

EDMONTON PUBLIC SCHOOLS

March 12, 2002

TO: Board of Trustees

FROM: Planning and Policy Committee

SUBJECT: Student Accommodation Board Policy

ORIGINATOR: G. Reynolds, Department Head

RESOURCE

STAFF: Robert Craig, Beatrice Denboer, Michael Ediger, Dennis Huculak,  
Sheri-Lee Langlois, Manfred Malzahn, Faye Parker

RECOMMENDATION

1. That student accommodation board policy IC.BP (Appendix I) be approved.
2. That student accommodation board regulation IC.BR (Appendix III) be rescinded.

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A review has been completed of board regulation IC.BR Student Accommodation (Appendix III). Consistent with board practice, which is to replace existing board regulations with board policy and administrative regulations, Appendix I contains a proposed policy for board consideration. Appendix II contains a draft administrative regulation, which will be recommended to the Superintendent for approval following board approval of the policy.

Some key concepts that were a focus of the current board regulation and are reinforced in the proposed board policy are:

- Every student residing inside the City of Edmonton has a school which is responsible to accommodate the student or ensure the student's placement in another school.
- The policy maintains the principle of giving students and parents a choice of schools, while encouraging responsibility and accountability in exercising choice.
- There continues to be an expectation that students will complete high school within three years.

The proposed board policy and administrative regulation also include clarification to help address the large number of students, particularly at the high school level, who change their choice of school between the end of the pre-enrolment process and the first day of school. The number of changes during the summer causes disruption to timetabling and staffing and can limit the schools' ability to offer new students a complete timetable.

Input on the proposed policy and administrative regulation was received from superintendent's council on two occasions, from principals' vertical groups, and from central

services administrators who deal regularly with the current board regulation and its application.

FP:bd

APPENDIX I – Proposed Board Policy IC.BP – Student Accommodation

APPENDIX II – Draft Administrative Regulation IC.AR – Student Accommodation

APPENDIX III – Current Board Regulation IC.BR – Student Accommodation

**EDMONTON PUBLIC SCHOOLS**  
Board Policies and Regulations

**CODE:** IC.BP

**TOPIC:** Student Accommodation

1. Every student residing inside the City of Edmonton shall have a school that is responsible for accommodating the student or ensuring the student's placement elsewhere.
2. The board reserves the right to direct a student to any school in the district.
3. Subject to the Superintendent's authority to ensure the efficient and effective operation of the district,
  - a) The board supports the concept of open boundaries and of parents and students having a choice of schools,
  - b) The board expects students to complete high school within three years,
  - c) There is an expectation that all high schools will accommodate the students with mild and moderate special needs and those with severe emotional/behavioural disabilities residing in their attendance area.
4. Preference shall be given to limiting a school's enrolment rather than adding space to the school to accommodate students from outside the attendance area.

## APPENDIX II

CODE: IC.AR

EFFECTIVE DATE:

TOPIC: Student Accommodation

ISSUE DATE:

1. Each school shall be responsible for accommodating all students in its attendance area.
2. A school shall accommodate all students who wish to attend the school, except as outlined in sections 6, 7, 8 and 9.
3. Subject to board policy and regulation, once a student is enrolled in a school, the student shall be permitted to continue to attend that school until his or her program is completed.
4. Principals shall ensure that the school's current students participate in the district's spring pre-enrolment process. Pre-enrolment guarantees a student's accommodation for the subsequent year and represents a commitment to that school.
5. Between the end of the pre-enrolment process and the first instructional day, requests to enrol in a school other than the one confirmed during pre-enrolment will be considered where space in planned classes permits.
6. If the principal, in consultation with the parents, determines that the school cannot provide programming that will meet the needs of a student, the principal shall identify and facilitate an alternative placement.
7. After the first instructional day of a school year, a principal may refuse to enrol a student residing in the school's attendance area if the student is already enrolled in another school and is not newly resident in the city or the attendance area.
8. A student's choice of attending a school other than the one in whose attendance area he or she resides may be limited if any one of the following applies:
  - a) the school or program chosen has a closed boundary or a maximum enrolment guideline; or
  - b) the school, in the judgement of the principal and in consultation with the parents, cannot meet the needs of the student; or
  - c) the student has not participated in the district's pre-enrolment process by submitting his/her district passport by the required date, or
  - d) it is after the first instructional day of the school year.Notwithstanding 8c above, a student enrolled at a given school as of June 30 of a school year remains the responsibility of that school for the ensuing school year, unless the student is changing schools.

