

## POLICY 410: School Choice and Catchment

The Board of Education for School District No. 8 (Kootenay Lake) has established that student admission to district schools 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.
- The board reserves the right to alter school catchment boundaries when deemed necessary.

### 1. Definitions

- 1.1. "catchment area student" means a person of school age and ~~who normally resides~~ ordinarily resident 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 student, a student 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, Outdoor Programs, and Academies 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 student" means a person of school age, resident in the School District ~~and~~ who is not a resident in the catchment area of the school.
- 1.6. "non-District student" means a person of school age, resident in British Columbia ~~and~~ who is not a resident in the School District.
- 1.7. "parent" ~~includes a guardian of a student appointed by Court Order or under the will of a deceased parent and does not include a non-custodial parent.~~ means "(a) a parent or other person who has guardianship or custody of the student or child, other than a parent or person who, under an agreement or order made under the Family Law Act that allocates parental responsibilities, does not have parental responsibilities in relation to the student's or child's education, or (b) a person who usually has the care and control of

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the student or child.”<sup>1</sup>

~~1.7.~~

- 1.8. “~~place of residence~~ordinarily resident,” for purposes of this policy, a student’s place of residence is deemed to be that of the student’s parent unless satisfactory<sup>[SW1]</sup> evidence is produced that the student’s ordinary place of residence during the school year is elsewhere.

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<sup>1</sup> [School Act \[RSBC 1996, Part 1\] \(linked\)](#)

- 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. “~~S~~school<sup>[SW2]</sup> | ~~D~~istrict student” means a catchment area student or a non-catchment area student who ~~normally resides~~ is ordinarily resident within the boundaries of the School District.

## 2. Determination of Available Space and Facilities<sup>[SW3]</sup>

- 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 <sup>[SW4]</sup> are available to enroll a student ~~n applicant~~ if:
  - 2.2.1. there is capacity to provide the applicant ~~student~~ with an educational program appropriate to the applicant’s ~~student’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, there is a Kindergarten program adequate to accommodate the projected enrollment of catchment area students.
- 2.3. The Board of Trustees delegates to the Superintendent of Schools or ~~his/her~~ their 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 in order:
  - 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 diverse 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 student 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 other application requirements are met:
  - 2.6.1. Firstly, any students in attendance in the previous year at a school or continuing on to the secondary or middle school from the feeder elementary school;

Related Legislation: School Act [RSBC 1996, Part 6, Division 2, Section 74.1]

Related Contract Article: Nil

Adopted: May 27, 2003

Amended: October 12, 2010

Amended: December 11, 2018

Amended: April 23, 2019

- 2.6.2. Secondly, new catchment area students or siblings of students who were in attendance in the previous year at a school or continuing on to the [middle or](#) secondary school from the feeder elementary school;
- 2.6.3. Thirdly, new non-catchment area students, provided they have made their application between 9:00 a.m. (PT) on the first Monday in January and 4:00 p.m. (PT), on the last Friday in March;
- 2.6.4. Fourthly, new non-district students provided they have made their application between 9:00 a.m. (PT) on the first Monday in January and 4:00 p.m. (PT), 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 30th.
- 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 K-12 programs and District choice programs will be separately prioritized.

### 3. Tie-breaking

When applications made otherwise have the same priority, the time and date of application will determine priority between them, unless changes in the School Act allow a determination to be made by the [B](#)oard, the [s](#)Superintendent or the [s](#)Superintendent's designate to determine priority.

### 4. Guarantee of an Educational Program

School District students 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. Commitment

- 5.1. ~~Applicants-Students~~ may apply for more than one educational program but may only be enrolled in one. When a [student n-applicant](#) is offered and accepts enrolment in [an](#) 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. 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.

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7. 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 ~~and, or is 16 [sws] years of age or older and~~ 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 herself to his/her~~ themselves to their 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. 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.

## **POLICY 411: Schools and Programs of Choice**

The Board of Education for School District No. 8 (Kootenay Lake) recognizes its obligation, consistent with the School Act and relevant provincial legislation, to provide an educational program for all students of school age. It is the goal of the Board to offer programs promoting excellence in instruction and optimal achievement for all students.

The Board recognizes that there may be staff, parental and/or student interest in having the district make available District, school or program options with a particular philosophy, service delivery model, or focus. The Board believes that full consideration should be given to educational options for students where these options are sound and sustainable, and where the options clearly enhance educational opportunities available to students.

For the purposes of this policy, the term “options” refers to programs within a school, or entire school or District programs, based on alternative educational models. Examples of such programs or models include outdoor programs, academies and the French Immersion Program. Any group or individual may present a proposal for a new educational option to the Board.

With regard to any Board-approved option, the Board will not generally provide a level of funding exceeding that which would normally be provided to that school or program.

The Board will provide to the applicant group/individual, any reasons for rejection of a proposal.

Subsequent to approving an option, or following implementation of an option, the Board may at any time in the current school year or in a future year, review the option to determine whether or under what conditions the option will continue to be approved.

