Halifax Regional School Board

AGENDA
POLICY DEVELOPMENT AND REVIEW COMMITTEE
Wednesday, November 13, 2013
6:30 PM
BOARD CHAMBERS

1.   CALL TO ORDER

2.   APPROVAL OF AGENDA

3.   FUTURE TOPICS

4.   POLICY REVIEW:

- Policy Development and Review Policy Template
- Briefing regarding open boundaries and out-of-area requests
- Creating School Populations Policy

5.   NEXT MEETING

6.   ADJOURNMENT

Title
Policy

Policy Overview

This section explains why the policy exists and what the purpose of the policy is. It aims to communicate this purpose in a concise paragraph using plain language that can be easily understood by the public.
This overview should be useful to someone searching for information in HRSB policies. It should answer questions like: What is this policy about? What is the purpose of this policy?

This overview provides an excellent opportunity to reference the relationship to the Halifax Regional School Board's strategic plan, student learning and/or board operations.

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1. Legislative Context
2. Policy Statement A
3. Policy Statement B
4. Policy Statement C
5. Authorization
6. Policy Review

Policy and Procedures History
This section journals our organizational history of the policy and associated procedures, including when they were originally approved and dates of any revisions. This establishes a corporate memory of the policy and procedures.

Details on the history of this policy and associated procedures:
- Policy approved - April, 2005
- Policy revised - November, 2013
- Procedures created - April 2013
- Procedures revised – December, 2013

1. Legislative Context

2. Policy Statement A

2.1   policy statements details

2.2   policy statements details

3. Policy Statement B

3.1   policy statements details

3.2   policy statements details

4. Policy Statement C

4.1   policy statements details

4.2   policy statements details

5. Authorization

5.1   The Superintendent is authorized to develop and implement procedures in support of this policy.

6. Policy Review

6.1   This policy will be reviewed every 5 years or on an as needed basis.

STUDENT REGISTRATION

POLICY

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1.0 Principles
2.0 Policy Framework
3.0 Authorization
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1.0 Principles

    1.1 The Halifax Regional School Board ("HRSB") is committed to:

        1.1.1   Creating the best possible learning environments
              for all students

        1.1.2   Recognizing boundaries for each school neighborhood

2.0 Policy Framework

    2.1 The following documents were considered in the creation of this policy.

    2.2 Nova Scotia Education Act

    2.3 B.027 Custody and Access Policy

3.0 Authorization

    3.1 The Superintendent is authorized to develop and implement procedures in support
        of this policy.

4.0 Policy Review

    4.1 This policy will be reviewed every five years or on as needed basis.

Student Registration Policy
Revised:

STUDENT REGISTRATION

PROCEDURES

1.0 STUDENT REGISTRATION

1.1 By February 1 of each school year, all principals will inform parents/guardians of registration guidelines.

1.2 By the end of the first week of February, advertisements will be placed in local print media and on the Board website.

1.3 At the time of registration for a Primary student, parents/guardians must present the child's birth certificate. Subject to the Education Act, students must have reached their fifth birthday on or before December 31 to register for Grade Primary.

1.4 Parents/guardians who reside separately must choose which of their neighbourhood schools their child(ren) will attend.

1.5 All students living within the boundaries of the board must register at the school serving the neighbourhood in which they reside by March 1 of each calendar year for September of the next school year.

   1.5.1   The entry point for the Early French Immersion program is Grade Primary.

   1.5.2   Parents/guardians who live in an area of eligibility for Early French Immersion must register at the French Immersion host school by March 1 of each calendar year for September of the next school year. (See appendix 1)

   1.5.3   The entry point for the Late French Immersion program is Grade 7.

   1.5.4   Parents/guardians who live in an area for Late French Immersion must register at the French Immersion host school by March 1st of each calendar year for September of the next school year.

1.5.5 When a French Immersion host school cannot accommodate the enrollment numbers due to CAP guidelines, space limitations, or attrition an alternate placement may be offered to the parents.

1.5.6 A student accommodated at a designated French Immersion school upon the decision to move to the English program has the option to apply to remain through the Out-of-Area process or to return to the neighbourhood school.

2.0 STUDENTS ENTERING HRSB FROM OUTSIDE THE BOARD

2.1 Students entering a school from outside the Halifax Regional School Board, will be placed in an age appropriate grade.

2.2 Grade placement of a student is made by the school principal. Some of the factors the principal may consider are emotional, physical, and cognitive development of the student.

