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**POLICY P.077.PLG**

**TITLE: DESIGNATED SCHOOLS/STUDENT TRANSFERS**

**Date Authorized: February 1999**

**Last Revised: XXXXXXXX**

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**COMMITMENT TO INDIGENOUS RIGHTS, HUMAN RIGHTS, AND EQUITY**

The District recognizes its responsibility to ensure that the development of this policy and the associated work promotes and protects Indigenous rights, human rights, and equity. The District will strive to address and eliminate discrimination and structural and systemic barriers for students, staff, and community.

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**1.0 RATIONALE**

To establish that students are designated to attend only certain schools as determined by geographic and programming considerations, and to define circumstances under which a student may attend a school other than the designated school.

**2.0 DEFINITIONS**

Please refer to Appendix A for a list of definition of terms used In this policy,

**3.0 POLICY**

Designated Schools

3.1 In accordance with Section 171(1), par.7 of *the Education Act*, the Board shall establish geographic attendance boundaries for each elementary and secondary school, thereby creating designated schools with reference to grade and program.

3.2 Except as provided elsewhere in this policy, a student shall attend the school within the boundary of which they reside which offers the program selected by that student and their parents/guardians, with transportation in accordance with Policy P.068.TRA Student Transportation in accordance with OSTA Transportation Eligibility Policy.

Attendance at a School other than the Designated School

3.3 A student may be directed to a school other than the designated school, in which case it is not considered a student transfer and transportation shall be provided in accordance with Policy P.068.TRA Student Transportation OSTA Transportation Eligibility Policy.

This includes:

- a) placement in a specialized special education program;
  - b) placement in an English-as-a-Second-Language (ESL/ELD) program;
  - c) ~~a suspension or~~ expulsion ~~or for safety reasons~~; and
  - d) subject to successful application, a secondary student attending a system program such as, the Adaptive, Arts, International Baccalaureate, High Performance Athlete and Secondary Alternate program, **Specialist High Skills Major (SHSM)**.
- 3.4 Where Early French Immersion is the program selected for a student, **they he/she may attend Junior** Kindergarten at either the designated school for the Regular English program or the designated school for the Early French Immersion program. In either case, transportation shall be provided.
- 3.5 A student shall be permitted to remain at the school **they are** currently attending for the remainder of the school year if, during the course of the school year:
- a) the student moves out of the attendance area of the current school, in which case ~~the OCDSB shall not be responsible for providing~~ transportation ~~shall not be provided~~; or
  - b) the student wishes to change programs at the current school, where a different school is **his/her their** designated for the newly chosen program.
- 3.6 Where a student plans to move out of the attendance area of a particular school after a school year has begun and the parent/guardian wishes the student to attend the designated school serving the new residence before the move takes place, the student may attend the designated school serving the new residence on presentation of proof of purchase or rental agreement for the new residence. ~~The OCDSB shall not be responsible for providing~~ transportation ~~shall not be provided~~ until the student moves to the new residence, subject to eligibility under **OSTA Transportation Eligibility Policy Policy P.068-TRA Student Transportation**.
- 3.7 In all other circumstances, application must be made for a student transfer to a non-designated school through the student transfer process.

#### Student Transfer

- 3.8 A parent/guardian or **an Adult Student** ~~a student (if 18 years of age or older)~~ may apply for a student transfer for a student to attend a school other than the designated school.
- 3.9 The regular student transfer application period for each school year shall be determined and published annually by 1 December of the preceding school year.
- 3.10 Student transfer caps shall be established each year prior to the regular student transfer application period to identify the maximum number of student transfer requests that could be approved for the receiving school **following the regular application period**.
- 3.11 Student transfer requests received during the regular application period shall be approved by the receiving principal, in consultation with the sending principal(s) within the limitations of the student transfer cap and subject to the following criteria:

