

POLICY

It is the policy of the Upper Grand District School Board to establish school attendance areas. Requests to attend a school out of the home area shall be based on program requirements or exceptional circumstances. Requests will be evaluated on exceptional circumstances, space availability, additional costs that may accrue to the Board, and/or the ability of the home or receiving school to deliver a viable academic program.

Administrative Detail

1. It is the responsibility of the appropriate Superintendent(s) to administer this policy in accordance with the Out of Area Attendance Procedures Manual 501-A, and the Out of Area Principal's Handbook.
2. It is the role of Principals to implement this policy in accordance with the Out of Area Attendance Procedures Manual 501-A, and the Out of Area Principal's Handbook.
3. Attendance areas shall be established and reviewed under Board Policy # 305 Accommodation Review.
4. This policy works in conjunction with the Education Act, Board policies #305 Accommodation Review, #213 Code of Conduct, and individual school Codes of Conduct.
5. This policy will be reviewed at least every three (3) years, or as deemed necessary.

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A. GENERAL

1. Attendance areas for schools are established in order to maintain a viable academic program for students while ensuring the effective and efficient use of all facilities under the jurisdiction of the Board.
2. It is the intent of this policy that elementary and secondary students attend the school in their designated attendance or development area for Regular, French Immersion, or Special Education Programs.
3. The Board does not provide transportation for Out of Area students.

B. DEFINITIONS

1. Home School

The home school is the school that is located in the designated attendance area of the primary residential address of the student's parent or guardian, or adult student (18 years of age and older).

2. Space Availability

Space availability shall be at the discretion of the Principal, in consultation with senior administration. It will be determined on the physical capacity of the school, including minimum and maximum occupancy levels, current staffing and/or contractual arrangements with employee groups, the ability of the schools to offer a viable academic program, and any additional costs that would accrue to the Board. Other factors may also be considered.

3. Viable Academic Program

- a) Viable academic program for elementary education means the ability to provide and support the required curriculum within a balanced organizational structure as determined by Ministry of Education's Ontario Curriculum documents.

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- b) Viabable academic program for secondary education means the ability to provide and support a reasonable range of sustainable courses as determined by Ministry of Education's Ontario Curriculum documents.

4. Attendance Area

An attendance area is a geographical area, designated by the Board. Students residing in that area are assigned to a particular school or academic program.

5. Development Area

A development area is a geographical area, designated by the Board and distinct from all school attendance areas. Students from development areas are temporarily assigned to holding schools that have available space.

6. Out of District Student

An out of district student is a student who does not live within the jurisdiction of the Upper Grand District School Board.

7. Additional Cost to the Board

Additional costs to the Board are costs that could accrue as a result of an Out Of Area placement. These include transportation costs, the need for new or additional portables, staff required as a result of class size including mandatory Ministry caps or ceilings and/or contractual arrangements with employee groups. An Out Of Area request will be denied if any additional cost accrues to the Board as a result.

C. APPLICATION FOR OUT OF AREA ATTENDANCE

1. A request for a student to attend a school outside the designated attendance area must be made by the student's parent/guardian, or adult student.

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2. Approval of these requests will be evaluated on the basis of exceptional circumstances, space availability, additional cost that may accrue to the Board, and/or the ability of the home or receiving school to deliver a viable academic program.

3. Elementary School Requests
 - a) Annually a student's parent/guardian or adult student must complete the Out Of Area attendance form (501-1) (one form required per child). The form will be submitted to the Principal of the home school.
 - b) Requests should be submitted by the parent/guardian prior to May 15th of the previous school year.
 - c) Decisions will be communicated before the end of the current school year.
 - d) When application is made based on historical babysitting/child care, parents will be required to complete the Child Care Declaration form 501-2.
 - e) If the home school Principal deems the request to be reasonable, he/she will consult with the Principal of the requested school.
 - f) Students enrolled in a French Immersion program will be required to return to their English language home school on leaving the French Immersion program.
 - g) Upon graduation from a K-6 school, grade 6 students will be enrolled in the grade 7/8 school in their designated attendance area.
 - h) Upon graduation from a K-8 school, grade 8 students will be enrolled in the secondary school in their designated attendance area.

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- i) A recommendation for approval or denial of an Out of Area request will be made only with the full agreement of both principals. Principals may consult with both Superintendents.
- j) The recommendation will be submitted to the appropriate Superintendent for decision.
- k) The communication of the Superintendent's approval or denial will be forwarded to all parties involved. (parent/guardian, home and receiving school principals).

4. Secondary School Requests

- a) In a secondary school, requests should be submitted at least one week before a semester begins.
- b) Decisions will be communicated after considering the timetable placement of current students.
- c) If the home school Principal deems the request to be reasonable, he/she shall consult with the Principal of the requested school.
- d) A recommendation for approval or denial of an Out of Area request will be made only with the full agreement of both principals. Principals may consult with both Superintendents.
- e) The recommendation will be submitted to the appropriate Superintendent for approval.
- f) The communication of the Superintendent's decision will be forwarded to all parties involved. (parent/guardian, home and receiving school principals).

D. APPROVED REQUESTS

- 1. Once permission has been granted for Out of Area attendance, the applicant shall be considered a student of the receiving school under the Education Acts and Regulations, for a period of one year (elementary) or one semester (secondary) only.

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2. The student is bound by the receiving school's Code of Conduct.
3. Parents/Guardians of elementary students must reapply annually for permission to continue Out of Area attendance.
4. Once a student has attended a secondary school, the Principal will have the option to extend the request without reapplication.