3.0 OUT-OF-AREA REQUEST – WITHIN REGIONAL BOARD

3.1 The Halifax Regional School Board is committed to creating the best possible learning environments for all students; therefore all requests for out-of-area transfers should be accommodated wherever possible.

3.2 The transfer request will be considered by the principal of the school to which the transfer is requested when adequate accommodation is available.

3.3 Parents/guardians must secure an Out-of-Area Request Form from the neighbourhood school at which the student is currently registered signed by the school principal.

3.4 Parents/guardians can request an out-of-area transfer at any time for the current school year. The request will be processed by the school at the time of the application.

3.5 Out-of-Area Request Forms for the next school year must be forwarded by the parents/guardians to the school to which the transfer is requested on or after April 1. Parents/ guardians will have the option of submitting the Out of Area Request via an online process available on the *Halifax Regional School Board* website staring at 8:00am end date

    3.5.1   The principal of the school to which the transfer is requested will process requests in the order in which they are received. All requests for the next school year must be processed by June 30 of the year of the transfer.

3.6 When an out-of area transfer is accepted by the receiving school it is expected the schools will share appropriate information to assist with the transition.

3.7 Once a student's Out-of-Area Request Form has been approved, re-application is not required for subsequent years.

3.8 Parents/guardians may re-apply for their child to return to their neighbourhood schools through the Out-of-Area process.

3.9 Younger siblings of students who have been accepted for an out-of-area placement will be given priority.

3.10   Parents/guardians requesting a transfer are responsible for transportation.

4.0 STUDENTS CHANGING RESIDENCE DURING THE SCHOOL YEAR

4.1 It is expected that students will transfer to their new neighbourhood school once they have re-located.

4.2 Parents/ guardians may request that the transfer be delayed until the end of the current school year. The principal may accept the student and confirm the decision in writing.

4.3 Parents/guardians may apply through the Out-of-Area process to remain at the current school.

5.0 OUT-OF-BOARD REQUEST

5.1 Out-of-Board requests must be made in writing by the parent/guardian to the Coordinator-School Administration once they have received a written release from their current board.

5.2 Out-of-Board requests for the next school year will be processed by June 30 of the year of the transfer.

5.3 When an Out-of-Board student is accepted by HRSB it is expected the receiving school will seek appropriate information to assist with the transition.

5.4 Once a student's Out-of-Board Request has been approved re-application is not required in subsequent years.

5.5 Parents/guardians requesting a transfer are responsible for transportation.

Policy Registration Procedures
Revised:

Appendix 1
Designated Early French Immersion Schools in the
Halifax Regional School Board

J.L.Ilsley Family			
Elementary	**Elementary F.I. School**	**Junior High**	**Senior High**
John W. MacLeod	John W. MacLeod	Elizabeth Sutherland	J.L. Ilsley
Central Spryfield	John W. MacLeod	Elizabeth Sutherland	J.L. Ilsley
Chebucto Heights	Chebucto Heights	Elizabeth Sutherland	J.L. Ilsley
Elizabeth Sutherland	Chebucto Heights	Elizabeth Sutherland	J.L. Ilsley
Rockingstone Heights	Chebucto Heights	Elizabeth Sutherland	J.L. Ilsley

Halifax West Family			
Elementary	**Elementary F.I. School**	**Junior High**	**Senior High**
Burton Ettinger	Burton Ettinger	Fairview Junior	Halifax West
Fairview Heights	Burton Ettinger	Fairview Junior	Halifax West
Duc d'Anville	Burton Ettinger	Fairview Junior	Halifax West
Grosvenor Wentworth	Grosvenor Wentworth	Fairview Junior	Halifax West
Rockingham	Rockingham	Fairview Junior	Halifax West
Park West	Rockingham	Fairview Junior	Halifax West

Appendix 1
Revised

Citadel Family			
Elementary	**Elementary F.I. School**	**Junior High**	**Senior High**
LeMarchant-St. Thomas	LeMarchant-St. Thomas	Gorsebrook	Citadel
Inglis Street	LeMarchant-St. Thomas	Gorsebrook	Citadel
St. Mary's	LeMarchant-St. Thomas	Gorsebrook	Citadel
Sir Charles Tupper	LeMarchant-St. Thomas	Gorsebrook	Citadel
St. Catherine's	St. Catherine's	Oxford	Citadel
Westmount	St. Catherine's	Oxford	Citadel
Springvale	St. Catherine's	Oxford	Citadel
Oxford	St. Catherine's	Oxford	Citadel
St. Stephen's	St. Joseph's-A. McKay	Oxford	Citadel
St. Joseph's-A. McKay	St. Joseph's-A. McKay	Oxford	Citadel
Joseph Howe	St. Joseph's-A. McKay	Oxford	Citadel

