


<p><b>HISTORY:</b>  Draft March 3, 2003,  May 11, 2003  Adopted: May 27, 2003  Revised: Mar 2/04  Revised: Mar 15/05  Revised: May 31/05  Appendix Revised: June  11, 2009; Adopted: Jan12,  2010</p>		<p><b>POLICY TITLE:</b>  <b>School Choice &amp; Catchment</b></p>	<p><b>POLICY NO.</b>  <b>461</b></p> <p><b>Page 1 of 8</b></p>
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**POLICY**

Student admission in School District No. 8 (Kootenay Lake) is guided by the following principles:

The admission process should maximize the number of students able to attend their catchment area school in accordance with their wishes.

The admission process should maximize the student’s and parent’s ability to choose the school and education program which best meets the student’s educational needs.

The admission process should enable school and District staff to plan the allocation of space and instructional resources to best accommodate demand and to minimize the adjustments required at the beginning of the year.

**REGULATIONS**

**1.0 Definitions:**

- 1.1 “catchment area child” means a person of school age and who normally resides in the catchment area of the school.
- 1.2 “continuing student” means a school age student in attendance at the school or a designated feeder school who is expected to continue in the educational program for the succeeding school but does not include a non-District child, a child who withdraws or transfers from the school or educational program before the end of the previous school year, or a student who attended the previous year on a disciplinary transfer
- 1.3 “District choice programs” are unique programs approved by the Board, such as Late French Immersion, or the Wilderness Program, which are offered at individual schools.
- 1.4 “feeder schools” are schools whose students would normally proceed to the next higher grade in a “receiving school.”
- 1.5 “non-catchment area child” means a person of school age, resident in the School District and who is not resident in the catchment area of the school.
- 1.6 “non-District child” means a person of school age, resident in British Columbia and who is not resident in the School District.
- 1.7 “parent” includes guardian of the person appointed by Court Order or under the will of a deceased parent and does not include a non-custodial parent.
- 1.8 “place of residence,” for purposes of this policy, a student’s place of residence is deemed to be that of the student’s parent unless satisfactory evidence is produced that the student’s ordinary place of residence during the school year is elsewhere.
- 1.9 “previous school year” means the school year previous to the school year for which the student is applying to enroll in an educational program.

- 1.10 “School District child” means a catchment area child or a non-catchment area child who normally resides within the boundaries of the School District.
- 1.11 “transfer student” is a school-age student applying to attend a school other than the catchment school.

## 2.0 Determination of Available Space and Facilities

- 2.1 The School Act establishes priorities for enrolment to apply if the Board determines space and facilities are available in a school.
- 2.2 For the purposes of the School Act, space and facilities are available to enroll an applicant if:
  - 2.2.1 there is capacity to provide the applicant with an educational program appropriate to the applicant’s needs;
  - 2.2.2 there are both physical and educational resources, after reasonable enrolment projections have been made to allow for accommodation of continuing students, and district programs located in the school; and,
  - 2.2.3 if applicable, a Kindergarten program adequate to accommodate the projected enrollment of catchment area children.
- 2.3 The Board of Trustees delegates to the Superintendent of Schools or his/her designate, the decisions whether space and facilities are available in individual schools and educational programs for purposes of the School Act, in accordance with paragraphs 2.1 and 2.2.
- 2.4 Decisions will be made in consultation with the Principal of the affected school and will be based on program capacity, including consideration of the following factors:
  - 2.4.1 the operating capacity of the school, as defined by the Ministry of Education;
  - 2.4.2 staff assigned to a school by the District;
  - 2.4.3 the physical space in which instructional programs operate in the school;
  - 2.4.4 the number of special needs students already enrolled in a class;
  - 2.4.5 the ability of the school to provide an appropriate educational program for the applicant and other students; and,
  - 2.4.6 the needs of other programs located in the school.
- 2.5 Notwithstanding 2.4 above, in particular instances where the welfare of the child is perceived to be at risk, every effort will be made to accommodate a transfer request.
- 2.6 If space and facilities are determined to be available, enrolment in educational programs at the school will be offered in the following priority order and deadlines, provided that application deadlines and requirements are met.
  - 2.6.1 any students in attendance in the previous year at a school or continuing on to the secondary school from the feeder elementary school: automatically enrolled;
  - 2.6.2 new catchment area students or siblings of students who were in attendance in the previous year at a school or continuing on to the secondary school from the feeder elementary school;
  - 2.6.3 if space and facilities are determined to be available, new non-catchment area students: between 9:00 a.m. on the first Monday in March and 4:00 p.m. P.S.T, on the last Friday in March;
  - 2.6.4 if space and facilities are determined to be available, new non-district students: between 9:00 a.m. on the first Monday in March and 4:00 p.m. P.S.T, on the last Friday in March;
- 2.7 Students who apply after the deadlines will still be considered in priority order after

students who registered prior to the set deadlines have been placed.

