

**School Attendance Areas**

**Policy No. 301.1R**

## REGULATIONS

**FORM: 301.1F – Out-of-Catchment Application Form**

### 1. Defined Catchment Areas for the Schools in School District No. 91 (Nechako Lakes)

#### **Babine Elementary-Secondary School**

Communities of and rural areas surrounding Granisle and Topley Landing.

#### **David Hoy Elementary School**

Open attendance within Fort St. James area.

#### **Decker Lake Elementary School**

From the boundary with School District No. 54 (Bulkley Valley) east along Highway 16, including the Broman Lake Frontage Road and Forestdale Canyon Road and Babine Lake Road. Mulvaney Crescent is excluded.

#### **Evelyn Dickson Elementary School**

South of Highway 16, from MacDonald Road, including Derksen Road and Markay Drive, to Willowvale Road south (inclusive of Willowvale Road south); west side of Blackwater and north of Sinkut Lake Road (inclusive of Sinkut Lake Road) and west of Tatuk Road. Students living on Saik'uz First Nation may attend Evelyn Dickson or W.L. McLeod Elementary School.

#### **Fort St. James Secondary School**

Open attendance within the Fort St. James area.

#### **Francois Lake Elementary School**

South of Bald Hill Road (inclusive of Bald Hill Road) on Highway 35 and the north side of Francois Lake.

#### **Fraser Lake Elementary-Secondary School**

North and south of Highway 16, east to Willowvale Roads (excluding Willowvale Road) and west to Raymond Road.

#### **Grassy Plains School**

The south side of Francois Lake.

**Lakes District Secondary School**

Open attendance area within the Burns Lake area, including secondary students from the south side of Francois Lake.

**Mapes Elementary School**

East of the MacDonald Road/Blackwater Road junction to Cluculz Lake; east of Blackwater Road from the highway to the Sinkut Lake Road junction, beyond the junction includes both sides of Blackwater Road (including Langston Road).

**Mouse Mountain Elementary School**

North and south of Highway 16, east to Willowvale Roads-(excluding Willowvale Road) and west to Raymond Road.

**Nechako Valley Secondary School**

Open attendance area within the Vanderhoof area. No additional busing costs will be incurred.

**Sinkut View Elementary School**

North of Nechako River, including homes along Vines Road off of Highway 27, west of Hospital Road and west of McLeod Road.

**William Konkin Elementary School**

Mulvaney Crescent and east of Babine Lake Road along Highway 16 to Raymond Road and south on Highway 35 to Bald Hill Road.

**W.L. McLeod Elementary School**

North of Highway 16 from MacDonald Road to Willowvale Road north (inclusive of Willowvale Road north) excluding Sinkut View Elementary attendance area. Students living on Saik'uz First Nation may attend Evelyn Dickson Elementary or W.L. McLeod Elementary Schools.

**French Immersion Program, W.L. McLeod Elementary School**

Open attendance area within the Vanderhoof area. No additional busing costs will be incurred.

## 2. Attendance Priorities

- 2.1. Priority will be given in the following order:
  - 2.1.1. Students living within their catchment area on the provision that they are registered before or during the first week of school.
  - 2.1.2. Students from out-of-catchment who attended the previous year and are attending before the beginning of the second week of school.
  - 2.1.3. Out-of-catchment students who have sibling(s) currently registered and attending before the beginning of the second week of school.
  - 2.1.4. Students from out-of-catchment who have no siblings attending out-of-catchment school.
- 2.2. Efforts will be made to revise bus routes to accommodate those students registered at their catchment area school, based on current policy and regulations.
- 2.3. District staff may set maximum enrollment limits for schools, programs, or classes as required and these limits may differ from maximum class size limits in legislation, collective agreements, and/or other provisions.

## 3. Application Process for Out-of-Catchment Students

- 3.1. If parents/guardians wish to register their child/children at a school outside their regular catchment area, they must complete a registration form at their catchment school and an “Out-of-Catchment Application Form” at the school they wish to attend based on Regulation 5.1. **Note:** This application is not a guarantee of school registration.
  - 3.1.1. All out-of-catchment application forms must be received by the end of the school day on **May 15<sup>th</sup>** for consideration for acceptance for the following school year. Copies of all forms are to be forwarded to the designated district staff member and principal-of the catchment area school.
  - 3.1.2. Proof of address for a primary residence may be required at the time of registration for catchment purposes. Utility invoices, mortgage and rental agreements are examples of proof of residence. Temporary, part-time, or short-term living arrangements do not qualify for catchment residency.
  - 3.1.3. The Out of Catchment application process closes on **May 15<sup>th</sup>**.
- 3.2. All students will attend their catchment area school until approval is granted.

