

## **FLEXIBLE SCHOOL BOUNDARIES**

### Statement of Policy

The Peel District School Board believes that student learning needs are well supported in neighbourhood schools. Under certain limited circumstances, however, the defined school boundaries may not always meet the needs of students and/or families. The board will provide an alternative under the Flexible School Boundary Policy to the extent its financial resources, accommodations and contractual obligations permit. Under the flexible boundary policy, students may apply to attend schools other than their home school.

The Flexible School Boundaries policy is aligned with and supports the principles and expectations of the Board's Human Rights policy (Policy 51) and the Equity and Inclusive Education policy (Policy 54). At all times, this policy should be interpreted to be consistent with the Board's policies and the *Human Rights Code*.

### Administrative Regulations

The student may elect to attend a school other than his/her home school on the following conditions provided that the requested school has space in a specific classroom and/or space in a requested credit course. The availability of space shall be determined by the Principal in conjunction with the Superintendent of Education.

#### 1. Priorities:

- a) first priority will go to students to:
  - i) access regular programs, including Kindergarten, in a school where the family's consistent daycare provider is within the requested school boundary.
  - ii) students who cannot obtain a course in the home school to support or serve as a prerequisite for their appropriate post-secondary pathway;
- b) second priority will go to students who were in attendance in the school the previous year and whose parents have taken up residence elsewhere in Peel Region;
- c) third priority will go to students whose siblings have been accepted under priority (a) or (b);
- d) fourth priority will go to students to access a regular school program in a site in which a sibling is placed for program purposes (e.g. French Immersion);
- e) fifth priority will go to students living within the Peel Region;
- f) sixth priority will go to any other students applying into a regular school program.

2. Application for Admission to other than Home School:

- a) Application to attend requested school shall normally be made by May 15 in any school year.
- b) Application shall be made on the appropriate form. Applications on behalf of minors shall be made by the parent or guardian.
- c) The home school Principal's signature on the application form will acknowledge awareness of the application and will confirm consultation with the parent.

3. Admission

- a) Priority for admission to a school will be in accordance with priorities set out in Section 1 and in the order in which applications are received by the Principal.
- b) No student will be admitted to a school other than his/her home school without:
- c) consultation, either in person or by telephone, between the parents or guardian in the case of minors, and the home school Principal;
- d) a consultation between the two Principals.
- e) A Principal may refuse admission to a student if he/she believes such admission would not be in the best interest of the student and/or the school.
- f) In the event of the acceptance of an application, the student will be admitted to the alternate school for the duration of the school organization/division (i.e. K-8, K-5, K-6, 6-8, 9-12). At the end of that time, the student will automatically return to the home school, unless an application has been made and accepted to another school through the flexible boundary process and in accordance with established timelines.
- g) Final decisions regarding applications will normally be made no later than September 30, following confirmation of school reorganization, however schools will review and attempt to notify parents earlier where possible.

4. Transportation

The Board will not accept responsibility for the transportation of students taking advantage of this policy.

Approved December 14, 1971

Revised March 1973

Revised December 1974

Revised January 1, 1998 (*to reflect change in Board name*)

Reviewed January 2000

Revised February 25, 2003

Approved December 13, 2005 (*replaces former Policy #19 – Flexible School Boundaries*)

Approved January 12, 2010

Approved June 11, 2013 (*replaces former Policy #19 – Flexible School Boundaries*)

Approved February 9, 2016

Reviewed November 13, 2018

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**Flexible School Boundary Application**

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The Peel District School Board understands that school boundaries may not always meet the needs of students and so an alternative option is provided under the Flexible Boundary Policy. Under the policy, students may apply to attend a school other than their home school. The Board will provide this alternative to the extent its financial resources, accommodations and other obligations allow. The completion of this flexible school boundary application form is required for flexible boundary consideration. The application should normally be submitted no later than May 15 in any school year to ensure processing for the following school year. Final decisions regarding applications will normally be made no later than September 30, following confirmation of school reorganization, however, schools will review and attempt to notify parents of the decision earlier where possible.

