

## **Addendum C**

### **Question & Answer**

**1. What changes have been made to the Enrollment Criteria for the 2015-16 school year?**

There are **minor changes** in the 2015-2016 enrollment criteria. A clarification has been added to page 4 under registration of elementary pupils in schools. Criteria number 6 and 7 have had the words, "**but within the territory of the Board**" for clarification.

**2. Why do we need Enrollment Criteria?**

The Education Act requires that the School Board develops criteria to be used when the number of applications for enrollment in a school exceeds the capacity of the school.

**3. When must the Enrollment Criteria be adopted?**

The Enrollment Criteria must be adopted by Council, put into force and sent to each governing board at least 15 days before the beginning of the student enrollment period. The official registration period usually takes place during the first week of February.

**4. What are the guiding principles that the Board uses to determine the criteria?**

The Education Act (Section 239) gives priority to students living within the territory of the Board, and, as far as possible, to those living closest to the school.

Traditionally, Council has taken the decision to give students from the attendance zone, already in the school and their siblings' priority over walkers in the elementary school, thus keeping families together. Council has chosen to give walkers priority in the high schools and defined the walking distance as 2400 meters (2.4 km). Walking distance for elementary students is 1600 meters (1.6 km).

**5. How are siblings from blended families considered under the Enrollment Criteria?**

Our Board makes every effort to keep families together. Our current practice is to accept siblings (sisters, brothers, step-sisters, step-brothers) on the basis of the primary residence address provided by parents at the time of registration.

**6. If an elementary student resides within the school attendance zone and the school is full, does that student have the right to be transported to another school offering the same program?**

Yes. If the school offering the program of choice is at capacity, the student who resides in that school's attendance zone will be transported for one year to the closest school offering the same program. Although efforts are made to provide an efficient transportation service, it is not possible to guarantee the length of time our students will be on a bus.

**7. If a student lives beyond the walking distance of any high school, and the closest high school where transportation is offered is full, is the student guaranteed a place in another high school?**

Yes, the student will have a place in another high school.

**If so, is transportation to that school possible?**

Although transportation entitlement is not defined in the Enrollment Criteria, every effort will be made by the Board to provide a reasonable alternative for the student.

**8. Why is transportation not included as a criterion in the Enrollment Criteria?**

Section 4 of the Education Act states that the exercise of the right of parents to choose a school *“does not entail the right to require transportation services where the transportation services required for the student concerned exceed the limits established by the school board.”*

Putting transportation in the Enrollment Criteria would conflict with the basic guidelines of proximity and priority for community schools which are in keeping with the education act, (The enrollment criteria must give priority to students coming under the jurisdiction of the school board and, as far as possible, to students whose place of residence is nearest to the school premises). By way of example, if transported students had priority, students just outside the walking zone, where transportation might not be offered, may be denied access to a school in favor of those bussed from much further away.

In addition, the Enrollment Criteria and Transportation Plan are totally separate and have two distinct timelines:

- The Enrollment Criteria, by law, must be adopted by Council and sent to each Governing Board fifteen (15) days before the beginning of the formal registration period. The formal registration period usually takes place in February for the following school year.
- The Transportation Policy determines transportation service eligibility. Service availability is established annually according to budgetary parameters which are received from the government in the spring. The result is the development of a document, the Student Transportation Plan, for the following school year. The Student Transportation Plan is adopted before June 30 each year by the Council of Commissioners.

**9. How and when are the caps on magnet programs determined?**

Caps for our magnet programs are determined annually by School Board administration, after consultation with in-school administrators. This is done prior to the formal registration period.

In keeping with Article 239, a student registered during the formal registration period who lives within the designated walking distance of the school will not be refused entry

into the regular programs in that school because he or she does not meet the criteria for a magnet program.

**10. Does Children’s World Academy offer a magnet program within the school?**

No. Children’s World Academy is defined by the Education Act as a “specific project” school because all students who attend Children’s World Academy follow the International Baccalaureate Organization (IBO) program.

Children’s World Academy is the only school that is not subject to the Board’s Enrollment Criteria. Its Enrollment Criteria are determined by the entrance requirements of its IBO program.

**11. Are there any assurances that changes will be minimized for students with special needs in the event a school enrollment exceeds capacity?**

While we cannot provide any guarantees, our practice is to minimize the change for any of our students who are required to move because a school has reached capacity. Our schools and the Student Services Department work closely to help our students with special needs and their families with the transition if a change in school is warranted.

**12. What is the Alternative School Referral process that is managed by the Student Services Department at the Lester B. Pearson School Board?**

Students are recommended to the Student Services Department (SSD) for placement at Horizon High School when they display significant behavioural and social difficulties in their home schools that limit their educational success. These difficulties should be chronic, persistent, and intense in nature, despite repeated intervention efforts on behalf of the high school resource team. The usual procedure is for high schools to make a referral for placement at Horizon High School for the following school year in the Spring of the school year (usually late April). Placement decision for the following school year is confirmed by Student Services Department in late May (exact dates are suggested annually). However, school teams can also submit referrals for placement to SSD during the course of the school year if it is appropriate to change the student’s placement at that time.

**13. Why would the school board redirect parents on the basis of availability of services?**

The school board provides a variety of specialized support services to students, as determined by their specific needs. Given that the school board has finite resources, it is not possible to guarantee every service in every school. The majority of services to support students with special needs are available in all schools. However, in some cases, there may be a limited, more specialized service that has been assigned and established in a particular school. Students with similar needs may be directed to this school so that they will benefit from this

type of support. (i.e., WOTP, Alternative programs, Reach programs)

#### **14. Where can one find the Attendance Zones at the elementary level ?**

The current school board map is reviewed annually following the adoption of the Enrolment Criteria. Hard copies are produced and available at the Admission office at the Board's head office, 1925 Brookdale, Dorval. A digital PDF copy is available on the Board's website under the "School & Centres" tab :

[http://www.lbpsb.qc.ca/content/lbpsb\\_map.pdf](http://www.lbpsb.qc.ca/content/lbpsb_map.pdf)

#### **15. Why does the Enrolment Criteria not apply to the MELS' Pre-Kindergarten School Readiness Program.**

Article 239 of the Education Act requires an LBPSB enrollment criteria for students of full age. Article 1 of the Education states that "The age of admission to preschool education is 5 years on or before the date prescribed by the basic school regulation" (September 30<sup>th</sup>). The pre-Kindergarten programs enrollment criteria are determined by the MELS annually and included in the budget rules which are normally available in the spring for the following school year.