HORIZON SCHOOL DIVISION	**Policy Code:**	IC
	Policy Title:	School Attendance Areas
POLICY HANDBOOK	**Cross Reference:**	EEA, EEAB
	Legal Reference:	Education Act S. 7, 9, 10, 59 School Transportation Regulation
	Adoption Date:	April 23, 1997
	Re-affirmation or Amendment Date	Oct. 16/03, June 8/06, Apr. 19/07, Apr. 17/08

POLICY

THE BOARD OF TRUSTEES OF HORIZON SCHOOL DIVISION SHALL ESTABLISH ATTENDANCE BOUNDARIES AND/OR TRANSPORTATION SERVICE AREAS FOR ALL SCHOOLS IN ITS JURISDICTION AND ENCOURAGES ALL STUDENTS TO ATTEND THE SCHOOL WITHIN THEIR ATTENDANCE AREA. THE BOARD DOES HOWEVER RECOGNIZE THE RIGHT GRANTED BY THE EDUCATION ACT FOR PARENTS TO REQUEST THEIR STUDENTS ATTEND A DIVISION SCHOOL OTHER THAN THE SCHOOL WITHIN THEIR ATTENDANCE AREA, AND WHEN SUCH REQUESTS ARE MADE, THEY SHALL BE REVIEWED IN HARMONY WITH THE FOLLOWING GUIDELINES.

GUIDELINES

1. The Board shall establish attendance boundaries and/or transportation service areas for all schools and reserves the right to adjust these boundaries from time to time to make more efficient use of facilities and bus routes. Changes proposed for the beginning of any school year shall be communicated to affected parents by the preceding June 1.

2. Parents desiring that their child(ren) attend a school other than a school in their attendance area and/or transportation service area and not requiring Division transportation shall make written application for registration to the Principal of the school they wish their student(s) to attend by June 1 preceding the commencement of the next school year.

3. Parents desiring that their child(ren) attend a school other than the school in their attendance area and/or transportation service area and requiring Division transportation, to which they are not otherwise entitled, shall make written application for registration to the Principal of the school they wish their student(s) to attend by June 1 preceding the commencement of the next school year and shall also make written application for bussing services to the Transportation Coordinator by June 30 preceding the commencement of the next school year.

4. All students requiring bussing services shall have arrangements confirmed with the Transportation Coordinator prior to the commencement of attendance in a Division school.

5. The review of the application by a Principal for registration by students attending out of the school's attendance area shall be based on the following factors:

   5.1. the availability of space;

   5.2. the teaching load of the staff;

5.3. projected enrolment for the school;

5.4. suitability of school programs and services;

5.5. listed priority of enrolment (guideline #6); and

5.6. additional costs to the school and/or the division.

6. Enrolment priority shall be as follows:

6.1. student living in the attendance area and/or transportation service area;

6.2. division special needs students who can best be educated at the school;

6.3. student currently attending from outside school attendance area;

6.4. outside students who have siblings in attendance area at the school;

6.5. outside students whose family needs or arrangements are special;

6.6. outside students with none of the above considerations; and

6.7. non-resident students.

7. The review of an application for bussing services, to a school other than that in the student's attendance area and/or transportation service area, shall be based on the following factors:

7.1. the listed priority of enrollment (as per regulation #6);

7.2. the availability of unassigned seating space on an applicable bus route;

7.3. that there be no additional cost to the Division to transport the student to a school of choice; and

7.4. that there is a valid, signed application/agreement with the parents of the non-designated student indicating their understanding and agreement to the terms of transportation.

8. If the Transportation Coordinator, upon receiving an application for bussing services for a student attending outside of the student's attendance area, and in conjunction with the Associate Superintendent of Programs and Services determines that the application is based on educational considerations, the application shall be referred to the Superintendent of Schools.

9. The Superintendent of Schools, in determining if an application for bussing services outside of attendance area may be approved, shall consider all available information and base the decision upon the following factors:

9.1. the best educational interests of the student and the recommendation of a principal or;

9.2. the recommendation of program supervisors/liaison workers such as the Student Services Supervisor, Clinical Team Leader (Family School Liaison Counsellors' Supervisor), Low German Mennonite Liaison Worker, and Native Liaison Worker and;

9.3. additional costs to the School Division and practicality of providing bussing service.

10. New transportation requests for student transportation to non-designated schools will not receive approval and students will not be transported prior to September 15 in order to ensure that there is space on busses for last minute student registrations who require transportation to designated schools.

11. If a student is granted registration in a school outside their attendance area or transportation service area but cannot be granted Division bus transportation or does not require Division bus transportation, the parent of the student shall be responsible for ensuring the transportation of the student (as set out in the Education Act – Student Transportation Regulation):

    11.1. to and from the site of the school; or

    11.2. to and from a designated school bus route stop within the transportation service area for that school.