Appendix 1
Revised

Auburn Family			
Elementary	Elementary F.I. School	Junior High	Senior High
Astral Drive	Astral Drive	Astral Drive	Auburn
Caldwell Road	Astral Drive	Astral Drive	Auburn
Bell Park	Bell Park	Graham Creighton	Auburn

Cole Harbour Family			
Elementary	Elementary F.I. School	Junior High	Senior High
Tallahassee	Tallahassee (P-3) Seaside (4-6)	Eastern Passage Education Centre	Cole Harbour
Oceanview	Tallahassee (P-3) Seaside (4-6)	Eastern Passage Education Centre	Cole Harbour

C.P. Allen Family			
Elementary	Elementary F.I. School	Junior High	Senior High
Sunnyside	Sunnyside	Rocky Lake Jr High	C.P. Allen
Basinview	Sunnyside	Rocky Lake Jr High	C.P. Allen
Hammonds Plains	Hammonds Plains (P-5)	Madeline Symonds	C. P. Allen
Kingswood	Kingswood	Madeline Symonds	C. P. Allen

Sackville High Family			
Elementary	Elementary F.I. School	Junior High	Senior High
Gertrude Parker	Gertrude Parker	Leslie Thomas	Sackville High
Smokey Drive	Gertrude Parker	Leslie Thomas	Sackville High**

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Sir John A. Macdonald Family			
Elementary	**Elementary F.I. School**	**Junior High**	**Senior High**
Beechville/Lakeside/ Timberlea	Beechville/Lakeside/ Timberlea	Ridgcliff (6-9)	Sir John A. Macdonald
Tantallon Elementary	Tantallon Elementary	Five Bridges Jr High	Sir John A. Macdonald

Lockview High Family			
Elementary	**Elementary F.I. School**	**Junior High**	**Senior High**
Ash Lee	Ash Lee Jefferson	Georges P. Vanier (7-8)	Lockview High (9-12)
Waverley Memorial	Ash Lee Jefferson	Georges P. Vanier (7-8)	Lockview High (9-12)

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Dartmouth High/Prince Andrew Families			
Elementary	**Elementary F.I. School**	**Junior High**	**Senior High**
Admiral Westphal	Shannon Park	Prince Arthur	Dartmouth High
Alderney	Shannon Park	Prince Arthur	Dartmouth High
Bel Ayr	Shannon Park	Prince Arthur	Dartmouth High
Bicentennial	Shannon Park	Prince Arthur	Dartmouth High
Brookhouse	Shannon Park	Prince Arthur	Dartmouth High
Crichton Park	Shannon Park	Prince Arthur	Dartmouth High
Harbour View	Shannon Park	Prince Arthur	Dartmouth High
Hawthorn	Shannon Park	Prince Arthur	Dartmouth High
Ian Forsyth	Shannon Park	Prince Arthur	Dartmouth High
John MacNeil	Shannon Park	Prince Arthur	Dartmouth High
Michael Wallace	Shannon Park	Prince Arthur	Dartmouth High
Mount Edward	Shannon Park	Prince Arthur	Dartmouth High
Portland Estates	Shannon Park	Prince Arthur	Dartmouth High
Shannon Park	Shannon Park	Prince Arthur	Dartmouth High
Southdale-North Woodside	Shannon Park	Prince Arthur	Dartmouth High
South Woodside	Shannon Park	Prince Arthur	Dartmouth High

** Effective September 2014

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Sackville High			
Elementary	**Elementary F.I. School**	**Junior High**	**Senior High**
Caudle Park	Cavalier Drive	Leslie Thomas	Sackville High
Hillside Park	Cavalier Drive	Leslie Thomas	Sackville High
Smokey Drive	Cavalier Drive	Leslie Thomas	Sackville High
Sycamore Lane	Cavalier Drive	Leslie Thomas	Sackville High
Cavalier Drive	Cavalier Drive	Leslie Thomas	Sackville High

