

**ST. CLAIR CATHOLIC DISTRICT SCHOOL BOARD
POLICIES AND PROCEDURES
SECTION C: STUDENTS**

ADMISSION OF STUDENTS	PROCEDURE
EFFECTIVE: 2000 12 01 / 2007 04 24 / 2014 11 25 / 2017 02 01	

ADMINISTRATIVE PROCEDURES:

SECTION I – ELEMENTARY SCHOOLS

A. ADMISSION TO SCHOOL BY THE PRINCIPAL – ELEMENTARY SCHOOLS

1.0 Admission Requirements

The parent or guardian is responsible to provide the required admission documents **prior to admission**. These include:

1.1 Proof of Age

- a) A birth certificate, registrar's certificate, citizenship card or certificate or passport is appropriate proof of age. A photocopy of the original document shall be placed in the Ontario Student Record (OSR) and an entry made on the appropriate space on the OSR folder and in the student information system.
- b) The student is age appropriate for admission to an elementary school if, as of the last day of the calendar year, the student has attained the age of:
 - i. Four (4) years in the case of junior kindergarten;
 - ii. Five (5) years in the case of kindergarten;
 - iii. Six (6) years in the case of Grade 1 or higher.
- c) Students who were born outside of Canada, and entered Canada for the first time during the current school year, or the previous four school years, must complete the Confirmation of Pupil Eligibility form for English as a Second Language (ESL). Documentation showing first arrival date in Canada must be provided for examination and recorded on the form.

1.2 Verification of School Support

- a) One parent/guardian must be eligible to designate school separate support and provide proof of parent Roman Catholic baptism, or other proof of membership in a Catholic church in union with the See of Rome (Appendix D), and proof of separate school support within the jurisdiction of the Board. An Assessment Notice or Enumeration Notice identifying status of school support as "separate" or an *Application for Direction of School Support* form (and Lease Agreement, where necessary) signed by the parents are sufficient proof of school support.
- b) In cases where the parent is Catholic, but the child is not baptised Catholic, the child has the right to attend and the parent must sign the *Statement of Expectations for Non-Catholic School Students* (Appendix A3).

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- c) In situations where proof of Catholic baptism is provided for the child and the parent is not Roman Catholic, the student will be admitted by the Principal. The parent will be a supporter of the English-language public district school board.

1.3 Proof of Residency

Proof of residency is required as part of the Ministry Enrolment Register Instructions for Elementary and Secondary Schools. A current document (e.g. rental or lease agreement, utility bill, phone bill) that displays the name and address of the student's parent/guardian, must be viewed by the school and recorded as such on the student registration form. The address will be recorded as the student's principal residence and will determine the designated home school.

1.4 Immunization Record

Under the *Immunization of School Pupils Act*, the parents/guardians of every child who attends school in Ontario must provide to the local health unit proof of up-to-date immunization records, for a schedule of childhood diseases, as set out by the Ministry of Health. The local Medical Officer of Health is required by law to keep immunization records for every student. By the time the child enters Kindergarten, he or she should have records which are updated to include the 18-month immunizations. Each year, students whose immunization records are not up-to-date will receive a notice from the Medical Officer of Health that they will be suspended from school until the health unit is contacted directly by the parent/guardian and the immunization record is updated. **It is the responsibility of the parent/guardian to inform the public health unit of all immunizations given by the health care provider.** Students, who require exemption from immunization on medical or religious grounds, or reasons of conscience, must obtain and complete appropriate documents with the Medical Officer of Health before school entry.

1.5 Custody Arrangements

If a parent indicates a custodial arrangement, a copy of the court order or other legal document is required to be included in the documentation folder of the OSR.

2.0 Admission Requirement Exemptions

The following are exceptions to the above however, students who meet these requirements may still be admitted by the principal.

- 2.1 A child who is under the care or supervision of a children's aid society, receives child protection services from a children's aid society or resides in a children's residence or foster home within the meaning of the *Child and Family Services Act*, and who is otherwise qualified to be admitted to a Catholic elementary school, shall be admitted.
- 2.2 A child of a catechumen\candidate for admission, with appropriate documentation (affirmation from a parish priest) may be admitted on a temporary basis, for one school year, providing the parent or guardian is resident within the boundary area of the school. The admission of the student shall be revoked if the parent(s) or guardian(s), upon becoming eligible to be a Separate School Supporter, fails to promptly take all necessary steps to so become.

