



## **POLICY NO. 5000**

### **SCHOOL CATCHMENT AREAS**

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#### **POLICY**

The Board of Education has the legal duty, after considering the recommendations of the Superintendent of Schools, to assign students to various schools in the School District, and power to divide the District into areas for the purpose of assigning students to schools.

Students normally shall attend the schools designated by the Board for their particular catchment area. For purposes of school attendance, a student's residence shall be considered to be that of his/her parents or legal guardian.

Parents may request permission for their children to attend schools outside their normal catchment area. When such permission is obtained, parents will be expected to assume responsibility for transportation, or any additional costs incurred by cross-boundary transfer.

This Policy reflects School Act, Section 75.1.

Legal Reference: School Act, Section 75(4)

Adopted: Apr. 11, 2000

Amended: Oct.14, 2003, Feb. 12, 2013, Sept. 8, 2015; June 13, 2017; June 9, 2020

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#### REGULATIONS:

Student enrolment in District schools will be prioritized as follows:

- a) A catchment area child who attended the school the previous year;
  - b) A catchment area child;
  - c) A non-catchment area child;
  - d) A non-school district child.
2. Preliminary decisions will be made as to class configurations at each school after April 30. Registrations received after that date will be considered subject to space being available.
  3. Parents may register their child(ren) in their catchment area school (see Regulation 13 in this policy) for the following school year any time after January 1. Registration only occurs once, when the student is new to the school.
  4. Students who request and are accepted into a French Immersion or Intensive French program are considered catchment area students of the school where the program is located, regardless of place of residence as outlined in Regulation 13 in this policy. In some cases, this may also apply to students having special needs, where the program for the student is being provided at a particular school site.
  5. Parents who wish their child(ren) to attend a school outside their catchment area are to obtain a Cross-Boundary Transfer Request form from their catchment area school. Parents are required to fill out the form, and submit it to the Principal of their catchment area school. This may occur no earlier than January 1 for placement in the following school year. The form will be date and time stamped when received. Parents will then meet with the Principal regarding their reasons for requesting a transfer, and obtain the signature of the Principal on the form. The Principal will submit the form to the District Office for consideration. The Superintendent will consider space at the receiving school, and will issue a letter to the parent confirming or denying the transfer by May 31 if possible. After receiving approval, the parent may register the child(ren) at the receiving school.

Once approved, there is no requirement to re-apply for a transfer, unless the student is again changing schools. **Transfers will not be approved if they would result in the reconfiguration of a school.** A parent whose request is denied will have their child(ren) placed on a waiting list, and may request a committee of Trustees from that Zone to consider their particular circumstances.

6. When a cross-boundary transfer is approved, parents are expected to assume responsibility for transportation, and any additional costs incurred as a result. The District may permit the student to be transported on a regular school bus route provided space is available.
7. Cross-boundary transfers will not be approved prior to the start of classes when the class size is within two (2) students of the maximum. This space is to allow for students who may move to the catchment area over the summer. At the conclusion of the first week of school, students who have been denied transfer will be considered in the order of the waiting list outlined in Regulation #5. Transfers will be considered until class size is one (1) below the class size maximum. This is to allow space for students who may move into the catchment area during the course of the year.
8. Parents whose residence is outside the boundaries of the school district may submit a Cross-Boundary Transfer Request for their child(ren) to attend a school in this District. In this case, the form should be filled out and submitted to the District Office. Students in this situation will be considered for enrolment if there remains space after all School District No. 6 students are placed.
9. If two (2) or more students have the same priority for enrolment under Regulation 1, they will be considered according to the date and time their registration or cross-boundary request is received by the school. If a child has a sibling in the school, that child will take priority.
10. Parents who have not yet moved to the area may register their child(ren) provided there is a local address established.
11. If a student's residence changes from one catchment area to another during a school year, the student has the option of continuing to attend the original school or to attend the school which services the new attendance area provided that space is available.
12. In exceptional circumstances the Board may assign a student to any school in the District.
13. The following catchment areas have been established by the Board:

**(a) Windermere Zone**

Area 1: South of Harrogate including Brisco, Edgewater, Spillimacheen to the northern edge of the Shuswap Reserve at Stoddart Creek, including the Radium area, Dry Gulch and Westside Road (north of Forester Creek Road).