Designated Late French Immersion Schools in the Halifax Regional School Board

Late Immersion Sites	
Junior High	**Senior High**
A.J. Smeltzer Junior High	Sackville High
Astral Drive Junior High	Auburn High
Brookside Junior High	Halifax West High
Caledonia Junior High	Dartmouth High
Eastern Passage Education Centre	Cole Harbour High
Ellenvale Junior High	Dartmouth High
Five Bridges Junior High	Sir John A. Macdonald High
Gaetz Brook Junior High	Eastern Shore District High
Georges P. Vanier Junior High	Lockview High
Graham Creighton Junior High	Auburn High
Harold T. Barrett Junior High	Lockview High

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Herring Cove Junior High	J. L. Ilsley High
Leslie Thomas Junior High	Sackville High
Madeline Symonds	C. P. Allen High
Oyster Pond Academy	Eastern Shore District High
Ridgecliff Middle School	Sir John A. Macdonald High
Rocky Lake Junior High	C. P. Allen High
Ross Road School	Cole Harbour High
Sackville Heights Junior High	Millwood High
Sir Robert Borden Junior High	Cole Harbour High

Appendix 1
Revised

CREATING SCHOOL POPULATIONS

POLICY

CONTENTS

~~PREAMBLE~~

~~This policy is intended to address the Halifax Regional School Board's responsibility with respect to establishing individual school populations. The Halifax Regional School Board will be guided by the goal of creating the best possible learning environments for all students.~~	

~~This policy is intended to address school placement for all students in all programs.~~	

1.0   ~~ATTENDANCE BOUNDARIES~~

~~1.1 The Halifax Regional School Board will establish boundaries for each school neighbourhood. Residence, for the purposes of this policy, is defined as the residence of the student's parents or if the student has a legal guardian appointed, pursuant to an Order of the Court or by operation of law, then the residence of such guardian.~~	1.0 Principles
	
	1.1 The Halifax Regional School Board ("HRSB") is committed to:
	
	   1.1.1 Creating the best possible learning environments for all students
	
	   1.1.2 Recognizing boundaries for each school neighborhood
	
	   1.1.3 Addressing school placement for all students in all programs.

~~1.1.1 Every school has the responsibility to accommodate, whenever possible, all students whose residence is within the neighbourhood of the school as defined by the Halifax Regional School Board.~~	~~procedure~~
	2.0 Policy Framework
	2.1 The following documents were considered in the creation of this policy. 2.2 Nova Scotia Education Act 2.3 B.027 Custody and Access Policy

~~1.1.2 The Superintendent in consultation with the School Administration Department has the right to assign a student to any school located in the Halifax Regional School Board.~~	~~removed~~

1.1.3	The Superintendent in consultation with the School Administration Department, may on application made by or on behalf of any student, deem such a student to be a resident in a place other than where the student's parent or legal guardian is a resident.	removed

1.1.4	The board may periodically review any or all school boundaries.	Operations

2.0	STUDENT REGISTRATION

2.1	All students living within the boundaries of the board must register at the school serving the neighbourhood in which they reside by March 1 of each calendar year for September of the next school year.	Procedures 1.3

2.1.1	Subject to the Education Act, students must have reached their fifth birthday on or before December 31 to register for Grade Primary.	Procedure 1.5

2.1.2	A child who registers for a French Immersion program at the neighbourhood school will be accommodated in the program, but not necessarily at the neighbourhood school.	Removed

2.1.2.1	All residents who live in an area of eligibility for the elementary level may register in the Early French Immersion program.	Procedure changed 1.3.2

2.1.2.2	All residents who live in an area of eligibility for the junior high level may register in the Late French Immersion program.	Procedure changed 1.3.4

2.1.3	At the request of parents and legal guardians, a student who moves into an area of eligibility for an Early French Immersion program will be placed in the program if:	Removed

2.1.3.1 The student has been enrolled in Grade Primary in the same or similar program in another board and has completed at least one full assessment period in that program; or	Removed Look at 2.0

2.1.3.2 The student has successfully completed Grade 7 and Grade 8 of a Late French Immersion program and no Late French Immersion program is available; and	Removed

2.1.3.3 The school can accommodate the student.	

2.2 Students may be assigned to other schools in the board.	

2.2.1 Where a student registers for an Early or Late French Immersion program and cannot be accommodated at the designated French Immersion school, placement will be determined by the School Administration Department in consultation with school principals.	Removed see Procedures 1.3.5

2.2.2 Where a principal requests an alternative placement for a student within the board, accommodation will be determined by the School Administration Department in consultation with school principals.	Removed

2.2.3 Where it is necessary to limit the enrollment or projected enrollment of a school or schools to prevent excessive crowding, the capping of enrollment of these schools(s) may be required. When capping occurs, other school(s) will be identified as receiving school(s) to accommodate students.	Operations

