

	<b>Lloydminster Catholic School Division – Administrative Procedures</b>	
	<b>AP 301 – Admission of Students</b>	
Related LCSDF AP's	AP 550 – Bussing Service	
Form(s)		
References:	<i>The Education Act, 1995</i> sections 85, 87, 142, 145, 171, 173, 175	
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### Background

The primary mandate of the Division's schools is to provide a faith-based Catholic Education for families of the minority faith (Catholic). However, in alignment with our belief that Catholicity is inclusive, both Catholic and non-Catholic students shall be admitted as follows:

1. All residents of Lloydminster may enroll one or more of their child(ren) in the Division providing they agree to abide by the policies and procedures of the Division relating to religious instruction, religious celebrations and all aspects of instructional programming.
2. Prospective students and their parents must agree to follow the policies, procedures and practices of the Division. This expectation applies to faith-related activities in particular but may also apply to any action where beliefs in the Division differ from those of the general public.
3. **Transfer of non-Catholic students to Lloydminster Catholic School Division:** The decision to transfer non-Catholic students to the Division should be a family decision based upon a sincere desire to receive a faith-based Catholic Education. The standard registration process will be followed for all non-Catholic students wanting to transfer following the completion of an academic year for grades K-9, and after the completion of the semester for grades 10-12.

In circumstances where a family requests a "midyear" Kindergarten–grade 9 transfer from a public-school system, the Deputy Director of Education will consider whether extenuating circumstances exist that should be considered for the best educational decision for the student.

4. **Transfer of students from Lloydminster Catholic School Division to a public-school division:** The decision to transfer students from the Division should be a family decision based upon the best educational interests of the student. The standard withdrawal process will be followed for all students wanting to withdraw following the completion of an academic year for grades K-9, and after the completion of the semester for grades 10-12.
5. Admission of non-Catholic students shall be contingent upon the availability of space and resources to adequately serve the needs of Catholic students and their families. In the event that overcrowding of facilities or limited resources are perceived by administration to be negatively impacting educational opportunities for students, Catholic families will be given first priority for admission and or continuation of programming. Non-Catholic families previously registered in the Division shall be given next consideration for admission.

6. Families requesting admission, to access French Immersion programming, shall be admitted based upon the criteria previously noted. Preference for French Immersion instruction will not be considered adequate grounds for student admission unless the parents and students comply with expectations regarding the Division's faith-based educational program.
7. All families shall be informed of the importance of completing the "Aboriginal Declaration" section of the registration form. This declaration is only to be used for funding purposes and post-secondary opportunities and scholarships to benefit these students.
8. Schools shall use the Division Registration Form and retain this form in the student's cumulative record.
9. Students who have earned their Graduation Diploma in their Province, State or Country of origin may not be eligible for Education funding depending on their province of residence. Admission would be allowed if the student is eligible for provincial funding or has the financial means to personally pay the tuition. However, consideration for admission may be given to students who previously have attended Holy Rosary High School for a number of years.
10. If student not residing with a parent; legal documentary evidence shall be provided upon registration proving legal guardianship of student.

## **Procedures**

1. Catholic Students within Lloydminster Proper
  - 1.1 Where the father, mother (or both) self-declare to be members of the Catholic faith, their children shall be deemed "Catholic". Similarly, students who are baptized in the Catholic Church will be deemed "Catholic".
  - 1.2 Catholic students can be enrolled directly at the school level or at the Division Office.
  - 1.3 All Intensive Needs Student registrations requiring significant program accommodations will not be considered registered until approved by the Deputy Director of Education.
  - 1.4 Student admission may be delayed in circumstances where support personnel need to be hired/trained or specialized equipment is required to address the educational needs of the student.
  - 1.5 Students may be eligible for transportation within the City of Lloydminster. (See AP 550 Bussing Service).
2. Non-Catholic Students within Lloydminster Proper
  - 2.1 Non-Catholic parents must meet with the Principal before admission will be approved.
    - 2.1.1 Parents and/or students will be asked to clarify why they have chosen to request admission to the Division.
    - 2.1.2 For elementary and middle year students in kindergarten to grade eight, reasons such as proximity to the school, bussing availability or dissatisfaction with the

Public-School Division will be considered unacceptable. Parents will be advised that the mandate of the Division is to provide a Catholic, faith-based educational program, not to provide an "alternative public-school education".

- 2.1.3 Non-Catholic students have the right to register providing they agree to abide by the policies, procedures and practices of the Division relating to religious instruction, religious activities and the permeation of faith within all aspects of the instructional program. Religion (Christian Ethics) classes and participation in school faith celebrations are compulsory.
  - 2.2 Parents/students must agree to abide by the Division's policies, procedures and practices as a condition of admission.
  - 2.3 Parents will be required to sign a section on the registration form acknowledging their understanding that all students must fully participate in the Catholic Education Program, before students will be considered for admission.
    - 2.3.1 If the parent or student demonstrates uncertainty or concern regarding the Faith Component of the educational program, arrangements shall be made for the student/parent to meet with the Deputy Director of Learning to address questions or issues of concern.
    - 2.3.2 Should the student/parent prefer not to make a commitment in these areas, or any area where the values/beliefs of the Catholic School Division differ from those of the individual's family, he/she/they will be advised to pursue other options for schooling.
3. Registration of Non-resident Students
- 3.1 The Division may provide educational services to another division by agreement.
  - 3.2 The admission of non-resident students shall be subject to the following conditions:
    - 3.2.1 That adequate space is available to accommodate the student;
    - 3.2.2 That the student can be provided with suitable courses within existing instructional programming; and,
    - 3.2.3 That the student can be enrolled without disruption to the overall well-being of our schools.
  - 3.3 Intensive Needs Programming: The Deputy Director of Education, or designate, shall approve all registrations where a student program requires special programming necessitating additional personnel or fiscal resources. Programming for Intensive Needs students will only be provided if the Board in the sending jurisdiction, the area in which the family resides, agrees in writing to pay additional programming costs at a rate equivalent to the Division's expenditures for the specialized programming, including additional expenses for personnel support, materials, specialized equipment and other reasonable and required costs (e.g. significant Educational Assistant time, technical aides, etc).
    - 3.3.1 The Division will determine the placement school that best meets the programming and service needs of the non-resident student.

