, the Assistant Superintendent, in consultation with the receiving principal shall determine the request as soon as possible in the case of a catchment area child who is enrolled at another school, or at any time prior to February 1 for a non-catchment area child. Any transfer request from a non-catchment area child received after February 1 shall be considered for the start of the next school year unless there are extenuating circumstances.
30. At all times, until the student transfer request is approved by the Assistant Superintendent, the student will remain enrolled at their catchment area school.
31. At all times, the Assistant Superintendent, in consultation with the receiving principal may refuse a transfer request of a non-catchment area child if the receiving classroom is near enrolment capacity. A classroom is near enrolment capacity when the terms of the Collective Agreement dictate that only two (2) additional spaces are available in the class. The purpose of this discretion is to reserve space for future enrolment of catchment area children. To this extent, the meaning of available space is different for catchment and non-catchment area children.
32. Special circumstances may warrant that a non-catchment area student transfers to a secondary school for one semester at the discretion of the Assistant Superintendent. Such a placement does not entitle the student to priority enrolment status at that school.
33. Alternate program enrolment follows the Alternate Education Program Referral Inclusive Education Procedure and falls outside of this Student Transfer Process.
34. Determinations of transfer requests are not appealable under Board Bylaw #1 - Student/Parent Appeals.
35. In determining transfer requests under this administrative procedure, the Assistant Superintendent, in consultation with receiving principals, exercises a delegated legislative function.
36. In the case of conflict between the provisions of this administrative procedure and the *School Act*, the latter shall prevail.