B. PRINCIPAL NOT AUTHORIZED TO ADMIT – ELEMENTARY SCHOOLS

3.0 Admission of Students from Out of School Boundary Areas

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- 3.1 A principal may **not** admit a student who resides out of the school boundary unless approval has been received from the Manager of Planning Services. Application must be made on the form provided (Appendix B1). Each applicant must already be registered in his or her home Catholic school prior to submitting an application for an Out-of-School Boundary Attendance (Appendix B1).
- 3.2 A student who moves out of a school boundary area during the school year must register at the school in their new boundary area or complete an out-of-boundary request.
- 3.3 His/Her approvals will be based on whether space within the class is available without creating staffing or space implications. Consistent rationale will be followed for determination of approvals.
- 3.4 An application to attend a school outside of the school boundary, if granted, extends for a maximum of one school year only. Re-application must be made prior to the beginning of the next school year.
- 3.5 The parent(s) or legal guardian(s) must accept responsibility for timely transportation to and from the school.

4.0 Non-Catholic Public School Supporters

The principal is **not** empowered to admit a child to a school if the parent or guardian is not eligible to be an English-language separate school supporter (that is: Not Roman Catholic) and the child is not Roman Catholic. The parent(s) or legal guardian(s) must apply to the Manager of Planning Services using the application to Attend Catholic Schools for Non-Catholic, Public School supporters form (Appendix A2).

Admission may be based on the following considerations:

- a) the desire of the parent for the child for a Catholic education
- b) sufficient accommodation being available in the school
- c) acceptance of student(s) will not require the formation of additional classes or resources
- d) whether evidence exists that the request is based neither on family convenience nor friction with the authorities with the child's current school system
- e) if the student requires transportation, that an existing route can be used without increasing length of the route
- f) the family must reside within the boundary area of the school to which they are applying to attend.

5.0 Students Residing Outside the Jurisdiction of the Board

The principal is **not** empowered to admit a child to a school if the child resides outside the jurisdiction of the Board. The parent(s) or legal guardian(s) must apply to the Manager of Planning Services on the application form Attendance from Outside Board Jurisdiction (Appendix C).

Admission will be based on the following considerations:

- a) whether space within the class is available and a new class would not be created with staffing and space implications
- b) parent must be baptized in the Roman Catholic church or provide other proof of membership in the Catholic church
- c) parent/guardians are separate school supporters

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6.0 Admission of International and Out-of-Province Students

The principal is **not** empowered to admit international students (includes U.S. citizens) or out-of-province students. Each request for admission should be directed to the Manager of Planning Services. Admission will be in accordance to the Education Act and Regulations of the Province, and Immigration Canada laws. Where applicable, gross fees must be prepaid by certified cheque or money order. Proof of residency within the jurisdiction of the Board must be provided before the student is admitted. This could include property tax bills, bank statements, driver's licence or utility bills.

7.0 Admission of First Nations Students (Government of Canada)

The principal is **not** empowered to admit a First Nations student who resides on tax exempt land. Each request for admission should be directed to the Manager of Planning Services. Admission will be in accordance with the Regulations of the Government of Canada, Department of Indian and Northern Affairs, and the Education Act and Regulations.

C. SECTION II – SECONDARY SCHOOLS

ADMISSION TO SCHOOL BY THE PRINCIPAL – SECONDARY SCHOOLS

1.0 Admission Requirements

In accordance with Board Policy, the principal shall admit to a school, each person having the right of attendance subject to the provisions of the Education Act and Regulations of the Province of Ontario. A student must be registered at the school in the boundary area in which he/she resides, unless exempted as per Article 3.0.

2.0 Non-Catholic Students

The school principal will admit a non-Catholic student who resides in the boundary area of the school, and is qualified to attend the school according to open-access legislation.

It is a requirement of the St. Clair Catholic District School Board that, subject to the exceptions in the *Education Act* and the Board's *Sec. A Policy – Equity and Inclusive Education*, each student attending a secondary school, operated by the Board, shall take credits in Religious Education and participate fully and cooperatively in all aspects of the Religious Education programs. In addition, each student is required to adhere to all other policies of the Board and/or schools, such as Dress Codes and Codes of Conduct.