- a) Elementary Student Transfer
    - (i) particular learning needs of/or requirements placed on the student, which cannot reasonably be met by the home school; and/or
    - (ii) exceptional personal circumstances.
  - b) Secondary Student Transfer
    - (i) particular learning needs of/or requirements placed on the student; and/or
    - (ii) access to a course package that is not available at the student's designated school and is a prerequisite for pursuing a post secondary pathway, including a transfer at the Grade 9 level to access a course package at the receiving school that does not commence until Grade 10; and/or
    - (iii) exceptional personal circumstances.
- 3.12 To aid in the evaluation of an application, the receiving principal may request evidence and reasoning in support of the transfer application.
- 3.13 The Board reserves the right to restrict student transfers in certain special circumstances, for example, where restricting student transfers offers a reasonable and necessary short-term solution to a program viability issue or other such issue at a sending school.
- 3.14 The Board reserves the right to restrict student transfers, where necessary, during the first year in which a new school attendance boundary is in effect.
- 3.15 ~~During the phased implementation of Full Day Early Learning Kindergarten, student transfers for Junior Kindergarten and Senior Kindergarten shall not be allowed into schools where the new program has been established, unless the transfer is from one Full Day Early Learning Kindergarten site to another.~~
- 3.16 ~~The OCDSB shall not be responsible for providing transportation when a student transfer is granted.~~ Transportation is the responsibility of the applicant when a student transfer is granted. On the recommendation of the receiving principal and at the discretion of the Superintendent of Instruction responsible for the receiving school, however, transportation may be provided where possible in response to the exceptional circumstances of a student.
- 3.17 A student who has transferred into a non-designated school may remain at that school until the most senior grade offered in the school has been completed, except in the following circumstances defined under the associated procedures.
- a) ~~Should a student be discovered to be attending a school other than the designated school by virtue of false information having been provided to the OCDSB on the student's behalf, the student shall be required to move to the designated school at the earliest possible time that will not unduly jeopardize the completion of courses already begun (e.g., early in the current school year or semester, at the end of the current semester (secondary), at the end of the current school year (elementary)).~~
  - b) ~~Where a student transfer has been approved on the basis of meeting one or more of the criteria listed in Section 3.3 (d) 3.14 of this policy, and where the student, before completing two years of attendance at the receiving school,~~

ceases to meet the criteria upon which the student transfer approval was based, the student shall be required to return to the designated school the following year, except on the recommendation of the principal of the receiving school and the approval of the Superintendent of Instruction responsible for the receiving school, the student may be allowed to remain at the receiving school.

(i) Where a student transfer has been approved to allow a secondary student to transfer at the Grade 9 level to access a course package that does not commence until Grade 10, the student shall be required to return to the designated school the following year if:

(A) upon completion of Grade 9, the student opted not to choose the course package upon which the transfer approval was based; or

(B) prior to the end of Grade 10, the student opted to withdraw from the course package upon which the transfer approval was based.

3.18 Except on the recommendation of the principal of the receiving school and the approval of the Superintendent of Instruction responsible for the receiving school, the student may be allowed to remain at the receiving school.

## 4.0 SPECIFIC DIRECTIVES

### Student Transfer Caps

3.19 Student transfer caps shall be established each year prior to the regular student transfer application period by the Superintendent responsible for Planning, to identify the maximum number of student transfer requests that could be approved for the receiving school ~~following~~ **during** the regular application period.

3.20 For an elementary school, the student transfer cap shall be calculated as 95% of planning capacity (excluding portables) less the number of students expected for the following school year. For a secondary school, the student transfer cap shall be calculated as 100% of planning capacity (excluding portables) less the number of students expected for the following school year.

3.21 A school's student transfer cap for the following school year may be increased over the number calculated in accordance with Section 3.23 with the consent of the Executive Superintendent.

3.22 The Superintendent responsible for Planning, in consultation with the principal and Superintendent of Instruction responsible for the school, may determine, in light of anticipated multi year growth at a school due to program or boundary changes, or expected increased volatility and uncertainty of enrolment projections, that the student transfer cap for a school during a particular period should be less than that calculated in accordance with section 4.1 (b) 3.23. In such a case the school student transfer cap may be decreased, including to a cap of zero, below the number calculated in accordance with section 4.1 (b) 3.23 by only as much as required to address the circumstances.

3.23 The Board shall be informed of modifications to student transfer caps ~~under Sections 3.24 and 3.25~~ of this policy.

### Review of Late or Refused Transfer Requests

3.24 Any late transfer requests received after the regular student transfer application period and/or any student transfer requests received during the regular application period that were refused, and continue to meet the criteria as outlined in the Student Transfer section of the policy, may be reviewed by the receiving principal, in consultation with the sending principal(s), in June and again in September, to determine whether any additional transfer approvals are possible within the approved staffing arrangements at receiving and sending schools, and fall within the receiving school's transfer cap. Any additional transfer approvals shall be subject to there being no changes to the approved staffing allocations at receiving or sending schools or to the approved accommodation arrangements at receiving schools.

