

## Administrative Procedure 305

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### STUDENT ATTENDANCE AREAS

#### Background

Student attendance areas support community schools. Boundaries for school attendance areas is to be established on a consistent basis.

#### Procedures

1. Quality educational programs are provided at each school.
2. The Board will set boundaries for school attendance areas, thereby designating the school each student is directed to attend.
  - 2.1 When establishing or revising school attendance areas, the following criteria shall be considered:
    - 2.1.1 Boundaries are to be drawn through the middle of a section of land.
    - 2.1.2 Boundaries, if at all possible, are not to be drawn on a roadway.
    - 2.1.3 Long standing patterns for transportation, etc. are to be recognized.
    - 2.1.4 Natural boundaries, such as a river without a bridge, a lake, etc. are to be integrated into the school attendance area.
  - 2.2 When revising school attendance areas, an effort will be made to phase in any change by:
    - 2.2.1 Enabling students currently attending a school to complete a level e.g. elementary, junior high, senior high.
    - 2.2.2 Permitting students to voluntarily attend schools in new or revised attendance areas.
    - 2.2.3 Requiring all students new to an area to attend schools according to the revised attendance boundaries.
  - 2.3 Each community affected by an attendance boundary change shall be notified by May 1 of the school year prior to the change.
3. The Division supports the maintenance of neighbourhood schools and asks that students attend the school within the home attendance area. Transportation routes are designed to serve the neighbourhood school as a first priority.
4. The Division will provide transportation for a student to attend a school outside the attendance area if the student requires specialized educational services such as required programs for severe disabilities or other unique circumstances which are not available within the attendance area, or has specific medical reasons (as certified by a physician) for attending another school. In these instances, prior permission of the Superintendent is required.

5. A resident parent may enrol a child in a school other than the one designated by the Division, provided that sufficient resources and facilities are available in the school.
6. Permission to register in special programs or in Grades 10 to 12 shall be at the discretion of the principal.
7. Priority for available student spaces in a school shall be determined in the following order:
  - 7.1 Resident students who live in the school's attendance area;
  - 7.2 Resident students who live in another attendance area; and
  - 7.3 Non-resident students.
8. For students outside an attendance area, attendance in one year does not necessarily guarantee attendance in the following year. Registration will not be confirmed until the first full instructional day of the school year. Parents must contact the principal to make the necessary arrangements.
9. Parents of a student who wish to have that student transported to a school outside the attendance area in which they reside must make application to the Transportation Coordinator.
10. Parents who request that their child attend a school outside the designated attendance area, may elect to
  - 10.1 Provide transportation between their residence and the school.
  - 10.2 Provide transportation to a pickup point outside the attendance area for a connecting bus, on which there is space, excluding buses designated for specific grades or special needs.
11. Parents requesting transportation for their child to a school other than the school in the designated attendance area should be referred by the principal to the Transportation Coordinator to determine whether space is available on the nearest connecting bus.
12. Transportation for out-of-attendance-area students shall not substantially affect the pick up time or ride time of students normally assigned to that route. Buses designated for specific grades or special needs shall not be used to provide other grades with out-of-attendance area transportation.
13. When students attend a school other than the one they have been directed to attend, transportation becomes the parent's/guardian's responsibility.
14. Transportation privileges may be revoked at anytime if space availability becomes an issue, because priority is given to the eligible students in that designated attendance area.

References: Section 13, 30, 44, 45, 51, 60, 61, 113 School Act  
Section 3, 4, 5, 31, 59 Education Act