D. PRINCIPAL NOT AUTHORIZED TO ADMIT – SECONDARY SCHOOLS

3.0 Admission of Students from Out-of-School Boundary Areas

- 3.1 A principal may **not** admit students who reside out of their school boundary area unless approval has been received from the Superintendent of Education, responsible for Secondary Schools. Application must be made on the Application for Out-of-School Boundary Attendance form (Appendix B2). Each applicant must already be registered in his or her home Catholic school prior to submitting the Application for Out-of-School Boundary Attendance form.

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- 3.2 A student who moves out of a school boundary area during the school year must register at the school in his/her new boundary area or complete an out-of-boundary request.
- 3.3 Approvals will be based on whether space is available without creating staffing or space implications. Consistent rationale will be followed for determination of approvals, with consideration being given to the principals' recommendations.
- 3.4 An application to attend a school from outside of the school boundary, if granted, extends for a maximum of one school year only. Re-application must be made prior to the beginning of the next school year.
- 3.5 The parent(s) or legal guardian(s) must accept responsibility for timely transportation to and from the school.

4.0 Students Residing Outside Board Jurisdiction

The principal is **not** empowered to admit a student to a school if the child resides outside the jurisdiction of the Board. The parent(s) or legal guardian(s) must apply to the Manager of Planning Services on the Application for Attendance from Outside Board Jurisdiction form (Appendix C)

Admission will be based on whether space within the class is available. A new class would not be created with staffing and space implications.

5.0 Admission of International and Out-of-Province Students

The principal is **not** empowered to admit international students (includes U.S. citizens) or out-of-province students. Each request for admission should be directed to the Manager of Planning Services. Admission will be in accordance to the Education Act and Regulations of the Province, and Immigration Canada laws. Where applicable, gross fees must be prepaid by certified cheque or money order. Proof of residency within the jurisdiction of the Board must be provided before the student is admitted. This could include property tax bills, bank statements, driver's licence or utility bills.

6.0 Admission of First Nations Students (Government of Canada)

The principal is **not** empowered to admit a First Nations student who resides on tax exempt land. Each request for admission should be directed to the Manager of Planning Services. Admission will be in accordance with the Regulations of the Government of Canada, Department of Indian and Northern Affairs, and the Education Act and Regulations.

SECTION III – ADDITIONAL INFORMATION

The St. Clair Catholic District School Board is committed to the principles of equity and inclusive education, consistent with our Catholic teachings, which value and promote human rights and social justice in all Board policies, programs, guidelines, operations and practices.

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DEFINITIONS:

Roman Catholic – For the purposes of this policy, Roman Catholic shall mean a member of the Roman Catholic Church or member of the Eastern Rite Catholic Church that is in union with the See of Rome.

Guardian – A person who has lawful custody of a child, other than the parent of the child.

Candidate – One who is already baptized in another Christian faith and who is now preparing to be received into the full communion of the Catholic Church.

Catechumen – One who is not baptized and is preparing for full initiation into the Catholic Church.

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APPENDIX A1

**STATEMENT OF EXPECTATIONS FOR
NON-CATHOLIC ELEMENTARY SCHOOL PARENTS**

Name of Student

Name of Parent(s) or Guardian(s)

The St. Clair Catholic District School Board welcomes your interest in its school system. In order to be more fully informed of the Board's approach to the education of the children in its care, you are asked to review the following information.

This Statement of Expectations indicates the deep commitment, which clergy, trustees, teachers and parents of the St. Clair Catholic District School Board hold for the spiritual growth of our children. Therefore, we expect that parents and their children who attend our schools will embrace the following expectations:

1. To show respect and reverence toward the Religious Education Programs and practices within our schools.
2. To participate in all aspects of the Religious Education and Family Life Programs, liturgies and celebrations during school hours with the exception of the reception of the sacraments for those students who are admitted as non-Catholics.
3. To assume the responsibility to inform their children as to the reasons why they cannot receive the sacraments if they are non-Catholic.

If you wish to proceed with the registration of your child in one of our Roman Catholic Schools, you are asked to sign this statement to indicate you are aware of the Board's expectations.

