

CONNECT CHARTER SCHOOL SOCIETY

Policy Title: **Admission and Placement of Students** Policy No. **6.12**

RATIONALE: Connect Charter School is committed to fair and equitable admission of students, while also acknowledging the need for administrative discretion to ensure the needs of individual students are addressed. High demand for available student seats, an increasingly diverse and complex population of learners being drawn to Connect Charter School's inclusive education program, and accommodations required to address student needs may influence placement of students. This policy blends the previous policies 6.05 Student Admissions and 6.06 Educational Placement of Students with Special Needs.

POLICY: The Board of Connect Charter School adheres to an admissions process that results in a fair and equitable system of student admission and placement that is consistent with a diverse and inclusive learning environment.

PRINCIPLES:

1. The Board values diversity among learners.
2. Educational placements shall be determined by the Principal in consultation with teachers and the parents or guardians of students.
3. Every effort will be made to accommodate the individual learning needs of students and to help each student experience success within the resource capacity of the school.
4. The school recognizes the importance of keeping immediate, extended, and blended families together.
5. In accordance with Board policies, administrative discretion may be used in the application of this policy.
6. The Connect Charter School building and grounds will be accessible to all.

First Reading May 12, 2020

Adopted June 16, 2020

PROCEDURES:

1. Order of Admission Priority

- a. The school shall apply the following order of student admission priority:
 - i. Siblings of current students (who are exempted from the lottery procedure described below at paragraph 5)
 - ii. Maintaining of the gender ratio (see procedure described below at paragraph 5).

2. Admission Documentary Requirements

- a. Prior to admission, parents must provide the following:
 - The child's most recent report card and the final report card from the previous year;
 - Copies of any formal assessments completed within the past 3 years (i.e. – Psycho-educational, Occupational therapy, Speech-Language assessments);
 - An original, authentic writing sample completed by the child no more than 30 days before the specified date.
 - Parent questionnaire
- b. In some circumstances further investigation will be required regarding the suitability of the Connect Charter School program for that student.

3. Parent Information Sessions

- a. To help parents make an informed decision about enrollment, parent information sessions will be held in late January or early February.
- b. Parents must attend the parent information session or make alternate arrangements with the admissions office in order to maintain their child's placement.

4. Siblings

Siblings of current students will be moved ahead of non-siblings.

Admission Procedure re: Lottery Draw

Siblings

- a. Siblings shall be provided priority admission.
- b. By the November 30th of each school year, the principal will cease to accept student names for the lottery.

Diversity of Student Body

- c. After siblings of current students are accepted for admission to the school, the objective of this policy is to provide for the admission of approximately

50% of students born biologically male or who identify and portray themselves as male and approximately 50% of students born biologically female or who identify and portray themselves as female.

Procedure

- d. Subject to 5(a), from October 1 to November 30th, 5pm of each school year, the school shall accept all student applications in relation to grade 3 students who will be entering the 4th grade and the same shall be placed into one lottery bin (re: one bin) for the purpose of a student admission lottery.
- e. The school will cease to accept names for the grade 4 list when the list reaches 400 names.
- f. In December of each year, the school principal shall draw individual names from the lottery bin.
- g. The lottery shall proceed as follows:
 - i. The school principal shall draw names of applicants from the lottery bin until approximately 50% of the category of students who are born biologically male or who identify and portray themselves as male is full and until approximately 50% of the category of students born biologically female or who identify and portray themselves as female is full.
 - ii. The school reserves the right for the principal to apply discretion on a case by case basis as required in relation to any non binary student applicants.
 - iii. From the remaining applicants in the lottery bin, the school principal shall prepare a waiting list to fill enrollment changes that may occur in the future. This secondary list shall be destroyed by June 30th 6 years later.
 - iv. To maintain an accurate selection list, names will be removed from the list for the following reasons:
 - a) a parent does not respond to the initial email invitation to attend the information session;
 - b) a parent does not respond by March 15 to a follow up letter that would be mailed to the address on record;
 - c) a parent does not provide the requested documentation by the specified date;
 - d) a placement is offered and the parent chooses to decline the spot. The exception would be in the instance where school administration decides (in conjunction with parents) to delay the admission of a student to the school.

Admission and Placement of Students with Complex Needs

1. Students with complex academic, social, emotional, or behavioural profiles will have their needs assessed by school administration and support staff prior to admission being offered. At the core of admissions decisions will be available resources based on allocated funding for inclusive educational practices and the scope and intensity of intervention or accommodation required for the student to be successful.
2. The school may engage in a variety of diagnostic and clinical testing to help determine the nature of any learning challenges that may affect a student's success within the program. Such testing may be done through school personnel and/or the family may be referred to a professional outside of the school for testing and appropriate intervention. Written consent will be obtained from parents prior to any testing or assessments. Apportioning the costs of diagnostic assessment will be discussed with parents prior to proceeding with an external referral.

Appeals Procedures

Parents may appeal admissions decisions in accordance with Connect Charter School policy no. 2.02 – Appeals.