- Kindergarten through Grade 7 within this area will attend EDGEWATER ELEMENTARY SCHOOL.
- All students in Grades 8 - 12 will attend DAVID THOMPSON SECONDARY SCHOOL in Invermere.

Area 2: From the southern boundary of Area 1 at Stoddart Creek including Green Acres, to the Crossroads, including Juniper Heights, Upper Lakeview Road and Westside Road (south of Forester Creek Road). This includes the communities of Invermere, Athalmer, Wilmer and Panorama.

- Primary students will attend EILEEN MADSON PRIMARY SCHOOL in Invermere.
- Students in Grades 4 - 7 will attend J. ALFRED LAIRD ELEMENTARY SCHOOL in Invermere.
- All students in Grades 8 - 12 will attend DAVID THOMPSON SECONDARY

SCHOOL in Invermere.

- Area 3: From south of Timberview Drive and Hwy 93/95 to Columbia Ridge Estates, including Windermere and Fairmont Hot Springs.
- Students in Kindergarten - Grade 7 will attend WINDERMERE ELEMENTARY SCHOOL in Windermere.
  - All students in Grades 8 - 12 will attend DAVID THOMPSON SECONDARY SCHOOL in Invermere.
- Area 4: From south of Columbia Ridge Estates to 'Island Lake Pond':
- Students in Kindergarten - Grade 7 will attend MARTIN MORIGEAU ELEMENTARY SCHOOL in Canal Flats.
  - All students in Grades 8 - 12 will attend DAVID THOMPSON SECONDARY SCHOOL in Invermere.

**(b) Golden Zone**

- Area 1: Donald south to Champagne Road. Yoho Park Gates west to Golden:
- Kindergarten through Grade 3 students will attend ALEXANDER PARK ELEMENTARY SCHOOL.
  - All English and French Immersion students in Grades 4 - 7 will attend LADY GREY ELEMENTARY SCHOOL.
- Area 2: Harrogate to Champagne Road:
- Students in Kindergarten - Grade 7 will attend NICHOLSON ELEMENTARY SCHOOL.
- Area 3: Township of Field:
- Students in Kindergarten - Grade 3 will attend ALEXANDER PARK ELEMENTARY SCHOOL.
  - All English and French Immersion students in Grades 4 – 7 will attend LADY GREY ELEMENTARY SCHOOL.
- All Secondary:
- All English and French Immersion students in Grades 8 - 12 will attend GOLDEN SECONDARY SCHOOL.

**(c) Kimberley**

- (i) MacKenzie Street South
- Students Kindergarten to Grade 3 are assigned to MARYSVILLE ELEMENTARY SCHOOL
- (ii) MacKenzie Street North
- Students Kindergarten to Grade 3 are assigned to LINDSAY PARK ELEMENTARY SCHOOL
- (iii) All students in Grades 4-7 will attend McKIM MIDDLE SCHOOL.
- (iv) All students in Grades 8-12 will attend SELKIRK SECONDARY SCHOOL.

# CROSS-BOUNDARY TRANSFER REQUEST

Student Name: \_\_\_\_\_ Catchment Area: \_\_\_\_\_

Parents/Guardian Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Street Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Student's Age: \_\_\_\_\_

I wish my child to attend Grade \_\_\_\_\_ at \_\_\_\_\_ School for the \_\_\_\_\_ school year.

Reason: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Signature of Parent

\_\_\_\_\_  
Signature of Principal  
**Catchment Area School**  
(indicates awareness of request)

|                                      |                        |
|--------------------------------------|------------------------|
| <b>For Board Office Use:</b>         |                        |
| Date received: _____                 | School assigned: _____ |
| Time: _____                          | Date: _____            |
| By: _____                            | Approved by: _____     |
| Subject to Regulation 5, Policy 5000 |                        |