2.2.4 ~~The responsibility for transportation is in accordance with A.011 Student Transportation Policy.~~	Removed see out of area in procedures

~~3.0 OUT-OF-AREA REQUEST~~

3.1 ~~Parents and legal guardians may seek placements for students in a school outside their neighbourhood.~~	Procedurs

3.1.1 ~~Students may be permitted to attend a school outside their neighbourhood if adequate accommodation is available.~~	Procedures

3.1.2 ~~Students will be responsible for their own transportation.~~	Procedures

3.1.3 ~~The board will not incur additional costs as a result of the placement.~~	Procedures

3.1.4 ~~Younger siblings of students who have been accepted for an out of area placement will be given priority.~~	Procedures

~~4.0 OUT OF AREA REQUEST – OUTSIDE OF REGIONAL BOARD~~

4.1 ~~Students living outside the board, and wishing to attend school within the board may apply through the office of the Coordinator – School Administration prior to April 30.~~	Procedures

4.2 ~~The Superintendent in consultation with the School Administration Department may, under certain circumstances, negotiate the transfer of a student to another school board.~~	Procedures

3.0 AUTHORIZATION	

3.1 The Superintendent is authorized to develop and implement procedures in support of this policy.	
	4.0 Policy Review
	4.1 This policy will be reviewed every five years or on as needed basis.

CREATING SCHOOL POPULATIONS

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1.0 REPORT TO THE BOARD REGARDING ATTENDANCE BOUNDARIES	

1.1 As, where and when required, the Superintendent will recommend to the board schools to be considered for a boundary review.	Operations

1.2	Where the board approves a boundary review, the Superintendent will establish a Boundary Review Committee.	Operations

1.3	Where the board approves a review of a school, schools, or a designated area of schools for possible permanent closure, the Review Committee for Permanent Closure will also serve as a Boundary Review Committee.	Operations

2.0	BASIS FOR THE BOUNDARY REVIEW COMMITTEE

2.1	A boundary review process will be recommended for the following reasons:	Operations

2.1.1	To respond to changes in demographics;	Operations

2.1.2	To respond to the permanent closure of a school;	Operations

2.1.3	To respond to new school construction and other conditions that may be identified by the Superintendent.	Operations

3.0	NOTICE TO THE COMMUNITY

3.1	Subsequent to approval by the board of a boundary review, public notice will be given through an advertisement appearing in a	Operations

	newspaper having general circulation in the areas served by the potentially affected schools.	

3.2	Such public notice will include:	

3.2.1	The schools potentially affected by the boundary review;	Operations

3.2.2	The announcement of the formation of the Boundary Review Committee;	Operations

3.2.3	The timeline and general parameters for the boundary review;	Operations

3.2.4	Notification that the Boundary Review Committee will hold a public meeting at a future time and place for the purpose of receiving input from the public;	Operations

3.2.5	A contact name and number for further information.	

4.0	FORMATION OF THE BOUNDARY REVIEW COMMITTEE	

4.1	The Superintendent will appoint a Facilitator to work with the Boundary Review Committee throughout the boundary review process.	Operations

4.2	The Facilitator will initially serve as the interim Chair of the Boundary Review Committee for the first scheduled meeting and/or until such time as the Boundary Review Committee appoints a Chair from its membership.	Operations

CREATING SCHOOL POPULATIONS PROCEDURES
Revised September 24, 2008

4.3	Where the board has identified schools for a boundary review, the Superintendent will invite the School Advisory Councils from each of the schools potentially affected, to appoint one (1) member to the Boundary Review Committee, who is not an employee of the board, to act on behalf of the School Advisory Council.	

4.4	Where, in the opinion of the Superintendent, additional committee members are required to represent points of view not represented by the School Advisory Council, such appointees, who are not employees of the board, will be appointed to the Boundary Review Committee by the Superintendent.	

4.5	Where, after initial Boundary Review Committee deliberations, the Boundary Review Committee expands the scope of its review to include schools not represented in the initial formation of the committee, the Superintendent will invite the School Advisory Council of the additional school/s to appoint one member/s to the Boundary Review Committee, who is not an employee of the board, to serve on the Boundary Review Committee.	

4.6	Principals, or their designate, of	

CREATING SCHOOL POPULATIONS PROCEDURES
Revised September 24, 2008

schools potentially affected by the boundary review are members of the Boundary Review Committee.

