



# Governance and Planning

## School Boundaries and Boundary Exemptions

Policy Number GP-15

The Simcoe Muskoka Catholic District School Board establishes a school's catchment area for students and families within specific boundaries. These boundaries are determined following an extensive consultation process with key stakeholders in the school's geographic area.

Requests for students to attend schools outside established boundaries are to be made through the school Principal and considered by the school Principal, the school Superintendent of Education or the Director of Education according to the procedures.

### Procedural Guidelines Follow

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# Procedures and Guidelines Supporting School Boundaries and Boundary Exemptions

Policy Number GP-15

## DEFINITIONS

- Legal guardian** an individual who has obtained a Guardianship Order from the Provincial Court, Family Division Legal custody/custodial parent/legal guardian
- Home school** the school, which the student would attend based on school boundaries and residency
- Receiving school** a school outside the student's home school boundaries

### 1.0 Requests to attend an Out-of-Boundary school and conditions

- 1.1 The student who is 16 year of age or over or legal custodian(s) of a student under 16 must initiate a request to attend a school other than their home school through the home school.
- 1.2 The Principal shall advise the student who is 16 or over or legal custodian of a student under 16 years of age, of the following:
- 1.2.1 there must be accommodation within the class(es) of the school to which application for admittance is being made. School Principals will approve Out-of-Boundary applications only when the addition of these students can be accommodated without class reorganization. Further, the School Principal will approve out-of-boundary applications only when the addition of these students can be accommodated without addition of portable classroom facilities and without additional resources as directed by the Planning Department;
- 1.2.2 as the potential approval is a long-term commitment to the student who is 16 years of age or over or legal custodian(s) of a student under 16 years of age, there must be accommodation within the school, taking into consideration the short and long-term implications with respect to the potential growth within the school's boundaries and the expected timing of that growth as directed by the Planning Department. School Principals must provide appropriate accommodations and class sizes to accommodate students from their own school area prior to accommodating students from outside the school's boundaries;
- 1.2.3 all children of elementary school age in the family are to be considered in a decision related to this procedure;

1.2.4 requests will be entertained once the school year has started only for those requests of families which are:

1.2.4.1 to finish the year at a school when they have moved out of the boundary area

1.2.4.2 for secondary schools at the end of semester one

1.2.4.3 from another jurisdiction;

1.2.5 the responsibility for transporting the student to and from the Receiving School rests entirely with the student or the legal custodian of a student under 16 years of age.

Notwithstanding the above, in keeping with policy GP-13 Transportation, a parent/guardian or student who is 16 or older can request transportation to an out of boundary school once a boundary exemption has been granted. The request which must be in writing, is facilitated via the receiving school, and will only be approved to access an existing bus stop on an existing bus route, if there is surplus space on the bus and there is no additional cost to the board;

1.2.6 no alterations to bus routes, including additional stops, shall be made to accommodate out-of-boundary students;

1.2.7 students admitted to a Receiving School will continue to attend the school based on an annual review which is subject to the procedures outlined and provided that the student's attendance and punctuality in terms of the school day is satisfactory to the Receiving Principal. Further, they may be required to transfer to another school when the capacity of the school they are attending has been reached and space is required for students residing within the boundary. This typically arises in the splitting of the schools to establish a new school.

1.3 Students who are 16 years of age or over or legal custodians of students under 16 years of age must begin the process by completing a Request to Attend an Out-of-Boundary School form (Appendix A) at the home school, and then take it to the Receiving Principal for completion.

1.4 Notwithstanding the above, in the case of a boundary review Request to Attend an Out-of-Boundary School forms will be processed through the office of the Superintendent of Education.

## **2.0 Approvals and Non-approvals**

2.1 The following applies to all boundary exemption requests with the exception of requests applying to the children of board employees. The Receiving Principal, with the approval of the Home School Principal may grant requests where none of the constraints outlined in this procedure

exist. The final determination is that of the Superintendent of Education if the decision is unresolved by the two principals.

The primary determinant in granting a request is the education of the student as determined by the Receiving Principal in consultation with the Home School Principal and the student who is 16 years of age or over or parent/guardian for a student under 16 years of age. When a request is made for Out-of-Boundary admission and space is available as outlined in Section 1.0, the priorities for admission are:

- 2.1.1 the education of the child(ren) including the continuity of program;
  - 2.1.2 students of the school whose parents have moved to another school boundary area within the County and wish their children to remain at the previous school for the year (elementary)/semester (secondary);
  - 2.1.3 younger sibling(s) of a student who has previously been approved and continues to be approved to attend the school as an Out-of-Boundary student;
  - 2.1.4 students who receive child care services at a location within the school boundary;
  - 2.1.5 students within other school boundaries not already covered by these priorities;
  - 2.1.6 non-resident students under provisions of the Education Act not already covered by these priorities.
- 2.2 Approval by the Receiving Principal shall be recorded on the form.

The Receiving Principal shall send a letter of approval (samples are attached as Appendix B and Appendix C) to:

- 2.2.1 the student who is 16 years of age or over or the legal custodian of a student under 16 years of age;
- 2.2.2 the Superintendent of Education for the receiving community of schools;
- 2.2.3 the Superintendent of Education for the Home School; and
- 2.2.4 the Principal of the student's Home School
- 2.2.5 Planning department.

- 2.3 Non-approval by the Receiving Principal shall be recorded on the Request to Attend an Out-of-Boundary School form and a letter (Appendix D) outlining the reason sent to:
- 2.3.1 the student who is 16 years of age or over or to the legal custodian if the student is under 16 years of age;
  - 2.3.2 the Principal of the Home School.
- 2.4 The following applies to all boundary exemption requests applying to the children of board employees. Staff members will apply to the appropriate Superintendent of Education for approval of boundary exemptions for children of school staff members. Senior Staff (members of the Education Leadership Council) will apply to the Director of Education for approval of boundary exemptions for children of Senior staff. The Superintendent of Education and/or the Director of Education will follow the same processes outlined for Principals herein.

### **3.0 Closing a School to Out-of-Boundary Students**

- 3.1 The Planning Department, subject to approval by the Director of Education, may close a school to Out-of-Boundary requests when one or more of the following conditions exist:
- 3.1.1 all available classroom space is in use or is anticipated to be in use within the school year;
  - 3.1.2 additional enrolment would require additional staff and/or portables;
  - 3.1.3 additional portables are not possible or not desirable because of site limitations or costs;
  - 3.1.4 local by-law and/or Simcoe District Health Unit restrictions limit additional enrolment.
- 3.2 When the closing of a school to Out-of-Boundary students is determined, it will be communicated to Principals, and Assessment and Planning Department.

### **APPENDICES**

- A. [Boundary Exemption Request Form](#)
- B. [Boundary Exemption Approval Form \(Elementary\)](#)
- C. [Boundary Exemption Approval Form \(Secondary\)](#)
- D. [Boundary Exemption Non-Approval Form](#)
- E. [Out of Boundary Transportation Approval Letter \(Elementary/Secondary\)](#)
- F. [Out of Boundary Transportation Non-Approval Letter \(Elementary/Secondary\)](#)



SIMCOE MUSKOKA CATHOLIC  
DISTRICT SCHOOL BOARD

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