

## **Catchment Areas, Cross Boundary Applications and Programs of Choice**

The Board of Education believes in the concept of neighborhood schools designed to meet the general needs of all school-age students in the area.

The Board of Education also believes in the concept of choice programs being available to all students in the district.

### **General Guidelines**

In accordance with the School Act, schools will enroll students in the following descending order or priority:

- A catchment area student who, in the previous school year, attended the school.
- A student assigned by the board to the school.
- A catchment area student.
- A non-catchment area student who, in the previous school year, attended the school.
- A non-catchment area student.
- A non-school district student.

### **Catchment Areas**

Catchment areas are established by the district and made known to parents and students at schools. Catchment areas define the geographical area around the school, and the school becomes the neighborhood school for students residing in the geographical area.

Catchment areas may be amended from time to time as needed.

### **Cross Boundary Applications**

Parents wishing to apply for a cross boundary permit must do so by March 31<sup>st</sup> for the following school year.

- Cross boundary requests are to be made at the current school of attendance or the neighborhood school by completing a [Cross Boundary Application](#) form.
- Cross boundary applications must be completed for each child in a family.
- If approved, cross boundary applications will be for a period of one year only. Cross boundary applications will need to be re-submitted to the neighborhood school on an annual basis.
- Acceptance of a cross boundary application for one child in a family does not guarantee acceptance for other siblings.

The neighborhood school principal will make a recommendation and then pass the form along to the principal of the cross-boundary school requested.

The principal of the cross-boundary school requested will determine acceptance or denial based upon the criteria listed below.

The principal of the cross-boundary school requested will notify the parent by telephone and then in writing of his/her decision.

Applications will be considered at anytime and approvals will be processed as soon as possible when immediate transfers are requested. Requests for consideration of the next school term may take a few months to process.

The district may find it necessary to enroll a student in a school other than the neighborhood facility due to availability of special programs or enrollment restrictions. Such placements shall not be deemed as cross boundary transfers, but rather as district placements. Such placements shall be expected to remain for the duration of the current school year and whenever possible students will be returned to their neighborhood school effective the start of the next school year.

**Criteria for Approving Cross Boundary Applications**

Principals will either accept or deny an application based upon sufficient space being available at the school. Applicants will be notified by the principal of the choice school on or before June 30<sup>th</sup> regarding status of application.

In the event that a school is closed by the Board of Education, priority for approval of a cross boundary application may be given to students that have been displaced by the closure. This priority for approval will be limited to the school year immediately following the closure.

**Programs of Choice**

Parents wishing to enroll their children in a program of choice should register with the school offering the choice program by March 31.

French immersion students should register with their catchment area school by March 31.

Acceptance into a program of choice will be provided based on sufficient space being available and in accordance with the program criteria. Applicants will be notified of status of application by June 30.

Once accepted into a program of choice, annual re-application is not required.

**Date of Board Approval: September 2008**

*Definition:*

- *Program of choice – means a district initiated program approved by the board and designated to run in one or more school sites.*
- *School of choice – means a school other than the neighborhood school that parents choose to have the child(ren) attend.*

*Legal Reference: School Act, Section 74*

*Cross Reference: [Transportation Services Policy #18](#)*