5.0   DUTIES AND RESPONSIBILITIES OF THE BOUNDARY COMMITTEE

5.1   The Chair will ensure that action notes and attendance are kept for each meeting of the Boundary Review Committee.

5.2   The Facilitator will provide the Boundary Review Committee with data on enrollment patterns, demographic trends, development prospects, transportation information, facility assessments, and any other data considered relevant by the Facilitator.

5.3   The Facilitator will present boundary scenarios for consideration by the Boundary Review Committee, as prepared by the Halifax Regional School Board Planning Department.

5.4   The Facilitator will assist in the development of additional scenarios suggested by the Boundary Review Committee.

5.5   The Boundary Review Committee members will individually evaluate the scenarios presented with reference to Section 6.0 below.

5.6   The combined evaluations will be used to determine the preferred

	scenario and this scenario will be the Interim Boundary Proposal.	
5.7	The Chair, with the support of the Facilitator, will hold a public meeting for the purpose of explaining the Interim Boundary Proposal and providing opportunity for public input.	
5.8	Adequate notice of the public meeting (minimum of six days) will be given through an advertisement appearing in a newspaper having general circulation in the areas served by the affected schools. Such public notice will include the Interim Boundary Proposal .	
5.9	Members of the public will be given opportunity by the Chair to respond to the Interim Boundary Proposal by addressing the public meeting and/or responding to the Boundary Review Committee in writing.	
5.10	The Chair will reconvene the Boundary Review Committee to consider the public input. After consideration of the public input, if, in the view of the Boundary Review Committee, their Interim Boundary Proposal has been altered enough to warrant further public consultation, then the steps outlined in Sections 5.7 through 5.9 would be repeated.	

5.11	The Boundary Review Committee will consider the input from the public, prepare its final report, and advance it to the Superintendent.	
5.12	The Superintendent will refer the Boundary Review Committee's report to the board with a recommendation.	
5.13	Upon receipt of the Boundary Review Committee's report and the Superintendent's recommendation, the board will determine boundaries for the affected schools.	

6.0	DELIBERATIONS OF THE BOUNDARY REVIEW COMMITTEE

6.1	When evaluating the various scenarios the Boundary Review Committee will reference:	
6.1.1	Long-term viability;	
6.1.2	Potential enrollment growth;	
6.1.3	Use of space that is disused due to enrollment decline;	
6.1.4	The optimum utilization of facilities;	
6.1.5	The board's policy C.010 Race Relations, Cross Cultural Understanding, and Human Rights in Learning that promotes principles that value and celebrate diversity;	
6.1.6	The impact on the affected students and communities;	
6.1.7	The impact on the delivery of	

programs;	

6.1.8	The Family of Schools structure of the board;	

6.1.9	The clarity and consistency of the proposed boundary;	

6.1.10	Student transportation and safety.	

7.0	STUDENT REGISTRATION	1.0

~~7.1~~	By February 1 of each school year, all principals will inform parents of registration guidelines.	1.1

~~7.2~~	By the end of the first week of February, advertisements will be placed in major local media.	1.2 By the end of the first week of February, advertisements will be placed in local print media and on the board website.
		1.3 At the time of registration for a Primary student, parents/guardians must present the child's birth certificate. Subject to the Education Act, students must have reached their fifth birthday on or before December 31 to register for Grade Primary.
		1.4 Parents and guardians who reside separately must choose which of their neighbourhood schools their child(ren) will attend.

~~7.3~~	~~At the time of registration for the Grade Primary, parents/guardians must present the child's birth certificate.~~ Renumbered 1.3	
		1.5 All students living within the boundaries of the board must register at the school serving the neighbourhood in which they reside by March 1 of each calendar year for September of the next school year.
		1.5.1 The entry point for the Early French Immersion program is Grade Primary.

	1.5.2 Parents/guardians who live in an area of eligibility for Early French Immersion must register at the French Immersion host school by March 1 of each calendar year for September of the next school year. 1.5.3 The entry point for the Late French Immersion program is Grade 7. 1.5.4 Parents/guardians who live in an area for Late French Immersion must register at the French Immersion host school by March 1st of each calendar year for September of the next school year. 1.5.5 When a French Immersion host school cannot accommodate the enrollment numbers due to CAP guidelines, space limitations, or attrition an alternate placement may be offered to the parents. 1.5.6 A student accommodated at a designated French Immersion school upon the decision to move to the English program has the option to apply to remain through the Out-of-Area process or to return to the neighbourhood school.