- 3.3. One (1) out-of-catchment application is permitted for a student each school year.
- 3.4. If the request is not approved, all parties shall be advised no later than the end of the first week of school in September.
- 3.5. All out-of-catchment approvals shall be made at no additional cost to the Board and does not guarantee school bus ridership.
- 3.6. The district reserves the right to grant approval based on exceptional circumstances, family hardship, and/or compassionate reasons. Final decisions will be determined no later than the Friday of the first week of school.
- 3.7. Families that move to a different catchment area mid-year, can continue to attend their current school, and apply for out-of-catchment for the upcoming school year if they are not planning on attending the new catchment school.

#### 4. Enrollment and Capacity Considerations

Where a school cannot accommodate all students within the defined catchment area, the following order will be used to reduce enrollment in affected grades and/or classes:

- 4.1. No new students for that affected grade and/or class from out of the catchment area will be accommodated at the school.
- 4.2. The last student who applied in a grade or in a classroom from outside the catchment area who does not have siblings attending the school. This step may affect one or more families if reduced enrollment is needed.
- 4.3. The last student who applied in a grade or in a classroom from outside the catchment area who has siblings attending the school. This step may affect one or more families if reduced enrollment is needed
- 4.4. Pending no ability to move students attending from outside the catchment area, the last student registered in a grade or a classroom from within the attendance area would be the first student transferred to another school. This includes siblings of continuing students.

#### 5. Application Dates

Out-of-Catchment applications and In-Catchment registration forms will be accepted beginning on the **Monday of the week before spring break**. The district and schools will publicize dates and times in the spring of each year and parents/guardians are encouraged to contact school principals for school opening times and procedures. The deadline for out-of-catchment applications is **May 15<sup>th</sup>** each year.

## 6. District Student Transfers

The District may, after consultation with parents/guardians and the school administration affected, transfer a student from one school or program in the district to another for academic, compassionate, social, or behavioral reasons. This could include students from in or out of catchment areas.

### Section 2

#### **Cross-Enrolled or Non “School of Record” Student Registrations**

Students not currently enrolled in School District 91 or whose primary enrollment is at another school or district are not permitted to participate in District educational programs except as allowed under these regulations, the School Act, or other applicable legislation. To provide equitable educational opportunities, the District must prioritize financial and staffing resources and facility space for students regularly enrolled and funded by the District.

#### **1. Cross-Enrolled Students**

- 1.1 Students in grades 10-12 enrolled in another school district or a provincially approved online school may cross-enroll in School District 91, subject to the district's operational considerations. Usually, cross-enrollment involves students enrolling in courses from a standard school to an approved provincial online school, though other arrangements may be considered in regular standard schools.
- 1.2 The number of cross-enrolled courses a student can take in-person at a standard school will be limited to two courses per school year if approval is given. Cross-enrolling to EBUS Academy will have different requirements and considerations than a standard school.
- 1.3 Cross-enrolled students must be eligible for funding to School District 91, which may be provided by a provincial educational institution or another approved external organization. Families can only directly pay tuition to the District if it is permitted under related policies or legislation. For instance, international students or temporary residents in Canada may pay tuition if specific conditions are met.
- 1.4 The fee per cross-enrolled course is calculated as one-eighth of the per student provincial funding.

#### **2. Courses Beyond Graduation**

- 2.1 Graduated students may enroll in secondary courses in the year after graduation if space permits and with the school Principal's approval. Prior to starting classes, the applicant must pay a registration fee per course, calculated as one-eighth of the provincial funding. Regular school and course fees will also apply. Such students must adhere to the school's code of conduct and attendance policy. Placement cannot be confirmed until mid-September for the first semester or mid-January for second semester.

### 3. Cross-Enrolled Students with Disabilities or Diverse Abilities

- 3.1 Students cross-enrolling with identified learning needs who require extra support or specialized programming must secure additional funding to support their programming at school. Cross-enrolled students eligible for supplemental funding must be registered as special education students with School District 91 at the time of enrollment. If supplemental funding is not provided, additional funding must be arranged from another agency or government branch based on the cost of District resources required to support the student.

#### Regulation Appeals

Parents/guardians may in certain circumstances have the right to appeal the decision of the Superintendent based on Bylaw and Policy 302.16 – Appeals.