12. An application requesting bussing services, to a school other than that in the student's attendance area and/or transportation service area, that is denied by the Transportation Coordinator may be appealed by the parents to a higher level of authority. The levels of appeal for this policy shall be:

    12.1. Associate Superintendent of Programs and Services;

    12.2. Superintendent;

    12.3. Transportation Committee of the Board;

    12.4. The Board.

13. It shall be the responsibility of the authority making a decision to notify the parents in writing of that decision and the right of appeal to the next level as outlined in Policy.

14. The Principal of a school granting admission to a student from outside the school's attendance area shall immediately notify the Principal of the school within the student's attendance area.

15. In cases where a Trustee has indicated that she/he would like to be made aware, the Transportation Coordinator shall notify the Trustee when a student(s) are being bussed out of the Trustee's attendance area.

16. Normally permission shall not be granted for transportation of students living within Horizon School Division to be transported by a neighboring jurisdiction to a school outside Horizon boundaries except under the following conditions:

    16.1. an appropriate educational program cannot be provided to the student by Horizon School Division;

    16.2. the costs of transporting a student to a school in Horizon are unreasonable;

    16.3. the length of a bus ride to a school in Horizon would be unreasonable;

    16.4. the well-being of the student would be seriously compromised by attending a school within Horizon School Division.

17. Parents wishing to have their child(ren) attend a school outside of Horizon boundaries and not receiving permission to have transportation services provided by the jurisdiction they wish their child(ren) to attend, shall be responsible for transporting their child(ren) to the school outside of Horizon boundaries or to the nearest bus stop servicing the school the child(ren) wishes to attend.

REGULATIONS

1. Any changes or adjustments to the Attendance Boundaries and/or Transportation Service Areas in Horizon School Division shall be made only after consideration of the following criteria:

    1.1. The current and projected student population within a five kilometer distance on either side of the attendance or transportation service area boundary.

    1.2. The impact on enrollment on the school or schools affected by the boundary change.

    1.3. The efficacy of providing transportation services to the affected area.

    1.4. The impact in both time and distance on any bus routes in the affected area.

    1.5. Communication from parents and students within the affected area.

    1.6. The recommendations and requests of Central Office Administration.

2. Prior to a Board vote on the proposed changes to Attendance Boundaries and/or Transportation Services Areas, notice shall be provided to Schools, parents and stakeholders in the affected area, either by letter or by publication in a newspaper serving the area, and offering a means of response to the proposal.

School Placement Request for Non-Designated School

Attachment: Policy IC - School Attendance Areas

As per policy, parents desiring that their child(ren) attend a school other than the designated school in their attendance area, shall make written application for registration at the school, by June 1 preceding the commencement of the next school year. The principal of the requested school will review this application and communicate a decision based on the factors identified in the policy.

This form must be completed before non-designated school registrations will be accepted, or requests for non-designated transportation will be considered.

Please check one: **I will ____ will not ____ be requesting transportation.**

Name of Student(s): _____

Name(s) of Parent/Guardian:

_____ _____

Phone: Hm_____ Wk_____ Cell_____

Civic Address/Blue Sign Number: _____

Designated School: _____ **Grade:** _____

Non-Designated School Placement Request: _____

Reason for placement request:

_____

_____

_____

_____

_____

_____

_____
Signature
Principal of Non-Designated Horizon School
where placement is requested

☐ **Principal of Designated Horizon School**
in attendance area, has been contacted

_____
Principal Signature

If requesting transportation services, please fill out the back of this form and fax both sides to Horizon School Division (403-223-2999) or mail to 6302 – 56 Street, Taber, AB, T1G 1Z9

TRANSPORTATION REQUEST FOR NON-DESIGNATED SCHOOL

Parents desiring that their child(ren) attend a school other than the designated school in their attendance area, and requesting Division transportation shall make written application for transportation by June 30 preceding the commencement of the next school year. The Transportation Coordinator will review the application and communicate a decision regarding busing.

APPLICATION FOR SCHOOL YEAR _____

DATE _____ PARENT NAME(S)_____

CIVIC ADDRESS/BLUE SIGN NUMBER _____

MAILING ADDRESS_____ POSTAL CODE _____ HOME

PHONE _____ WORK PHONE _____ CELL PHONE_____

STUDENT INFORMATION:

First Name	Last Name	*Grade in Year* Applying For	Requested School
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Reason for wanting to send child(ren) to a school other than the designated school:

_____
_____
_____
_____
_____
_____

Parent(s):

Bussing approval is requested for the above listed students subject to the following criteria:

1) availability of non-registered seating on an existing applicable route
2) that there shall be no additional cost to the Division
3) conditions of Policy IC
4) signed agreement below

I/We acknowledge that approval is contingent on the conditions listed above. I/We understand that bussing service will be considered only after students attending their designated schools are accommodated. I/We agree to abide by the terms of service as defined by Horizon School Division.

Date _____Signed_____ _____

FOR DIVISION OFFICE USE ONLY

Date _____

DESIGNATED SCHOOL _____

Horizon School Division hereby grants access to bussing service for the above student(s). Approval shall be considered continuous, subject to the conditions and information contained in this application.

TERMS OF SERVICE

_____

_____

Signed_____ Position_____