7.4	~~By the end of the first week of April, principals will inform parents/guardians as to the placement of students registered for French Immersion.~~	

8.0 ~~FRENCH IMMERSION REGISTRATION~~	

8.1 ~~The entry point for the Early French Immersion program is Grade Primary.~~	

8.2 ~~The entry point for the Late French Immersion program is Grade 7.~~	See 1.5.3

8.3 ~~Parents/guardians are directed to the principal of the neighbourhood school to register for the French Immersion program and to obtain information regarding eligibility for French Immersion (Early or Late) programs.~~	

8.4 ~~A student accommodated at a designated French Immersion school will return to the neighbourhood school upon the decision to move to the English program or has the option to apply to remain through the Out-of-Area process.~~	

8.5 ~~Students who register for French Immersion will be accommodated in the designated French Immersion school where enrollment permits.~~	

8.6 ~~When all registered students cannot be accommodated at their designated school for French Immersion, the place of residence and existing transportation routes~~	

~~will determine the placement of students in neighbouring French Immersion sites.~~	

~~9.0 FRENCH IMMERSION REGISTRATION AFTER MARCH 1~~	

~~9.1 Parents/guardians are directed to the principal of their neighbourhood school to register for the English program and to obtain information regarding eligibility for French Immersion (Early or Late) programs.~~	

~~9.2 If the parent/guardian's primary residence makes the student eligible for the French Immersion (Early or Late) program requested, the principal will forward information regarding the French Immersion placement requested to the School Administration Department. Placement for those students registering after March 1 is not guaranteed by board policy.~~	

~~9.3 The School Administration Department will contact the principal of the neighbourhood school where the student is registered with the information regarding the placement.~~	

9.4 ~~If the student can be placed at this time, the principal of the neighbourhood school will provide the information to the parent/guardian and transfer the registration information to the principal of the designated French~~	

~~Immersion school.~~	

~~9.5~~ ~~The principal of the designated French Immersion school will register the student and, if the student is eligible for transportation under board policy, will provide the necessary information to the Co-ordinator – Pupil Transportation.~~	

~~9.6~~ ~~If the parent/guardian's primary residence does not make the student eligible for the French Immersion (Early or Late) program being requested, the parent/guardian can subsequently pursue the Out-of-Area Request process to attempt to access placement in a French Immersion program.~~	

~~10.0~~ ~~STUDENTS ENTERING PRIMARY FROM PRIVATE SCHOOLS~~
2.0 Students entering HRSB from outside the Board

10.1 ~~Students beginning public school following a year in private school need to be assessed to ascertain if appropriate placement is Grade Primary or Grade 1.~~	2.1 Students entering a school from outside the Halifax Regional School Board, will be placed in an age appropriate grade. 2.2 Grade placement of a student is made by the school principal. Some of the factors the principal may consider are emotional, physical, and cognitive development of the student.

10.2 ~~Identification takes place in January/February for a student who~~	

	~~will have completed a year of schooling in a private school setting in June of same year.~~	

10.3	~~Assessment of the student takes place during the month of May.~~	

10.4	Final placement of the student by the school principal takes place in late May/early June in consultation with school personnel and parents taking into consideration the social, emotional, physical, and cognitive development of the student.	Now 2.2

11.0	CAPPING SCHOOL ENROLLMENT

11.1	When a school's enrollment is capped, students new to the neighbourhood will be assigned to a receiving school. The receiving school will have sufficient space and facilities to provide its own students and additional students from another area with a complete program.	

11.2	When a school's enrollment is capped, the Planning Department will notify, in writing, developers and realty companies affected by the capping action.	

11.3	When a school has been designated as a receiving school, this will be	

communicated in an appropriate manner to the receiving school community.	

~~13.0~~ ~~SEMESTERED SCHOOLS~~	

~~13.1~~ ~~Student transfers to semestered schools at mid-year will be permitted on the recommendation of the sending and receiving principals.~~	~~Not needed~~

4.0 STUDENTS CHANGING RESIDENCE DURING THE SCHOOL YEAR

12.1	It is expected that students will transfer to their new neighbourhood school once they have re-located.	4.1 It is expected that students will transfer to their new neighbourhood school once they have re-located.

12.2	~~If there is a request to delay this transfer, it is the responsibility of the current principal to decide what is in the best interest of the student and to confirm the decision in writing to the parent(s) of the student involved.~~	4.2 Parents/ guardians may request that the transfer be delayed until the end of the current school year. The principal may accept the student and confirm the decision in writing.

