



## OUT OF BOUNDARY REQUESTS ELEMENTARY SCHOOLS

Responsibility:	<i>Coordinating Superintendent, Student Achievement &amp; Well-Being</i>
Legal References:	<i>Education Act (S. 171)</i>
Related References:	<i>Administrative Procedure 1030 - Boundary Request – Secondary Schools; IS-09-A – Out of Boundary Request Form, Elementary; Out of Boundary Acknowledgement Letter</i>
Revisions:	<i>April 2016</i>
Reviewed:	<i>April 2016</i>

### 1. Preamble

The procedures that follow provide guidelines and expectations regarding the premises under which boundary exceptions can be made, and the process to be followed in the cases of boundary exceptions for elementary students.

### 2. General

- 2.1 Normally an elementary student shall attend the school located within the boundary in which the parents and/or legal guardian reside. It is important that boundaries are adhered to whenever possible and that there is consistency across the system.
- 2.2 Principals have the ability to take into account special considerations that would allow students to cross boundaries. For the most part, these would address program needs or would be based on compassionate grounds. Another possible consideration, particularly in kindergarten would be childcare arrangements. This means that principals can take any age child, for reasons stated above, into their school area as long as it does not affect the school organization, staffing or facility needs at any of the schools involved (sending and receiving).
- 2.3 Use the following premises if boundary exceptions are to be made:
  - 2.3.1 Medical or justifiable personal reasons, duly certified by a medical practitioner or registered psychologist;
  - 2.3.2 Space must be available at the specific grade level(s);
  - 2.3.3 when considering space available, it is advisable to take into account reasonable growth within a school's boundary to ensure the school will be able to accommodate their own future students;
  - 2.3.4 It is important that additional staff (e.g., teacher assistants, teachers) and facilities such as portables, are not added due to increased class sizes or a new section that has been created;
  - 2.3.5 During kindergarten registration, parents requesting boundary exceptions are required to register their child in his/her home school. An out of boundary placement can be requested, but parents must be informed that a decision regarding out of boundary enrollment will not be made until after the beginning of the school year in September. If space for kindergarten children should be

- available outside of the home school boundary once class sizes are confirmed in early September, parents will be contacted by the home school principal.
- 2.3.6 For the most part, all junior and senior kindergarten students, enrolled in an out of boundary school, should return to their home schools for grade one. Parents should be made aware of and acknowledge the above procedure, in writing, at registration using the acknowledgment form titled "Out of Boundary Acknowledgement Letter";
  - 2.3.7 Siblings may be considered if no additional staffing, program or facility costs are incurred;
  - 2.3.8 Siblings of a child in French Immersion may also attend the French Immersion school (should all the children withdraw from the French Immersion program, principals should follow the regular outside the boundary area request procedures);
  - 2.3.9 Parents must provide their own transportation.
- 2.4 In all boundary exceptions, follow these procedures:
- 2.4.1 The parent shall complete Instructional Services form *IS-09-A* in writing, with a rationale, to the home principal;
  - 2.4.2 The home principal should contact the out-of-boundary principal in order to discuss the situation and arrive at a mutually acceptable agreement;
  - 2.4.3 All premises in Number 3, above, must be considered;
  - 2.4.4 Principals should be aware of setting precedents whenever they approve transfers in unusual circumstances;
  - 2.4.5 Consistency and communication between schools and family of schools is an important factor in making decisions;
  - 2.4.6 The home principal should contact the parent to confirm the decision;
  - 2.4.7 If further input is required, the appropriate Superintendent(s), Student Achievement & Well-Being, may be contacted;
  - 2.4.8 All decisions should be put in writing to the parent and the receiving principal (if applicable);
  - 2.4.9 All agreements should be for a one year basis, reviewed annually, and stated in writing to the parent.
- 2.5 In usual circumstances, junior and senior kindergarten students are to register at their home schools. If an out-of-boundary student has a sibling in a French Immersion school they are considered home school students when registering.
- 2.6 Accommodation of out-of-boundary students should not result in an increased cost to the school board (i.e., staffing, facility or courtesy transportation). Each request should be looked at on an individual basis, in the same manner that principals consider all parent requests.
- 2.7 Decisions with regard to out-of-boundary students should be delayed if the enrolment patterns of a school are unpredictable or if the school is predicting significant changes in population.