

Administrative Procedure 306

SCHOOL BOUNDARY EXEMPTION **Draft May 2018**

Background

This Administrative Procedure outlines the District's expectation that all students living within the designated attendance areas will be accommodated within the designated school. This AP defines the process around exemptions to designated attendance areas.

Procedures

Definitions

Attendance Area: a geographic area that defines the student population for which each school is responsible. This area is defined by the school District and is subject to change as per Administrative Procedure.

Program of Choice: An optional program within a school with a specific focus on unique programming. Examples include French Immersion, Celtic Academy, Montessori, Senior High Trades etc.

Closed Boundary School: A school, determined by the Superintendent, to be one which cannot accept new students from outside of its attendance area. Upon consultation with the Superintendent or designate, Principals may indicate that specific grades/sections within a school be closed to exemptions due to space availability.

Innovative Support Centre (ISCs): ISCs are highly specialized classrooms within schools throughout the District. Referrals to programming are developed by school teams. These programs are not open to referrals or registrations from external agencies, boards, or organizations.

Procedures

1. Where a school's Attendance Area has been established, a student shall be required to attend the school designated for that area.
2. A parent may request their child be placed in a school other than the designated school in their attendance area. The District reserves the right to deny or revoke an exemption based on space and program resource limitations.
 - a. Each request for an exemption must meet the established criteria in order to be considered (see Appendix A);
 - b. Parents wishing to register their child in a new school or apply for a boundary exemption must provide proof of residency at the time of enrollment;
 - c. Each principal or designate is responsible for admitting students to their school in accordance with this administrative procedure;
 - d. Students are required to remain registered in the school in their attendance area while applying for a boundary exemption;

- e. A receiving Principal may admit a student from another attendance area if mutual agreement is made with the sending principal, taking into consideration space and available programming supports both in current and future years;
 - f. Parents seeking an exemption during the school year must meet with the Principal of their current school to initiate a boundary exemption;
 - g. Siblings: Exemptions are granted on a student-by-student basis and are not considered to apply to whole families;
 - h. Once a student is granted an exemption, they are required to re-apply each year, unless they have been granted a multi-year boundary exemption and have it in writing from the Principal. A Multi-Year Approval will be kept, in writing, on the Student Record
 - i. Students who have been granted an exemption to attend a school outside of their boundary will be required to attend the school zoned for their neighbourhood at grade level transition times. Example: A student who was granted an exemption to attend an elementary school would be required to transition to the high school zoned for their neighbourhood;
 - j. Attendance area exemptions will be considered in April –June, and again when school offices open in August of the school year;
 - k. Appeals regarding enrollment exceptions must be submitted in writing to the Superintendent of Schools c/o Executive Assistant to the Superintendent; a consideration will be made by Senior Leadership team;
 - l. Copies of all approved or denied boundary exemptions must be submitted to Catholic Education Centre (and will flow through the Superintendent) for the purpose of record keeping. These submissions must be in electronic form.
3. Schools which have been established to have a closed boundary are not considered for exemptions.
 - a. Enrollment to a school with a closed boundary are to be accepted for students who have moved within the attendance area after September.
 4. Should a move in residence occur after the month of September, the child, at the request of the parent, and with approval of the Principal, may complete the school year without being required to transfer to the school within their attendance area. Where this has been granted students will be required to attend their new attendance area school the following year.
 5. Where a student's attendance is negatively impacted by the granting of an exemption, the school may decide to withdraw the exemption.
 6. When a student is admitted to a school outside of their attendance area or have been permitted to complete the school year outside of their attendance area due to a relocation mid-year, the parents are responsible for transportation at their own expense.
 7. Boundary exemptions are not required for attendance in Programs of Choice. Siblings of students enrolled in programs of choice must complete the boundary exemption process.
 8. Exemptions are not required for students who reside outside of the City of Grande Prairie Rural or Urban limits. An example might be a family who lives in Sexsmith or Beaverlodge but wants to attend St. John Paul II or St. Joseph Catholic High School.

9. Parents who wish their child to transfer between Districts after September 30th must coordinate their request with the Superintendent of their current District.
10. Students of employees of the District are permitted to enroll their children at the school of their choosing through the boundary exemption process and depending on space and resource considerations.

Appendix A

1. Each boundary exemptions must be educational in nature or specific to student learning requirements.
2. The following examples constitute acceptable educational reasons for a Boundary Exemptions:
 - a. Unique learning challenges or social situations where agreement around a placement exists between the school and home.
 - i. Evidence supported by a school planning team must be present
 - ii. A Transition Plan must be developed between the sending school that guides the support of the child in the new environment
3. The following examples do not generally constitute an acceptable educational reason for an enrollment exemption.
 - a. Availability of day care
 - b. Parent's desire to not have a child walk
 - c. Interest in attending school with friends or team mates
 - d. The availability of unique courses or preferable scheduling at high schools.

Reference: Section 13, 44, 45, 51, 52, 60, School Act
Amended May 2018