

ATTENDANCE AREAS

Background

The Division believes that it can provide each student with the opportunity to meet the standards of education set by the Minister by effectively utilizing the human and physical resources of the Division. In order to achieve this goal, the Division establishes attendance areas for each school in the Division.

Procedures

1. Regular Transportation

The Director of Transportation shall assign students to bus routes in accordance with the attendance boundaries unless otherwise determined by the Board or senior administrative personnel.

2. Directed Transportation

2.1 Students may be directed by the Superintendent or designate to attend a school other than that to which they would normally be directed via attendance boundaries for any of the following reasons:

2.1.1 The student requires a specialized program located in another school, (i.e., Knowledge and Employability courses, Opportunity Room, etc.);

2.1.2 The student requires a placement in another school for emotional, social or security issues; or

2.1.3 The student requires placement in another school for medical considerations.

2.2 Decisions regarding placement of students using the criteria noted in 2.1 above, shall be made by the Superintendent or designate following discussions with the affected school principal(s) and student parent(s). A requisition form for transportation service shall be provided to the Transportation Department.

2.3 Following receipt of a requisition form for transportation, the Director of Transportation shall arrange for transportation via the most practical method, (school bus, parent provided, etc.).

2.4 If a student is placed by the Superintendent or designate into a program using the above criteria, no fee for service will be levied for the transportation provided.

2.5 Students approved for Directed Transportation shall be served prior to those students who are attending a school of choice outside their normal attendance area. Note: Only students approved for "Directed

Transportation” under this clause are eligible to ride designated “Special Education” buses. A Special Education Bus is a bus that may transport students across several attendance areas in order to accommodate coded students who require a special education program.

3. School of Choice

Students may attend a school of choice so long as the criteria of Policy 17 has been met.

- 3.1 There must be space available on the bus.
 - 3.1.1 For determining available space, students from within the attendance area will have priority over students from outside the attendance area.
 - 3.1.2 Requests for transportation to a school of choice will be dealt with on a first-come, first-served basis.
- 3.2 There is no diversion of the bus from the regular route.
- 3.3 The students board at a safe location.
- 3.4 Parents have paid the appropriate fee for service, if applicable.
 - 3.4.1 If the parent drives to meet a bus bound for a school of choice on route, no fee for service will apply.
 - 3.4.2 If the student is able to board the bus for a school of choice without parents transporting the child in their private vehicle to meet the bus, there shall be a fee for service (i.e., meeting a bus at a feeder school within the village/town where the student resides, or a non-high school student boarding a high school bus at their gate to pick up older siblings).
- 3.5 A student shall only be allowed to transfer to another school during the school year if the parents, the Principal of the sending school, and the Principal of the receiving school agree that it is in the best educational interests of the student to transfer the student.
- 3.6 Students attending a school of choice may not meet a “special education bus”.
- 3.7 Parents are to apply in writing to the Director of Transportation for transportation outside of the attendance area in which they reside. The Director of Transportation will provide a written reply to the request.

4. Non-resident Students

Students who reside outside the jurisdiction and whose parents wish to register them at a school within the Division are eligible to attend the school provided that:

- 4.1 The Principal of the school at which the student wishes to register indicates there are sufficient resources and facilities at the school in the grade/program in which the student is to be enrolled;

- 4.2 The parent accepts full responsibility, at no cost to the Division, for transporting the student to and from a safe stop point along a regular bus route which is bound for the school in question;
 - 4.2.1 If the non-resident parent transports the student to a boundary point along the attendance area for the school of choice, the Director of Transportation may, if feasible, alter the bus route to accommodate a pick up at the boundary.
- 4.3 There is room on the bus;
 - 4.3.1 For determining available space, students from within the attendance area will have priority over students from outside the attendance areas.
 - 4.3.2 Requests for transportation to a school of choice will be dealt with on a first-come, first-served basis.
- 4.4 Written permission is given annually by the Director of Transportation for the busing to be provided for a specified period, and
- 4.5 Parents have paid an appropriate fee for service, if applicable.
 - 4.5.1 If the non-resident parent drives to meet a bus bound for a Division school on route, no fee for service will apply.
 - 4.5.2 If the non-resident student is able to board the bus for a Division school without parents transporting the child in their private vehicle to meet the bus, there shall be a fee for service (i.e., a bus passes by their residence to get from one eligible resident student to another eligible resident student).

5. Boundary Review

From time to time, the Board may determine that it is necessary to review established attendance area boundaries. The process of review will include consultation with stakeholders and may include any or all of the following:

- a. Survey of adjacent and/or affected landowners by the Director of Transportation/designate;
- b. Advertisement of the intended change;
- c. Discussions with affected School Councils;
- d. Discussions with affected school administrative staff.

- 6. In the event of school closure, attendance areas of receiving schools will be designated by the Board. If a student's residence is in closer proximity to a school other than what the Board designates as the receiving school, consideration will be given for the student to have transportation to the school closest to their residence.

Reference: Section 13, 30, 45, 51, 60, 61, 113 School Act