



Section Four: Students

“Together We Learn”

405 – STUDENT PLACEMENT

Introduction

A student may enroll in an educational program at any school in our district, providing there is space, as outlined by Sections 2(2) and 74.1 of the *School Act*, this Policy and its Regulations.

The Board of Education will designate school catchment areas in the School District in order to:

- meet the program needs of the students as much as possible;
- make the best use of facilities, staff and transportation; and if possible,
- enable the school to develop a unique identity.

Policy

1. The principles for setting/changing catchment areas should include the requirement for boundaries to:
 - reflect traditional neighbourhoods, subdivisions and regions;
 - minimize safety concerns for elementary students as a result of major roadways or other known hazards;
 - reflect long-term development to minimize stress caused by frequently changing boundaries in rapidly growing/declining areas;
 - maximize the efficiency of schools and the transportation system;
 - maintain a cohort of students at each grade level offered at the school, to support the long-term sustainability of the school.
2. Where space permits, students should be allowed to remain in currently assigned schools and catchment area changes will apply only to new registrations.
3. In some situations it may be necessary and desirable to relocate students from one school to another. Except as specified in Board Policy 470 - *Transportation Services Management*, students are eligible for School District transport if they are directed to a school beyond the walk limits of their home. The two most common reasons for relocation are capping and reassigning.



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4. Capping occurs when a school, grade, class or program has reached the capacity as set by the Board. New students wishing to register in a capped school, grade, class or program will be directed to another school. When capping occurs:
 - 4.1 Students who have been directed to another school will have first option, based on a chronological list, of returning to their catchment area school when space becomes available during the year.
 - 4.2 Students will have the option of returning to their catchment area school at the beginning of the new school year if space is available, or remaining at the school to which they were directed.
5. Reassigning occurs when a student changes school catchment area as a result of a request by the parent, student or administration.
 - 5.1 A reassignment will be approved if the receiving school, grade or program has space to accommodate the student.
6. A student placement decision made by the Superintendent or designate may be appealed to the Board, under Board Policy 460 – *Appeals*.

Date Agreed: November 13, 2002

Date Amended: November 12, 2003, February 22, 2006, June 30, 2008

May 8, 2013

Related Documents: 405R, Policy 460