- 3.3.2 The Division will determine and approve the educational programming and service plan to meet the appropriate needs of the non-resident student providing the needs are within the capacity of the Division.
  - 3.3.3 Parents who indicate a special need for their child shall make an appointment to apply for registration with the Deputy Director of Education, or designate, and provide all relevant programming and medical histories.
  - 3.4 All rural or non-resident students must provide a land location or civic address, as applicable, when requesting admission.
4. Transportation:
- 4.1.1 Rural or non-resident students must arrange transportation from the jurisdiction within which they reside. If the jurisdiction within which students reside will not provide transportation the parent must write a letter to the Principal assuming responsibility for providing transportation, at the family's personal expense.
  - 4.1.2 While transportation arrangements shall be the responsibility of the parent and the sending jurisdiction, completion of transportation arrangements will be considered as part of the Division's registration process. Final decision of registration rests solely with the Division and not the sending jurisdiction.
  - 4.2 Non-resident students already enrolled in a Division school are to be accommodated, if at all possible, in following years.
5. Student Transfers during the School Year
- 5.1 Student transfers will be discouraged between schools within Lloydminster, after September 30 of the given school year, unless extenuating circumstances exist and the transfer is acceptable to both the sending and receiving Principal.
  - 5.2 All parental requests to transfer students from one school to another within the Division shall be discussed directly with the Principals of the schools involved. The Principals shall inform the Deputy Director of Education of discussions related to student transfer as soon as practical and make a recommendation whether or not the transfer is in the best interest of the student.
  - 5.3 All students wishing to transfer to Lloydminster Catholic School Division schools from schools within the Lloydminster Public School Division must be approved by the Deputy Director of Education or designate, as per 5.1 and 5.2.
  - 5.4 French Immersion student transfers will be dependent upon recommendation of the receiving Principal, in consultation with the Deputy Director of Education or designate.
    - 5.4.1 Students who have not previously taken French Immersion or who have been absent from Immersion programming for a period of one (1) year or longer shall only be considered for admission if they are able to demonstrate adequate French Language Skills to expect that they will be successful within the Immersion programming.
    - 5.4.2 Parents must provide written verification that they are willing and able to assume additional programming costs that may be required (e.g. tutoring, special materials, etc).

- 5.4.3 The Division reserves the right to transfer a student to an English speaking school if the student is not able to successfully make the transition to Immersion and the parent is unable or unwilling to provide the necessary programming supports for continuation in Immersion programming.
- 5.5 Students with Intensive Needs require approval of the Deputy Director of Education prior to admission. Such approval is imperative to ensure appropriate programming supports are enacted prior to admission.
- 5.6 The Principal shall immediately request involvement of the Deputy Director of Education or designate in any circumstance where atypical programming needs exist or extenuating circumstances are encountered.

## 6. Admission of International Students

- 6.1 All documentation utilized for the placement of students by the “student exchange organization” or any “foreign student placement agency” is required before consideration will be given to requests for student admission. This information, collated in the student’s cumulative record will include but is not limited to:
  - 6.1.1 Student demographic data;
  - 6.1.2 Educational record from current school of attendance;
  - 6.1.3 Host family selection process information;
  - 6.1.4 Host families address; and
  - 6.1.5 Personal faith of individual and host family.
- 6.2 The rationale for requesting admission to a Catholic School shall be provided at the time a request for admission is received (even a verbal request). Organizational representatives must clearly convey understanding that they understand that the Division has a faith-based program, faith is pervasive in all aspects of the educational program and Catholic Schools are not a programming alternative to public education.
- 6.3 Tuition must be paid for all International students, unless an reciprocal exchange has been approved where a student registered with the Division is being placed in the host country during the same academic year as the International student will be attending school in the Division.
- 6.4 Tuition shall be assessed equivalent to the grant received in Saskatchewan. In the case of requests for placement for only Semester I or II, the organization may be assessed fifty percent (50%) of the grant received, if it is understood that:
  - 6.4.1 The student will be formally admitted upon receipt of tuition fees; and
  - 6.4.2 The student will only have access to those optional classes where space is available.
- 6.5 A student who is registering for any portion of Semester I and who will be returning for Semester II must pay the fees assessed for the entire school year. Fees will not be pro rated based upon the number of months that a student attends, given the administrative difficulties encountered with frequent change of arrival dates previously experienced for students requesting admission for a portion of the year.

- 6.6 School fees shall be accessed directly by the school and will be dependent upon courses selected. Payment of school fees is required upon receipt of invoice and must be paid immediately. Failure to pay school fees by the defined deadlines may result in cancellation of student admission.
- 6.7 For all students who use English as a second language, all applications must include a language assessment approved by the Division.

## 7. Students Immigrating to Canada

- 7.1 All students immigrating to Canada shall follow the above procedures as appropriate. In addition, the following documentation shall be collected, as required, by the Principal only for registration purposes:
  - 7.1.1 Copies of birth certificate, immigration papers, visa and passport for the student;
  - 7.1.2 Copies of birth certificate, immigration papers, visa and passport for the parent(s) or step-parent, as applicable; and,
  - 7.1.3 Copy of marriage certificate when step-parent is Canadian citizen and birth parent has only visitor permit for Canada.