12.3	~~In cases where a relocated student is permitted to remain to complete the year, the principal should forward this information to the receiving school's principal.~~	4.3 Parents/guardians may apply through the Out-of-Area process to remain at the current school.

14.0 OUT-OF-AREA REQUEST – WITHIN REGIONAL BOARD
3.0 OUT-OF-AREA REQUEST – WITHIN REGIONAL BOARD

~~14.1 The Halifax Regional School Board is~~	

~~committed to creating the best possible learning environments for all students, therefore all requests for out-of-area transfers should be accommodated wherever possible.~~	
	3.1 The Halifax Regional School Board is committed to creating the best possible learning environments for all students; therefore all requests for out-of-area transfers should be accommodated wherever possible. 3.2 The transfer request will be considered by the principal of the school to which the transfer is requested when adequate accommodation is available. 3.3 Parents/guardians must secure an Out-of-Area Request Form from the neighbourhood school at which the student is currently registered signed by the school principal. 3.4 Parents/guardians can request an out-of-area transfer at any time for the current school year. The request will be processed by the school at the time of the application. 3.5 Out-of-Area Request Forms for the next school year must be forwarded by the parents/guardians to the school to which the transfer is requested on or after April 1. Parents/ guardians will have the option of submitting the Out of Area Request via an online process available on the *Halifax Regional School Board* website staring at 8:00am end date 3.5.1 The principal of the school to which the transfer is requested will process requests in the order in which

<table>
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they are received. All requests for the next school year must be processed by June 30 of the year of the transfer.

3.6 When an out-of area transfer is accepted by the receiving school it is expected the schools will share appropriate information to assist with the transition.

3.7 Once a student's Out-of-Area Request Form has been approved, re-application is not required for subsequent years.

3.8 Parents/guardians may re-apply for their child to return to their neighbourhood schools through the Out-of-Area process.

3.9 Younger siblings of students who have been accepted for an out-of-area placement will be given priority.

3.10   Parents/guardians requesting a transfer are responsible for transportation.

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</table>

14.2 Parents must ensure an out-of-area Request Form from the neighbourhood school at which the student is currently registered signed by the school principal.	ALL COVERED IN 3.0

14.3 Parents can request an out-of-area transfer for the current school year at any time. The request will be processed by the school as soon as possible.	COVERED IN 3.0

14.4 When an out-of-area transfer is accepted by the receiving school it is expected the schools will share appropriate information to assist with the transition.	COVERED IN 3.0

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14.5 Out-of-area Request Forms for the next school year must be forwarded by the parents/guardians to the school to which the transfer is requested on or after April 1.	COVERED IN 3.0

14.6 The principal of the school to which the transfer is requested will process requests in the order in which they are received. Al requests for the next school year must be processed by June 30 of the year of the transfer.	COVERED IN 3.0

14.7 The transfer request will be considered by the principal of the school to which the transfer is requested based upon the nature of the receiving class and available resources in the school when adequate accommodation is available.	COVERED IN 3.0

14.8 Once a student's out-of-area Request Form has been approved, re-application is not required for subsequent years.	COVERED IN 3.0

14.9 Students may re-apply to return to their neighborhood school through the out-of-area process.	COVERED IN 3.0

14.10 Parents/guardians are responsible for transportation.	COVERED IN 3.0

15.0 OUT-OF-AREA REQUEST – OUTSIDE OF REGIONAL BOARD
5.0 OUT-OF-BOARD REQUEST

15.1 Out-of-Area Requests to the board must be made in writing by the parent/guardian to the Coordinator	5.1 Out-of-Board requests must be made in writing by the parent/guardian to the Coordinator-School Administration once they have

~~– School Administration by April 30 of each year.~~	received a written release from their current board.

5.2 Out-of-Board requests for the next school year will be processed by June 30 of the year of the transfer.

5.3 When an Out-of-Board student is accepted by HRSB it is expected the receiving school will seek appropriate information to assist with the transition.

5.4 Once a student's Out-of-Board Request has been approved re-application is not required in subsequent years.

5.5 Parents/guardians requesting a transfer are responsible for transportation. |

~~15.2 Out-of-Area Requests to the board will be processed by June 30 of the year of the transfer.~~	

15.3 ~~Parents/guardians requesting a transfer are responsible for transportation.~~	

16.0 INTERNATIONAL STUDENTS	

16.1 Admission of international students will be accommodated by the board's protocols and procedures governing the admission of	

international students.	