- 2.8 Waitlists will be established for those not accepted, to be maintained until September 30<sup>th</sup>.
- 2.9 Re-evaluation of space availability will take place periodically from March 30th until the Friday of the first week of school to ensure maximum numbers of requests are met at the earliest time possible.
- 2.10 Applicants for enrolment in Kindergarten programs and District choice programs will be separately prioritized in accordance with the priorities set out in Regulation 2.4.

### 3.0 Tie-breaking

When applications made within time have the same priority, time and date of application will determine priority as between them unless changes in the School Act allow a determination to be made by the board, the superintendent or the superintendent's designate to determine priority, by lot.

### 4.0 Guarantee of an Educational Program

School District children who apply for enrolment in an educational program will be provided with an educational program in the District, unless a parent of the student consents to a placement outside the School District.

### 5.0 Commitment

- 5.1 Applicants may apply for more than one educational program but may only be enrolled in one. When an applicant is offered and accepts enrolment in educational program (in or out of the District), applications for all other programs become invalid.
- 5.2 The Superintendent or designate is authorized to enter into reciprocal agreements with other School Districts to review wait lists and enrolment information in order to enforce this policy.

### 6.0 Program Requirements

Applicants for enrolment must meet all program requirements for the requested educational program and will be subject to any selection process established for that program.

### 7.0 Discretionary Acceptance: Suspended or Expelled Non-School District Students

- 7.1 Enrolment applications from non-School District children may be refused, if the child is: under suspension from a B.C. public school or School District, has been refused an educational program by a B.C. public school under s.85 (3) of the School Act for refusing to comply with the code of conduct and other rules and policies of the Board, or has failed to apply him or her self to his/her studies.
- 7.2 Such application will be referred to the Superintendent or designate for a decision on admission. Admissions may be made subject to terms and conditions.

### 8.0 Communication

Application periods and enrolment dates will be communicated to the school communities and to the community at large and may also be communicated to other communities within and outside the School District.

9.0 Application Process

- 9.1 Application forms for enrollment in a school outside the catchment area or outside the District are called “Cross Boundary Transfers”.
- 9.2 Cross Boundary Transfer forms may be picked up by parents at any school or at the School Board Office.
- 9.3 The form must be completed in full and mailed or delivered to the Board office in Nelson or to the office in Creston.
- 9.4 The time and date of receipt of the form will be stamped on the Cross Boundary Form.
- 9.5 Parents will be advised as soon as possible after the deadline has expired for applications for a cross-boundary transfer.
- 9.6 Transportation to the out of catchment school shall be the responsibility of the parent or guardian unless permission has been granted by the Secretary-Treasurer for a student to ride a school bus. Permission may be granted provided that there is room on the bus and that no extra stops are required as a result of the student riding the bus.

10.0 School Catchments

The school catchments are appended to this Policy as an Appendix and may be altered by the Board from time to time.

## **APPENDIX TO POLICY AND REGULATIONS**

### **SCHOOL CATCHMENTS**

#### **School Catchment (Late French Immersion (Grades 6 – 12))**

The catchment area for this program is open to all students in the District.

#### **School Catchments (Slocan Valley)**

##### **W.E. Graham Community**

###### **(Grades K–6):**

North end of School District No. 8 at Enterprise Creek, South to the top of Perry’s Hill on Highway 6.

###### **(Grades 7–10):**

North end of School District No. 8 at Enterprise Creek, South on Highway 6 to Williamson’s turnaround, including Fire Protection No. 4558 and on the West side of the Slocan River to an including Fire Protection No. 4680.

##### **Winlaw Elementary**

###### **(K – Gr. 6):**

Commencing South of Perry’s Hill on Highway 6 to Williamson’s turnaround and including Fire Protection No. 4558, on the West side of the Slocan River commencing at the North end of Avis Road, South to and including all of Vallican Back Road on the north side of the Little Slocan River.

##### **Brent Kennedy Elementary**

###### **(K – Gr. 6):**

Commencing in the North on Highway 6 at, but not including, Fire Protection No. 4558, South to and including all of Passmore Back Road on the South side of Little Slocan River, South to the junction of Highways 6 and 3A, East to the junction of Highway 3A and Viewridge Road and including the residences in Cora Lynn Heights, but not including the residences on Cora Linn Road, and West to the established boundary between School District No. 20 (Kootenay-Columbia) and School District No. 8 (Kootenay Lake).

##### **Mount Sentinel Secondary School**

###### **(Grades 7 – 9):**

Commencing in the North on Highway 6 at, but not including, Fire Protection No. 4558 and on the West side of the Slocan River North to, but not including, Fire Protection No. 4680, South to and including all of the Vallican and Passmore Back Roads on both sides of the Little Slocan River to the junction of Highways 6 and 3A, East to the junction of Highway 3A and Viewridge Road and including the residences in Cora Lynn Heights but not including the residences on Cora Linn Road, and West to the established boundary between School District No. 20 (Kootenay-Columbia) and School District No. 8 (Kootenay Lake).

**(Grades 10 – 12):** North end of School District No. 8 at Enterprise Creek, South on both sides of the Slocan River to the junction of Highways 6 and 3A, East to the junction of Highway 3A and Viewridge Road and including the residences in Cora Lynn Heights but not including the residences on Cora Linn Road, and West to the established boundary between School District No. 20 (Kootenay-Columbia) and School District No. 8 (Kootenay Lake).

