



**Section 4000 – Student Achievement,  
Learning & Well-Being**

*“Together We Learn”*

**4020 – STUDENT PLACEMENT**

**Introduction**

A student may enroll in an educational program in Central Okanagan Public Schools as outlined by the School Act, Section 74.1 (Enrolment in an Educational Program) and 74.2 (First Nation Schools of Choice), including this Policy and corresponding Administrative Procedures.

In accordance with Bill 40 Legislation - First Nation Schools of Choice, the Board of Education will ensure that a First Nation (Westbank First Nation and Okanagan Indian Band) can designate an elementary, middle, and secondary school for First Nation students who live on-reserve, self-governing First Nation lands or treaty lands. If a Westbank First Nation or Okanagan Indian Band parent/caregiver wishes to have their student enrolled at a different program or school other than the Band's designated school(s) of choice, the following Policy applies.

**Policy**

1. The Board of Education will designate school catchment areas and catchment areas for the District's French Immersion Programs, 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.
  
2. 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;
  - support the long-term sustainability of the District's French Immersion Programs.
  
3. Where space permits, students should be allowed to remain in currently assigned schools and catchment area changes will apply only to new



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registrations.

4. In some situations, it may be necessary and desirable to relocate students from one school to another. Except as specified in Board Policy 3100 - 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.
5. Capping occurs when a school, grade, class or program has reached its capacity. New students wishing to register in a capped school, grade, class or program will be directed to another school. The capping of schools is set by the Board. When capping occurs:
  - 5.1 Students who have been directed to another school will have first option, based on a chronological list, of returning to their catchment area or French Immersion catchment area school when space becomes available during the year.
  - 5.2 Students will have the option of returning to their catchment area or French Immersion 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.
6. Reassigning occurs when a student changes schools to a school in a new catchment area as a result of a request by the parent/guardian, student or administration.
  - 6.1 A reassignment will be approved if the receiving school, grade or program has space to accommodate the student.
7. A student placement decision made by the Superintendent of Schools/CEO or designate may be appealed to the Board, under Board Policy 3090 – Appeals.

Former Policy 405 – Student Placement

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February 14, 1990; September 8, 1993; June 7, 2000

Date Reviewed/Amended: November 13, 2002

Date Amended: November 12, 2003; February 22, 2006; June 30, 2008;  
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Date Reviewed: February 12, 2014

Related Documents: Policy 3090 and 3100; Administrative  
Procedure – Student Placement (Regulations)