

ADMINISTRATIVE PROCEDURE NO. 304

SCHOOL ATTENDANCE BOUNDARIES AND STUDENT PLACEMENT Grades 1-12

Background

Students should be accommodated in regular programming as close to their homes as possible. However, as student growth in some areas may exceed the capacity of local schools or where specialized programming is required, it may be necessary to direct students to attend other schools.

Procedures:

1. Attendance boundaries will be established for each school within the Division.
2. Students residing within the attendance boundary of a school are expected to attend that school.
3. A parent may request their child be placed in a school other than the designated school by submitting an *Out of Boundary Request Form* found on the Division or school websites. If approved, the parent is responsible to transport the child to and from school. An out of boundary placement is dependent upon sufficient space, resources and appropriate programming. An out of boundary placement at one school does not indicate a future out of boundary placement as a student moves to another grade configuration at a new school.
4. Information regarding the set school attendance boundaries is available on the Division website.
5. The school division offers parents the opportunity to select a specialized program for their child's education. Parents choosing specialized programs for their children will be responsible for transporting their child to that school if it is not their boundary school. RDCRS Transportation may transport their child if space and routing is available with a fee attached. This service will be evaluated yearly and is not guaranteed in future years.

The school division offers parents the opportunity to select a School of Choice for their child's education. These schools are St Patrick's Community School (Year-Round schooling) and St Martin de Porres School (Fine Arts).

6. Where a student is directed to a Division Congregated Program for academic programming outside of their boundary school, this becomes their boundary school as long as they remain in the program.

ADMINISTRATIVE PROCEDURE NO. 304 Appendix A

Common Requests for out of boundary enrolment

Siblings registered in out of boundary school - Enrolment in an out of boundary school does not guarantee acceptance in out of boundary school for any siblings (current or future).

* **Students primary address moved out of boundary** - Students have the option to transfer immediately to their new boundary school or remain at their current school to complete the year. To continue attending the out-of-catchment school for available grades, they must submit an out of boundary application. Students are expected to move to their boundary school once they grade out at that school. Transportation will not be provided while attending an out of boundary school.

* **Staff Children** - Staff members who are in continuous employment at a set school may apply for an out of boundary request to enrol their children in that school while they are employed there. If students grade out at that school they must enrol in their next boundary school or submit an out of boundary request. Transportation will not be provided while attending an out of boundary school.

* **Specialized Programs of Choice** - If students enrol in an out of boundary school to attend a Program of Choice (ie: Hockey academy, Ball academy, etc.) and exit the program, they are allowed to stay and finish the grades available in that school. Students are expected to move to their boundary school once they grade out at that school. Transportation will not be provided while attending an out of boundary school.

If a student enrolls in a program of choice and drops out of the program before even starting the program, they must return to their boundary school.

* **Schools of Choice** - Students choosing a fine arts school (St. Martin de Porres) or year-round school (St. Patrick's Community School) can complete their programming in that school but must enrol in their next boundary school upon completion of the final grade available at that school.

* **Students in St. Patrick's School boundary wanting a traditional calendar** - If a child has a primary address in St. Patrick's boundary, they can choose to attend either St. Teresa of Avila Elementary School or St. Lorenzo Ruiz Middle School if they don't want year round programming. A transportation fee would apply.

French Immersion - The designated French Immersion Schools in Red Deer and Sylvan Lake are the boundary schools for anyone choosing French Immersion in those communities. (École

Camille J. Lerouge, École Secondaire Notre Dame High School, École Mother Teresa, École Our Lady of the Rosary School).

Academic Programming Directed by RDCRS - If a child is directed to a division wide congregated academic program at a school that is not their boundary school based on their primary address, this becomes their boundary school while they are part of this academic programming (ie: Foundations).

* Siblings of students in Congregated Programs - Siblings of children in congregated division programs can apply for out of boundary acceptance to the same school but will only be accepted if space and resources are available. Transportation for those accepted in this example would only be provided (with a fee) if space and routing is available and would be evaluated on a yearly basis.

***Note:** All out of boundary requests must go through the submission process. (Any option above with an asterisk)

A separate form for Kindergarten will be developed as they have an early (January) registration. All other applications must be submitted once the form is released in the first week of March. Requests are evaluated by releasing principal on a case by case basis and only extenuating circumstances will be considered. Out of boundary acceptance is rare as it can create challenges to predictable funding and staffing that can be detrimental to student programming. If a student is accepted as out of boundary for any of the reasons outlined above, they do not need to reapply for the time they remain at that school.