

**ADMINISTRATIVE PROCEDURE NO. 302****ADMISSION OF NON-CATHOLIC STUDENTS****Background**

The schools operated by the Division exist to serve the educational needs of the resident students of the Division. They have a legal mandate to offer the Program of Studies prescribed by Alberta Education and the mandate to do so within the context of the Catholic Church's mission to educate the whole person in the name of Jesus Christ.

The educational program must be based on the Catholic concept of the human person and that the objectives and purposes of education, as stated by Alberta Education, must be set in this total Christian concept.

The Congregation for Catholic Education, 1988, declared that the distinctiveness of the Catholic school is its religious dimension, and that is to be found in the:

1. educational climate;
2. personal development of each student;
3. relationship established between culture and the Gospel; and
4. illumination of all knowledge with the light of faith.

The documents of Vatican II state that, as Catholics, we are called to unity with all believers. We are invited by our Church's teachings to respond to the concept of ecumenism and appreciate the giftedness of other religious traditions.

It is recognized that many parents of the pluralistic and believing community, some of whom are not of the Catholic faith, are seeking an education that includes the spiritual and moral, as well as the cognitive, social and physical domains. The Division shall enroll resident students of another division in the school requested by the parents if there are sufficient resources and facilities available to accommodate the student.

**Procedures**

1. Resident students are defined in accordance with Section 44 of the School Act.
2. Red Deer Catholic Regional Division welcomes the children of parents who wish them to:
  - a. participate in the academic, social, physical and religious education program, offered in the Division's schools;
  - b. be educated in the context of the Catholic community, which is a sign of the reign of God as revealed in Jesus Christ; and

- c. receive all the benefits and assume all the responsibilities of membership associated with membership in the Catholic school community.
3. Resident students residing in a designated attendance area for a school shall be enrolled in that school. The Division shall employ the following priorities provided that there is sufficient space in the Division's schools:
  - 3.1 A resident student of the Division who resides in a designated attendance area for a school shall be given priority over a resident student who does not reside in the designated area for that school if there are insufficient resources and facilities to accommodate both students.
  - 3.2 An out of boundary resident student shall be given priority over a non-resident student if there are sufficient resources and facilities to accept that student.
  - 3.3 Out of province students who are involved in an exchange can be placed in a school subject to sufficient resources and facilities.
  - 3.4 Non-resident students can be accepted and become resident students upon acceptance by a school principal. In boundary non-resident students will be accepted before out of boundary non-resident students.
  - 3.5 A school principal may have an admittance waiting list if there is not sufficient room to accept out of boundary resident students and any non-resident students. Priority will be as defined by this administrative procedure.
4. The principal shall, on receiving a request for admission from the parents of a non-Catholic (non-resident) student, interview the parents to ensure that they understand that their children will be expected to participate in all prescribed school programs and the formal Religious Studies program, including liturgical events and prayers.
5. The principal shall make the decision to admit the student dependent on student and parent commitment to respect the Catholic faith and activities within the school, sufficient resources, facilities and programs, as defined by the appropriate Division policies and procedures regarding facilities, class size and staffing.
  - 5.1 The principal must ensure that sufficient resources and facilities are available so the needs of resident students within each designated attendance area for that school are being met prior to enrolling other students.

6. Upon accepting a student to the school, the parents and principal shall fill out the appropriate paperwork including having the parents sign agreeing to support their child participating in all Division programs and faith mandates. The principal shall sign the student registration form and place it into the Student Record.
  - 6.1 When a student is accepted into a Division school, other family members will be accepted in their neighbourhood school but are not necessarily accepted at a school of choice.
  - 6.2 Registration is accepted at the beginning of each school year and must be completed before the Alberta Education funding Count Date (defined as the last instructional day in September) otherwise a student completes the school year with their division of residency.
  - 6.2 Once a non-resident student is enrolled in a school they become a resident of the Division until they graduate or leave the Division.
  - 6.3 In the event there is some question with regard to residency, the parent, guardian or independent student will be asked to provide proof of guardianship and Catholicity.
  - 6.4 Non-resident students with severe special needs will be accepted into Division programs with appropriate services available to meet their needs.
7. In the event a resident student becomes a non-resident student, the Division shall not assume responsibility to provide transportation for that student.
8. Admission to Early Childhood Education programs will be made in accordance with Administrative Procedure No. 210.
9. These procedures shall also apply to independent students.
  - 9.1 Residency of independent students, as defined by the School Act, Sec. 1 (m), will be determined by where the student resides rather than where his/her parents reside.

Reference: School Act, Section 1, 3, 8, 13, 30, 44, 45, 49, 55, 60, 61, 113