

CRITERIA FOR THE ENROLMENT OF STUDENTS IN SCHOOLS OF THE EASTERN TOWNSHIPS SCHOOL BOARD FOR THE SCHOOL YEAR 2019-20

LEGAL REQUIREMENTS

4. Every student, or the student's parents if the student is not of full age, shall have the right to choose, every year, the school that best reflects their preferences from among the schools of the school board whose jurisdiction the student comes under that provide services to which the student is entitled.

The exercise of the right to choose a school is subordinate to the enrollment criteria established pursuant to section 239 where the number of applications for enrollment in a school exceeds the school's capacity, and, in the case of a school with a special project or a school having a regional or provincial role, subordinate to the enrollment criteria established by the school board pursuant to section 240 or 468.

The exercise of the right 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.

239. Each year, every school board shall enroll students in its schools in keeping with the choice of each student's parents or the choice of the student, if of full age. However, if the number of applications for enrollment in a school exceeds the capacity of the school, enrollment shall be effected according to the criteria established by the school board after consultation with the parents' committee.

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. They must be adopted, put into force and sent to each governing board at least 15 days before the beginning of the student enrollment period.

The conditions or criteria for participation in a special project may not serve as criteria for enrollment in a school; nor may they operate to exclude a student from the school of the student's choice if the student has a right to enroll in that school pursuant to the criteria referred to in the first paragraph.

The Eastern Townships School Board welcomes students who have attained four (4) years of age (Pre-Kindergarten), five (5) years of age (Kindergarten) or six (6) years of age before October 1st 2019, or have received a derogation prior to their first day of school.

All students must have a certificate of eligibility for English instruction or be entitled to a certificate for which they have applied. Priority will be given to students that reside in the territory of the Eastern Townships School Board.

The Eastern Townships School Board strives to enrol students in its schools in keeping with the choice of each of the student's parents or the choice of the student, if 18 years of age or older.

However, if the number of applications for enrolment in a given school will likely exceed the capacity of that school ¹, that school will register students in the following order of priority:

1. Students currently registered in this school.
2. Siblings² of students currently registered in this school.
3. Students whose current place of residence is nearest to this school premises.
4. Siblings of students mentioned in criterion #3.
5. Students living outside the identified sector for transportation to the school, but living on the Eastern Townships School Board territory, for a school choice application submitted **before May 1st** of the next school year, on the principle first come, first served basis.
6. Students living outside the School Board territory.

SCHOOL CHOICE

The school choice application must be transmitted to the relevant school **before May 1st** of the next school year.

In order to be granted, the request for a school choice must respect the capacity of the school, the school organization in place and the educational services provided. The places allocated must allow for the completion of the groups already formed and must not cause an excess of students in a group.

The school choice is made on an annual basis and must be renewed each year; therefore, each year, parents must make a request for a change of school at the time of registration, and this change is final except for a change caused by a move.

If, for a school, the number of school choice applications from other schools in the school board exceeds the number of places available, the school's principal allows the available places in the following order of precedence:

1. The student was registered in the school during the previous year;
2. The student has already siblings currently registered in the school;
3. First come, first served.

The decision to grant or refuse an application for school choice is communicated to the parents by the school's principal no later than ten (10) working days before the beginning of the school year.

The acceptance of the request for school choice does not engage the school transportation.

¹ The school capacity is determined as follows:

- a) The available space, the architectural configuration and the areas allocated by le *Ministère de l'éducation et de l'enseignement supérieur (MEES)*;
- b) The maximum number of students that can be admitted and enrolled at the school;
- c) The number of teaching positions allocated to each school;
- d) The rules for the student weightings in regular classes as defined in the teachers' collective agreement;
- e) The maximum number of students per group as defined in the teachers' collective agreement and the rules for groupings;
- f) The integration predictable needs in regular classes, during the year, for students with handicaps, social maladjustments or learning difficulties (SHSMLD).

² Siblings are children with at least one common parent, children of reconstituted families and children of a foster home authorized by the *ministère de la Santé et des Services sociaux*.

REQUEST FOR ENROLMENT FOR OUT OF BASIN STUDENTS

The requests of students living in the basin of the concerned school will be treated first and foremost followed by the requests of students on the school board's territory. The requests for enrolment for out of basin will be handled afterward.

The application for an out of basin school board must be submitted to the relevant school **prior to May 1st** of the next school year.

Each out of basin school board application is valid for one year. The application process must therefore be repeated on an annual basis.

The same principles of acceptation as for the school choice apply.