**PART A: To Be Completed In Full By Applicant  
(Parent / Guardian or Student over 18 years)**

Date: \_\_\_\_\_ Student's SIS #: \_\_\_\_\_ Student's OEN #: \_\_\_\_\_

Student's Last Name: \_\_\_\_\_ Given Name(s): \_\_\_\_\_

Student Date of Birth (year/month/day): \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Student / Parent / Guardian's Current Address:  
\_\_\_\_\_  
\_\_\_\_\_

Telephone numbers: \_\_\_\_\_ (Home) \_\_\_\_\_ (Work) \_\_\_\_\_ (Cell Phone)

Student's Home School: \_\_\_\_\_ Current Grade: \_\_\_\_\_

Requested School: \_\_\_\_\_ Requested Entrance Date: \_\_\_\_\_

**REASON FOR REQUEST:**(a) **Program availability** (identify specific program)  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(b) **Residence change** - Note: If parents move during current school year out of school's boundary and the student wants to remain until the end of school year/semester, this is at the discretion of the Principal. Please complete a flexible **school boundary application** form requesting in writing for the child to remain until the end of the school year/semester and the Principal will respond in writing.

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(c) **Siblings**

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(d) **Childcare**

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(e) **Extenuating circumstances/other**

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**PARENT / GUARDIAN / STUDENT OVER 18 AGREEMENT:**

We agree to the conditions of the Peel District School Board Flexible **School** Boundary Policy **#19**. We also understand that in the event of the acceptance of this application, our son or daughter will be admitted to the requested school for the duration of the school organization (for example, K-8, K-5 or K-6, 6-8, 9-12). At the end of that time, our son or daughter will automatically return to the home school, unless an application has been made and accepted to another school through the flexible boundary process and in accordance with the established timelines. We understand that the Board will not accept responsibility for the transportation of students taking advantage of this policy.

**Every student who has been registered as a transfer from another secondary school (anywhere) within the previous twelve (12) months is ineligible for all ROPSSAA and OFSAA sanctioned events, unless he/she appeals and is deemed eligible by the ROPSSAA and/or OFSAA Board of Reference Transfers.**

\_\_\_\_\_  
**Signature of the Parent/Guardian(s)  
or Student over 18 years**

\_\_\_\_\_  
**Date**

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**PART B: To Be Completed By Home School Principal**

Date of Consultation with Parent: \_\_\_\_\_

Signature of Home School Principal: \_\_\_\_\_ Date: \_\_\_\_\_

**The home school Principal's signature on this application form acknowledges awareness of the application and confirms consultation with the parent. It does not indicate approval.**

**Secondary Applicants Only:** *Attach a copy of the student's transcript / status sheet and list all courses (with levels) requested:*

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_____	_____
_____	_____
_____	_____

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**PART C: To Be Completed by Principal of Requested School**

**NOTE:** A flexible **school** boundary application can only be approved based on the conditions outlined in the Flexible **School** Boundary Policy #19.

Date application received: \_\_\_\_\_

Contact between requested school Principal and applicant: \_\_\_\_\_ (date)

Contact between requested school Principal and home school Principal: \_\_\_\_\_ (date)

Application **ACCEPTED:** \_\_\_\_\_

Contact With Home School Principal: \_\_\_\_\_ (date)

Contact With Applicant and review of Policy 19, subsection 3d: \_\_\_\_\_ (date)

Application **DENIED**: \_\_\_\_\_

Rationale:

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Contact Made With Appropriate Superintendent(s): \_\_\_\_\_(date)

Contact With Applicant: \_\_\_\_\_(date)

*c: Student's OSR File  
Home School Principal  
Superintendent(s) of Education*

*REVISED 2016 02 09*

## **FLEXIBLE SCHOOL BOUNDARY APPLICATION PROCESS**

- Application form, Part A, completed by applicant \*, and given to home school Principal.
- Consultation, in person or by telephone, held between applicant and home school Principal.
- Application form, Part B, completed by home school Principal.
- Applicant takes flexible school boundary application form, now with Part A and B completed, to requested school Principal.
- Consultation, in person or by telephone, held between applicant and requested school Principal.
- Consultation between both school Principals, referring to Policy 19, to determine whether flex application request will be accepted.
- If request is ACCEPTED, the requested school Principal will inform the home school Principal and the applicant of the decision and will review Policy 19, subsection 3d with applicant. Requested school Principal completes Part C.

The applicant will accept or reject acceptance of the flexible school boundary application.

- If request is DENIED, requested school Principal will notify, providing rationale, the appropriate Superintendent(s) of Education, and the home school Principal, prior to notifying applicant. Requested school Principal completes Part C.

\* "Applicant" refers to parent, guardian, or student over 18 years of age

**REMINDER: As per Policy 19, subsection 3e, the application should normally be submitted no later than May 15 in any school year to ensure processing for the following school year. Final decisions regarding applications will normally be made no later than September 30, following confirmation of school reorganization, however, schools will review and attempt to notify parents earlier where possible.**