9. Principals, in consultation with district Planning staff, may establish closed boundaries or maximum enrolment guidelines for their school or for one or more programs in their school.
10. Where a school has a closed boundary or a maximum enrolment guideline, the sibling of a student already in attendance at a school shall be permitted to enrol in the same school if both siblings will be enrolled in the school at the same time, and the sibling wishing to enrol meets any relevant admission criteria.
11. In a school or program with a maximum enrolment guideline, the admission of new students from outside the attendance area shall be governed by a process that allows an equal chance of admission to all eligible students. The random selection process shall be conducted on the date specified in the annually-published pre-enrolment process.
12. After June 30 of the current year, a school or program with a maximum enrolment guideline shall not contact students who were not successful in gaining admission through the random selection process referred to in section 11 above to offer enrolment for the upcoming year.
13. International students and students residing outside the City of Edmonton who are not already enrolled at a school may be refused enrolment for the upcoming year if the specific school has closed boundaries or a maximum enrolment guideline.
14. There is an expectation that all students will complete high school within three years of enrolling in grade 10, with the following exceptions:
  - a) Students who are not yet 20 years of age on September 1 and who wish to enrol for an additional year or years shall be accommodated:
    - i) in courses provided by Centre High,
    - ii) by the Learning Store outreach programs, or Argyll Home Education Centre,  
or
    - iii) in a district high school if the student has special needs that cannot be met in courses provided by Centre High.
  - b) On an exceptional basis and with the approval of the school's principal, a student with extenuating medical conditions or personal circumstances may be enrolled for a fourth or subsequent year in a district high school.

#### DEFINITIONS:

**Attendance Area:** a geographic area which defines the student population for which each school is responsible.

**Closed Boundary:** the condition which exists when a school cannot accept new students from outside its attendance area.

Maximum Enrolment Guideline: a limit on the number of students to be accommodated at a school or in a program. It differs from a closed boundary in that the school is able to accommodate some new students from outside its attendance area.

Independent student: a student who is 18 years of age or older, or 16 years of age or older and who is living independently, or who is party to an agreement under section 7(2) of the *Child Welfare Act*. (Section 1(1)(m) *School Act*)

References: *School Act*; IC.BP Student Accommodation; IEC.BR Student Admission to the District; IB.AR Student Placement, AB.BP Appeals

**Edmonton Public Schools  
Board Policies and Regulations**

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CODE: IC.BR  
TOPIC: Student Accommodation

EFFECTIVE DATE: 08-02-1994  
ISSUE DATE: 11-04-2001  
REVIEW DATE: 11-2001

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1. Subject to the board's right to direct a student to any school, every resident student shall have a school which is responsible for accommodating the student or ensuring the student's placement elsewhere. This shall be the school within whose attendance area the residential address of the student's parent or legal guardian is located. In the case of an independent student, the residential address is that of the student.
2. Subject to board policy and regulations and the limitations set out in sections 5 and 6 below, once a student is enrolled in a school, the student shall be permitted to continue to attend that school until his or her program is completed.
3. The sibling of a student already in attendance at a school shall be permitted to enrol in the same school if both siblings will be enrolled in the school at the same time and the sibling wishing to enrol meets any relevant admission criteria.
4. Principals shall ensure that the school's current students enrol for the upcoming year by the end of April.
5. A school shall accommodate all students who wish to attend the school, except as outlined in the following sections:
  - a. Students Residing in the Attendance Area
    - i. If, after enrolling a student, the principal determines that the school cannot provide programming that will meet the needs of the student, the principal shall identify an alternative placement.
    - ii. After the enrolment deadline at the end of April, the principal may refuse to enrol a student who resides in the school's attendance area if the student:
      - has not participated in the district's pre-enrolment process, and
      - is not newly resident in the city or the attendance area, and
      - is requesting to transfer from another school in the city of

Edmonton.

b. Students Residing Outside the Attendance Area

A student's choice of attending a school other than the one in whose attendance area he or she resides may be limited if any one of the following applies:

- i. the school or program chosen has a closed boundary or a maximum enrolment guideline; or
- ii. the school, in the judgement of the principal, cannot provide programming that will meet the needs of a student with special needs eligibility; or
- iii. the student has not participated in the district's pre-enrolment process and is requesting to enrol after the enrolment deadline at the end of April.

6. There is an expectation that students will complete high school within three years of the date they first enrol in a high school, with the following exceptions:
  - a. Students who are not yet 19 years of age on September 1 and who wish to enrol for a fourth year shall be accommodated in programming provided by Centre High.
  - b. On an exceptional basis and with the approval of the school's principal, a student with extenuating medical or personal circumstances may be enrolled for a fourth year in a district high school.
  - c. Students with handicapping conditions whose special needs cannot be met in courses offered by Centre High shall be allowed to remain in a district high school if they have not reached the age of 19 by September 1 of the year for which enrolment is requested.
7. In a school or program with a maximum enrolment guideline, the admission of students from outside the attendance area shall be governed by a process which allows an equal chance of admission to all eligible students.
8. Foreign students and students from outside the City of Edmonton who are not already in attendance at a school may be refused enrolment for the upcoming year if the school has closed boundaries or a maximum enrolment guideline.
9. Preference shall be given to limiting a school's enrolment rather than adding space to the school to accommodate students from outside the attendance area.

**DEFINITIONS:**

Attendance Area - the geographical area from within which students have the right to attend a specific school for regular programming.



Closed Boundary - the condition which exists when a school is not allowed to accept new students from outside its attendance area.

Maximum Enrolment Guideline - a limit on the number of students to be accommodated at a school. Differs from a closed boundary in that the school is able to accommodate some new students from outside its attendance area.

Resident Student - as defined under Sections 1(1)(p) and 27 of the School Act.

Independent Student - as defined under Section 1 of the School Act.

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Reference(s) [EEA.AR](#) - Transportation Services  
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[IEC.BR](#) - Student Admission to the  
District  
[IB.AR](#) - Student Placement  
[School Act \(1988\)](#)

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