Related Legislation: [School Act \[RSBC 1996, Part 6, Division 2, Section 75\]](#)

Related Contract Article: Nil

Adopted: August 30, 2005

Amended: April 8, 2008

Amended: December 11, 2018

Amended: May 28, 2019

## POLICY 412: Independent Homeschooler

The Board of Education for School District No. 8 (Kootenay Lake) will provide Independent Homeschoolers registered in the School District access to educational services in accordance with the *School Act and amendments* and its associated regulations.

### Definition

An Independent Homeschooler is defined as a student registered at a public school whose instruction is delivered at home and whose parent/guardian(s) exercise complete independence and control over the student's education.



## **POLICY 430: Fees, Deposits and Financial Hardship**

The Board of Education for School District No. 8 (Kootenay Lake) commits to provide free instruction and educational resource materials to students, in accordance with the School Act, Regulations and Ministerial Orders.

The charging of fees and deposits must not become a barrier for student participation in curricular activities or programs.

All fees charged to parents must be reasonable and must reflect the actual costs of the services provided.

The Board of Education expects that there is transparency and accountability for all curricular, extra - and co-curricular fees collected.

Related Legislation: School Act [RSBC 1996, Part 6, Division 2, Section 8-2, [82.1](#), [82.2](#), [82.3](#), [82.31](#), [82.4](#)]

Related Contract Article: Nil

Adopted: November 12, 2002

Amended: November 3, 2009

Amended: December 11, 2018

Amended: April 23, 2019

## POLICY 440: Extra-Curricular and Co-Curricular Activities

The Board of Education for School District No. 8 (Kootenay Lake) recognizes that extra-curricular and co-curricular activities are an integral part of school programs and believes that participation in such activities benefit students.

Although participation in extra-curricular activities must be open to all students registered in School District No. 8, eligibility decisions are generally made by individual schools. Such decisions will be guided by district policies [regarding Code of Conduct, Youth Safe Outdoors, and Policy 430,](#) and implementation will follow the associated Administrative Procedures.

To support student travel needs, the Board shall establish an annual budget to be distributed under the direction of the Superintendent of Schools.

The policies of [BC School Sports](#) regarding eligibility for participation in sports are recognized and supported by the Board.

Related Legislation: [Code of Conduct, Youth Safe Outdoors, Policy 430.](#)

Nil Related Contract Article:

Nil Adopted: June 9, 1999

Amended: October 7, 2008 - [June 29, 2010 - December 11, 2018 - June 9, 2020](#)

~~Amended: June 29, 2010~~

~~Amended: December 11, 2018~~

## POLICY 450: Student Services

The Board of Education for School District No. 8 (Kootenay Lake) supports the practice of inclusion by serving students with diverse needs through a continuum of service delivery in regular classrooms throughout the district, provided the needs of all can be met and a safe effective learning environment can be maintained.

Student services will be provided in accordance with the [BC Ministry of Education's SPECIAL EDUCATION SERVICES: A Manual of Policies, Procedures and Guidelines](#).

## **POLICY 451: Physical Restraint and Seclusion in School Settings**

The Board of Education for School District No. 8 (Kootenay Lake) is committed to providing a safe, secure and respectful environment for students and staff. Positive and least restrictive approaches in the provision of student supports are considered best practice. The purpose of these provisions is to promote a response that protects both the individual and others' safety and well-being.

Physical restraint or seclusion is used only in exceptional circumstances where the behaviour of a student poses imminent danger of serious physical harm to self or others and where less restrictive interventions have been ineffective in ending imminent danger of serious physical harm.

District administration will review Policy 451: Physical Restraint and Seclusion in School Settings annually for currency.

## POLICY 460: Language

The Board of Education for School District No. 8 (Kootenay Lake) expects all students to achieve proficiency in the English language. The Board will offer students Core French as a second language.

Other languages may be offered through Distributed Learning and/or at the ~~S~~school according to the associated Administrative Procedures.

## **POLICY 480: Parent Advisory Councils/District Parent Advisory Council**

The Board of Education for School District No. 8 (Kootenay Lake) believes that parents are partners in the educational system and that parental involvement helps to promote a positive learning environment. The Board supports the establishment of a District Parents' Advisory Council (DPAC) and Parents' Advisory Councils (PAC) at each school.

## POLICY 490: School Closure

The Board of Education for School District No. 8 (Kootenay Lake) believes that consultation with staff, parents and the public is essential when considering decisions that involve closing schools. Such considerations will be subject to the ~~a~~Administrative ~~p~~Procedures associated with this policy.

Permanent closure means that for a period of more than twelve (12) months the building will not be used to provide educational programs to students, except where the Board intends to reopen the school following renovations or repairs ~~or additions~~.

Efforts will be made to ensure that all persons in the community who could be affected by a school closure are given an adequate opportunity to comment on the proposal before a final decision is made.

Schools will not be considered for closure if enrolment projections forecast the reopening of the school in the near future.

The final decision regarding closure of a school or schools shall be made before April 30.