### Appeals

3.25 Where a request for a student transfer has not been granted, an appeal may be made by the parent/guardian, or by the student if 18 years of age or older Adult Student, by writing to the principal of the receiving school. Receiving principals, in consultation with the Superintendent of Instruction responsible for the receiving school, shall have the discretion to approve a student transfer in response to student need in light of very exceptional personal circumstances.

3.26 Where a request for a student transfer is not granted following an appeal to the principal of the receiving school, the parent/guardian or the Adult Student may make a final appeal to the Superintendent of Instruction responsible for the receiving school who has the discretion to approve a student transfer in response to student need in light of Exceptional Personal Circumstances.

3.27 Where a request for a student transfer is not granted on appeal to the principal under Section 4.3 (a) of this policy, a final appeal may be made to a panel of trustees as outlined in Policy P.126.SCO Appeals Hearing Panel (Student Transfer).

### Implementation

3.28 The Director of Education is authorized to issue such procedures as may be necessary to implement this policy.

## **5.0 APPENDICES**

Appendix A: Policy Definitions

## **6.0 REFERENCES**

### ***Education Act***

*Ontarians with Disabilities Act, 2001*

OCDSB [Policy P.026.SCO: Student Suspension and Expulsion](#)

~~OCDSB [Policy P.126.SCO: Appeals Hearing Panel \(Students Transfers\)](#)~~

OCDSB [Policy P.076.PLG: Pupil Accommodation](#)

OCDSB [Policy P.068.TRA: Student Transportation](#)

OCDSB [Policy P.127.TRA: Ottawa Student Transportation Authority](#)

OCDSB [Policy P.088.FIN: Admission of Students to Schools](#)

~~OCDSB [Procedure PR.664.SCO: Appeals Hearing Panel \(Students Transfers\)](#)~~

OCDSB [Procedure PR.515.SCO: Student Suspension and Expulsion](#)

OCDSB [Procedure PR.528.SCO: Critical Incident Review Process](#)

[OCDSB Procedure PR.567.PLG: Pupil Accommodation](#)

~~[OCDSB Procedure PR.556.TRA: Student Transportation](#)~~

[OCDSB Procedure PR.568.PLG: Designated Schools/Student Transfers - Elementary](#)

[OCDSB Procedure PR.569.PLG: Designated Schools/Student Transfers - Secondary](#)

[OCDSB Procedure PR.601.FIN: Admission of Students to Schools](#)

~~[OSTA Transportation Eligibility Policy](#)~~

## APPENDIX A: POLICY DEFINITIONS

In this policy,

**Adult Student** means a student who is 18 years or older or 16 or 17 and has removed him/herself from parental control.

**Board** means the Board of Trustees.

**Course package** is a sequential series of three courses at different grade levels, originating from the same Ministry of Education guidelines, and commencing at Grade 9 or Grade 10.

The student's **designated school** is a school which the student would be eligible to attend by reason of:

- a) the place of residence of the student's parents/guardians or, in the case of an **Adult Student** ~~student 18 years of age or older~~, the student's residence; and
- b) the location of educational programs mandated under the *Education Act* and the associated Board-mandated delivery options.

**District** means the Ottawa-Carleton District School Board.

**Exceptional Personal Circumstances** means unforeseeable or unpreventable events or circumstances beyond a student's control, which have a negative impact on their academic performance.

The **receiving school** is the school to which the student has requested a transfer.

The **receiving school principal** is the principal of the receiving school.

The **sending school** is the school the student would be expected to attend if the requested transfer is denied.

The **sending school principal(s)** is the principal of the designated school and the principal of the sending school if different from the designated school.

A **student transfer** is required when a student wishes to attend a school other than **their** designated school, except as provided in the **Student Transfer section 3.2** of this policy.

The **student transfer cap** is the maximum number of student transfers a school is authorized to accept.

**Transfer capacity** represents the amount of space available at a particular school for instructional purposes, and includes the loading of space associated with Relocatable Classroom Modules (RCMs), leased facilities and space, new schools, additions and renovations. Portable classrooms are not loaded and are not included in transfer capacity and shall not be included in the annual calculation of transfer caps.