### **School Catchments – (Nelson)**

#### **Blewett Elementary**

##### **(K to Grade 5):**

Commencing on the South side of the Kootenay River at the Eastern junction of Highway 3A and Granite Road and proceeding West on Granite Road to and including the City of Nelson Power Plant then commencing at and including the Residences on Cora Linn Road east on Highway 3A to the point of commencement.

#### **Rosemont Elementary**

##### **(K to Grade 5):**

From Kootenay Lake along the West shore of Cottonwood Creek to Hall Mines Road extending to the end of Silver King Road, from Silver King Road West to the junction of Knox Road and Granite Road, North to Highway 3A to Government Road, East on Government to Cottonwood Creek.

#### **South Nelson Elementary**

##### **(K to Grade 5):**

From the former Great Northern rail tracks, North on Regent Street to View Street, West on View to Morgan Street, Northwest on Morgan Street to Park Street, but not including the homes on Park Street, to a line drawn north of Park Street to Kootenay Lake, West along Kootenay Lake to the West side of Cottonwood Creek, along Cottonwood Creek, Perrier Road and South to the North side of Barrett Creek.

#### **Hume Elementary**

##### **(K to Gr. 5):**

From Kootenay Lake, South on Park Street to Morgan Street, Southeast on Morgan to View Street, East on View to Regent Street, South on Regent to the Great Northern tracks including Trevor Street, and East along the tracks to Kootenay Lake beyond Bealby Point and from the City of Nelson Boundary to 500m west of Macgregor Road on Highway 3A.

#### **Trafalgar Middle**

##### **(Grade 6):**

In the West, commencing at and including the residences on Cora Linn Road, East to 500m West of Macgregor Road on Highway 3A, and South but not including Barrett Creek Road.

##### **(Grades 7-8):**

In the West, commencing at and including the residences on Cora Linn Road, East to Coffee Creek and south but not including Barrett Creek Road.

**L.V. Rogers Secondary**

**(Grades 9-12):**

In the West, commencing at and including the residences on Cora Linn Road, East to Coffee Creek and South but not including Barrett Creek Road.

**School Catchments (North Shore, Kaslo and Meadow Creek)**

**Redfish Elementary**

**(K to Gr. 6):**

From 500m West of Macgregor Road on Highway 3A, East to Coffee Creek, including all of Procter and Harrop.

**J.V. Humphries Elementary/Secondary**

**(K to Gr. 7):**

From Coffee Creek, North to Schroeder Creek and West along Highway 31 to Retallack.

**(Grades 8-12):**

From Coffee Creek North to the boundary between School District No. 8 (Kootenay Lake) and School District No. 10 (Arrow Lakes), along the East side of Kootenay Lake to the end of the road, and West along Highway 31 to Retallack.

**Jewett Elementary**

**(K to Grade 5):**

Includes the communities of Lardeau, Cooper Creek, Meadow Creek, Argenta, Johnson's Landing and Howser.

**School Catchments (Salmo)**

**Salmo Elementary**

**(K to Gr. 6):**

From the South side of Barrett Creek, South to the International Border, East along Highway 3 to Kootenay Pass and West along Highway 3 to the boundary between School District No. 8 (Kootenay Lake) and School District No. 20 (Kootenay Columbia).

**Salmo Secondary**

**(Grades 7-12):**

From the South side of Barrett Creek, South to the International Border, East along Highway 3 to Kootenay Pass and West along Highway 3 to the boundary between School District No. 8 (Kootenay Lake) and School District No. 20 (Kootenay-Columbia).

## **School Catchments (Creston, Crawford Bay and Yahk)**

### **Crawford Bay Elementary/Secondary**

**(K to Gr. 12):**

North of Sanca Creek on Highway 3A.

### **Adam Robertson Elementary**

**(K to Gr. 7):**

West of 25<sup>th</sup> Avenue to Kootenay Pass, and North to Indian Road on Highway 3A, South to the U.S. border but not including the residences East of Highway 21 and South of 40<sup>th</sup> Street. The catchment also includes Wynndel Flats.

### **Erickson Elementary**

**(K to Gr. 7):**

From Bear Brook Road East on Lakeview-Arrow Creek Road to Highway 3, South along 25<sup>th</sup> Avenue to Goat River, East along the North bank of the Goat River to Highway 3.

### **Canyon-Lister Elementary**

**(K to Gr. 7):**

Commencing at the junction of Highway 21 and 40<sup>th</sup> street and then on a straight line East along the South Bank of the Goat River East and South to the International Border, along the International Border to Highway 21 then North on Highway 21 to and including 40<sup>th</sup> Street, and East along Highway 3 to and including Kitchener Road.

### **Yahk Elementary**

**(K to Gr. 5):**

East of Kitchener Road to Irishman Creek on Highway 3, South to the International Border.

### **Prince Charles Secondary**

**(Grade 8 – 12)**

East of Kootenay Pass, North to Sanca, South to the International Border and East to Irishman Creek.