

SCHOOL DISTRICT NO. 73 (KAMLOOPS/THOMPSON)

POLICY 300.1

Effective Date, November 19, 2012

SCHOOL BOUNDARIES AND STUDENT TRANSFER REQUESTS

The Board of Education recognizes that a school-age resident of British Columbia can enroll in an educational program in any school district and may attend any school, providing there is space available and an appropriate program can be provided for the student at no extra cost to the Board.

REGULATIONS

1. Available Space shall be determined by the Board.
2. In determining Available Space, the Board shall consider the student enrolment capacity of a school. Student enrolment capacity is determined with reference to the class size restrictions outlined in Regulations 4 to 7 and the assigned teaching staff at a school. If, for any reason, there are unused classrooms in a school, those classrooms shall not be considered in determining student enrolment capacity.
3. In determining Available Space, the Board shall also consider whether the school is able to provide an appropriate educational program.
4. No kindergarten class in the District shall have more than twenty-two (22) students.
5. No grade 1 to 3 class in the District shall have more than twenty-four (24) students.
6. No grade 4 to 7 class in the District shall have more than thirty (30) students unless the Superintendent and principal agree that it would be appropriate for learning.
7. No grade 8 to 12 class in the District shall have more than thirty (30) students unless the Superintendent and principal agree that it would be appropriate for learning.
8. Application for Transfer Requests
 - a) Each year students and parents will be given notice that commencing on March 1st of each year they may request transfer to another school for the coming school year. Such notice shall be publicized in school newsletters and on the School District 73 website. Only transfer requests submitted in writing to the receiving principal, and approved by the student's parent/guardian, shall be considered.
 - b) A deadline for transfer requests shall be established by the Superintendent's office and publicized in school newsletters and on the School District 73 website. The deadline, unless otherwise determined by the Superintendent's Office, will be at noon on the Thursday before Labour Day, so that students who move into the catchment area during the summer will have priority

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9. Student entitlement to enrol at any school or transfer schools shall be determined on specific priorities in the following order:
 - a) a catchment area child who attended the school in the previous year
 - b) a catchment area child
 - c) a non-catchment area child who attended the school in the previous year
 - d) a non-catchment area child
 - e) a non-school district child
10. A child's catchment area is the area within which the child's ordinary residence is situate*.
11. Special circumstances may warrant a non-catchment area student transfer to a secondary school for one semester at the discretion of the receiving school principal. These placements do not entitle the student to priority enrolment status at that school.
12. The Board has the authority to reassign students of designated elementary schools to designated middle and high schools, regardless of a student's catchment area. When this occurs, the affected students shall have the same priority as catchment area students. Details of the Board's reassignment policy shall be publicized on the School District 73 website.
13. In choosing between transfer requests of students in the same priority group, the following criteria shall be taken into consideration:
 - a) Education Programs (not single courses)
 - b) Medical Needs (including social/emotional)
 - c) Family Groupings
14. The receiving principal shall determine all transfer requests received in accordance with the established deadline on the basis of the priorities and criteria outlined in Regulations 10 and 14, provided there is Available Space. ([Semester Transfer Form - School Use Only](#))
15. Should there be a transfer request from a middle or high school student after the established deadline, the receiving principal shall determine the request as soon as possible in the case of a catchment area child, or at any time prior to the commencement of the spring semester in the case of a non-catchment area child. Any transfer request from a non-catchment area child received after commencement of the spring semester shall be considered for the start of the next school year.
16. Should there be a transfer request from an elementary school student after the established deadline, the receiving principal shall determine the request as soon as possible in the case of a catchment area child, or at any time prior to February 1st for a non-catchment area child. Any transfer request from a non-catchment area child received after February 1st shall be considered for the start of the next school year.

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17. If a catchment area child requests transfer after the established deadline, the request shall be granted if the principals of both schools agree that it would be in the best interest of the student and there is Available Space.
18. If a non-catchment area child requests transfer after the established deadline, the request shall be determined by the principals of both schools on the basis of the priorities and criteria outlined in Regulations 10 and 14, provided there is Available Space.
19. Transfer requests from non-catchment area students approved after the established deadline do not entitle those students to enroll in the same school the following school year. Enrolment the following school year will be determined on the basis of the priorities and criteria outlined in Regulations 10 and 14, provided there is Available Space.
20. At all times, the receiving principal may refuse a transfer request of a non-catchment area child if the receiving classroom is near enrolment capacity. A classroom is near enrolment capacity if Regulations 4 to 7 dictate that only three (3) additional students are permitted to enrol in the class. The purpose of this discretion is to reserve space for future transfer requests from catchment area children. To this extent, the meaning of Available Space is different for catchment and non-catchment area children.
21. The Board recognizes that whenever District programs exist that transcend school boundaries, the District shall be considered the catchment area for the particular program.
22. Transportation to and from any receiving school which is not in the child's catchment area shall be in accordance with Board Policy 1118.1. There is no entitlement to public school bus service or transportation assistance for students enrolled in schools outside their catchment area.
23. Once a non-catchment area student is accepted into a particular school, that student can remain at that school until the end of the school year with the exception of transfers that fall under Regulation 12.
24. Where transfer is approved, students should investigate the status of their athletic eligibility.
25. Determinations of transfer requests are not appealable under Board Bylaw 1200.1.
26. In determining transfer requests under this Policy, receiving principals exercise a delegated legislative function.
27. In the case of conflict between the provisions of this Policy and the *Act*, the *Act* shall prevail.

**Section 74.1 of the School Act uses the word "child". For the purposes of Policy 300.1, "student" and "child" are used interchangeably.*