



**School District 19**  
(Revelstoke)

# Revelstoke Board of Education

## Policy Manual

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### 7.8 Student Admission and School Choice

Student admission processes in the school district are to be guided by the following principles:

1. Efficient resource allocation that enables school and district staff to plan the use of resources to best accommodate demand and minimize adjustments required at the beginning of the school year.
2. Access that maximizes the number of students able to attend their catchment area school in accordance with their wishes.
3. Choice that provides an alternate school placement, if necessary to meet the student's educational needs.

School placements for students outside the catchment area can be confirmed on a one-year basis only.

The Board of Trustees delegates to the Superintendent of Schools or his/her designate, the decisions whether instructional space and facilities are available in individual schools for purposes of the *School Act*, in accordance with the guidelines of this policy.

#### Guidelines:

1. Definitions
  - 1.1. "catchment area child" means a person of school age, and a resident in the catchment area of the school.
  - 1.2. "non-catchment area child" means a person of school age, a resident in the school district and not a resident in the catchment area of the school.
  - 1.3. "non-school district child" means a person of school age, a resident in British Columbia, and not a resident in the school district.
  - 1.4. "parent" includes a guardian of the person appointed by court order or under the will of a deceased parent, and does not include a non-custodial parent.

- 1.5. "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.
- 1.6. "previous school year" means the school year previous to the school year for which the person is applying to enroll.

## 2. Determination of Available Space and Facilities

- 2.1 For purposes of the *School Act*, instructional space and facilities are available in a school to enroll a student or applicant if there is expected, based on reasonable enrolment projections, to be capacity to provide the student or applicant with an educational program appropriate to his or her needs, taking into account physical and educational resources.
- 2.2 Decisions will be made in consultation with the principal and will be based on capacity, including consideration of the following factors:
  - staff assigned to a school by the district,
  - the physical space in which instructional programs operate in the school,
  - the ability of the school to provide appropriate educational programs for the applicant and other students, and
  - the needs of other programs located in the school.
- 2.3 If instructional space and facilities are determined to be available, placement in the school will be offered in the following priority order, provided that application deadlines and registration requirements are met:
  - a. catchment area child who attended the school during the previous school year (Category A)
  - b. sibling of a catchment area child who attended the school during the previous school year (Category B)
  - c. catchment area child new to the school (Category C)
  - d. non-catchment area child (Category D)
  - e. non-school district child (Category E)

### 2.4 Placements for students will be made in the following order:

- 2.4.1 Students in Categories A and B are placed as a priority.

- 2.4.2 Students in Category C will be placed by date and time of registration while space remains.
  - 2.4.3 Category D placements will be completed no later than the end of the first week of school for requests made prior to September. For requests made after the commencement of the school year, each case will be handled individually, dependent upon the receiving school's circumstances and calendar.
  - 2.4.4 Category E placements.
- 2.5. Waitlists will be maintained until September 30<sup>th</sup>.
3. Tie-Breaking
- 3.1 With applications in the same category, priority among them will be based on an assessment of individual students needs and/or place of residence.
4. Enrolment Process for School District Students
- 4.1. Students in Category A who will be continuing at the same school or the related receiving school without a change of educational program will be automatically enrolled in the applicable school, unless transferred or withdrawn.
  - 4.2. Students in Category B or C will register using the district's registration form.
  - 4.3. Students in Category D shall submit an application for Special Student Placement.
  - 4.4. Students in Category E must apply for enrolment through the Superintendent.
5. Application Dates and Registration Process
- 5.1. The Superintendent will establish dates for submission of applications to enroll. Different dates may be established for different grades, schools, or categories of applicant.
  - 5.2. Applications received after the dates established will be subject to the priority of those applicants who applied within the deadline and will be accepted or rejected by the Superintendent or designate.

- 5.3. Birth certificates must be shown at time of registration and a copy will be appended with the registration form. For children born outside of Canada, proof of Canadian citizenship is required. For children who are not citizens, registrations are confirmed by the Superintendent.
- 5.4. Schools will only accept registrations for students in their catchment area. Proof of address must be provided at time of registration.
6. Discretionary Acceptance: Suspended or Expelled Non-School District Children
  - 6.1. Enrolment applications from non-school district children may be refused if the child:
    - a. is under suspension from a public or independent school or school district, or
    - b. has been refused an educational program by a Board 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 himself or herself to his or her studies.
  - 6.2. Such applications will be referred to the Superintendent or designate for a decision on admission. Admissions may be made subject to terms and conditions.