

HALIFAX REGIONAL SCHOOL BOARD STUDENT REGISTRATION POLICY

PURPOSE: This policy is brought to the Governing Board for approval and the procedures are provided for information.

BACKGROUND: The original policy B:003 was entitled *Creating School Populations*, approved, April 22, 1997. The policy was revised four times since then in 2002, 2008, 2010, and finally in October of 2013. The policy contained information on boundary reviews and student registration. The Policy Development and Review Committee determined there was a need to distinguish between registration and boundary reviews and to clarify areas of the policy such as out-of-area and French Immersion.

CONTENT: This new policy focuses only on the student registration aspect of the *Creating School Populations* and removes all of the information on boundary reviews that will be used to create a new policy. The policy and procedures are intended to simplify the registration process. The attached procedures outline all of the information needed to determine the schools that serve an area within the boundaries of the board. The neighborhood school is the one assigned to a civic address. The term, designated school, is used to identify the French immersion school where a student, who lives in an area of eligibility, for either early or late French Immersion, is assigned. The information provided on out-of-area is intended to improve that process for parents and school staff. The boundary review sections of the *Creating School Populations* policy will remain in effect until the new *Boundary Review* policy is approved by the Governing Board.

COST: n/a

FUNDING: n/a

TIMELINE: Upon Governing Board approval.

APPENDICES: n/a

RECOMMENDATIONS: This policy is recommended for approval by the Governing Board with the boundary review sections of *Creating School Populations* policy remaining in effect until the new Boundary Review policy is passed by the Governing Board and the procedures received for information.

COMMUNICATIONS:

AUDIENCE	RESPONSIBLE	TIMELINE
HRSB Community	Doug Hadley via website	Upon Governing Board approval
School Principals and SAC Chairs	Danielle McNeil-Hessian	Upon Governing Board approval

Student Registration Policy

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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 environment 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;

2.1.1 *Nova Scotia Education Act*

2.1.2 B.003 Creating School Populations

2.1.3 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 an as needed basis.

From:

For further information please contact Danielle McNeil-Hessian, Director School Administration at dhessian@hrsb.ca or Selena Henderson, Corporate Secretary at shenderson@hrsb.ca.

To:

Senior Staff- November 8, 2013
Policy Development and Review Committee - December 4, 2013
Regular Board – January 22, 2014

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Student Registration

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Appendix B: Designated Late French Immersion Schools in the Halifax Regional School Board

1.0 Student Registration

- 1.1 By February 1 of each school year, all principals will inform parents/guardians of the 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 reach 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.
- 1.6 The following applies to students registering for French Immersion:

- 1.6.1 The entry point for the Early French Immersion program is Grade Primary.
- 1.6.2 Parents/guardians who live in an area of eligibility for Early French Immersion must register at the French Immersion designated school by March 1 of each calendar year for September of the next school year. (See appendix 1)
- 1.6.3 The entry point for the Late French Immersion program is Grade 7.
- 1.6.4 Parents/guardians who live in an area of eligibility for Late French Immersion must register in their current school by March 1st of grade 6 for September of the next school year.
- 1.6.5 When a French Immersion designated school cannot accommodate the enrollment numbers due to CAP guidelines, space limitations, or because it is not viable due to insufficient enrollment, an alternate placement will be offered to the parents.
- 1.6.6 Upon the decision to move to the English program, a student accommodated at a designated French Immersion school has the option to apply to remain through the Out-of-Area process or to return to their neighbourhood school.

2.0 Students Entering Halifax Regional School Board 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 social, 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 environment for all students; therefore all requests for out-of-area transfers should be accommodated wherever possible.
- 3.2 The transfer request will be approved 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 neighborhood school's 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 starting at 8:00am on April 1st and remaining available for ten school days.
 - 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 request.
- 3.6 When an out-of area transfer is accepted by the receiving school the schools will share appropriate information to assist with the student transition to the new school.
- 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 Application for younger siblings of students who previously 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 school beyond the current school year.

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 the receiving school will seek appropriate information to assist with the student transition to the new school.
- 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.

**Designated Early French Immersion Schools in the
Halifax Regional School Board**

<i>J.L. Ilsley Family of Schools</i>			
Neighbourhood Elementary School	Designated Elementary F.I. School	Designated FI Junior High	Designated FI 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

<i>Halifax West Family of Schools</i>			
Neighbourhood Elementary School	Designated Elementary F.I. School	Designated FI Junior High	Designated FI 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

<i>Citadel Family of Schools</i>			
Neighbourhood Elementary School	Designated Elementary F.I. School	Designated FI Junior High	Designated FI 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

<i>Auburn Family of Schools</i>			
Neighbourhood Elementary School	Designated Elementary F.I. School	Designated FI Junior High	Designated FI Senior High
Astral Drive	Astral Drive	Astral Drive	Auburn
Caldwell Road	Astral Drive	Astral Drive	Auburn
Bell Park	Bell Park	Graham Creighton	Auburn

<i>Cole Harbour Family of Schools</i>			
Neighbourhood Elementary School	Designated Elementary F.I. School	Designated FI Junior High	Designated FI 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

<i>C.P. Allen Family of Schools</i>			
Neighbourhood Elementary School	Designated Elementary F.I. School	Designated FI Junior High	Designated FI 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

<i>Sir John A. Macdonald Family of Schools</i>			
Neighbourhood Elementary School	Designated Elementary F.I. School	Designated FI Junior High	Designated FI 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

<i>Lockview High Family of Schools</i>			
Neighbourhood Elementary School	Designated Elementary F.I. School	Designated FI Junior High	Designated FI 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)

<i>Dartmouth High/Prince Andrew Families</i>			
Neighbourhood Elementary School	Designated Elementary F.I. School	Designated FI Junior High	Designated FI 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

<i>Sackville High Family of Schools 2013-14</i>			
Neighbourhood Elementary School	Designated Elementary F.I. School	Designated FI Junior High	Designated FI Senior High
Gertrude Parker	Gertrude Parker	Leslie Thomas	Sackville High
Smokey Drive	Gertrude Parker	Leslie Thomas	Sackville High

<i>Sackville High Family of Schools effective September 2014</i>			
Neighbourhood Elementary School	Designated Elementary F.I. School	Designated FI Junior High	Designated FI 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**

<i>Late Immersion Sites</i>	
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
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