The Application to Attend Catholic Schools for Non-Catholic, Public School Supporters, on the reverse of this form must be completed by the parent. The student registration is **not** complete until the application has been approved.

Signature of Parent/Guardian

Date

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APPENDIX A2

**APPLICATION TO ATTEND CATHOLIC SCHOOLS
FOR NON-CATHOLIC, PUBLIC SCHOOL SUPPORTERS**

Name of School: _____

Parent/Guardian Name: _____ Date: _____

Address: _____
(Street / 911 Number)

(City and Postal Code) Phone: _____

I, _____ being a non-Catholic parent/guardian, make application to the
(Parent/Guardian Name)
St. Clair Catholic District School Board to have my child(ren) attend for the school year beginning _____.

		(date)
<u>Name of Child(ren) to be registered</u>	<u>For Grade:</u>	<u>Date of Birth</u>
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____

REASONS FOR APPLYING TO ATTEND A CATHOLIC SCHOOL MUST BE IDENTIFIED:

PLEASE NOTE: A student will not be registered until this application has been approved.

Date: _____ Signature of Parent/Guardian: _____

Date: _____ Signature of Principal: _____

For School Board Use Only

Approved Denied

Date: _____

Signature of Manager of Planning Services

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APPENDIX A3

**STATEMENT OF EXPECTATIONS FOR
NON-CATHOLIC ELEMENTARY SCHOOL STUDENTS**

Name of Student

Name of Parent(s) or Guardian(s)

The St. Clair Catholic District School Board welcomes your interest in its school system. In order to be more fully informed of the Board's approach to the education of the children in its care, you are asked to review the following information.

This Statement of Expectations indicates the deep commitment, which clergy, trustees, teachers and parents of the St. Clair Catholic District School Board hold for the spiritual growth of our children. Therefore, we expect that parents and their children who attend our schools will embrace the following expectations:

- To show respect and reverence toward the Religious Education Programs and practices within our schools.
- To participate in all aspects of the Religious Education and Family Life Programs, liturgies and celebrations during school hours with the exception of the reception of the sacraments for those students who are admitted as non-Catholics.
- To assume the responsibility to inform their children as to the reasons why they cannot receive the sacraments if they are non-Catholic.

If you wish to proceed with the registration of your child in one of our Roman Catholic Schools, you are asked to sign this statement to indicate you are aware of the Board's expectations.

Signature of Parent/Guardian

Date

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APPENDIX B1

APPLICATION FOR OUT-OF- BOUNDARY ATTENDANCE – ELEMENTARY

PARENT(S) MAKING APPLICATION _____
(Parent/Guardian Name)

HOME ADDRESS: _____ CITY/TOWN: _____ Postal Code: _____

PHONE: _____ NAME OF HOME AREA CATHOLIC SCHOOL: _____

I hereby make application to register my child/children in _____
(name of requested school)

Please indicate below name(s) and grade(s) of child/children: **Effective date of request:** _____

Student Name: _____ Grade: _____ Student Name: _____ Grade: _____

Student Name: _____ Grade: _____ Student Name: _____ Grade: _____

The above request is made for the following reason(s): _____

Please check: Original Application Extension Date of original application: _____

I UNDERSTAND THAT:

- i) **I must provide transportation, if necessary,**
- ii) **If approval is granted, it is given for the maximum of one school year, and,**
- iii) **If approval is granted, an extension must be requested prior to each school year.**

PARENT/GUARDIAN SIGNATURE: _____ DATE: _____

THE PRINCIPALS ARE AWARE OF THIS APPLICATION:

Principal Signature – HOME AREA SCHOOL

Principal Signature – REQUESTED SCHOOL

For School Board Use Only

APPROVED

DENIED

Comments:

Manager of Planning Services

Copy Distribution: Home Area School

Requested School

Parent/Guardian

THE INFORMATION ON THIS FORM IS COLLECTED UNDER THE LEGAL AUTHORITY OF THE MINISTRY OF EDUCATION ACT, R.S.O. 1980, AND IS USED FOR THE ADMINISTRATION AND STATISTICAL PURPOSES OF THE ST. CLAIR CATHOLIC DISTRICT SCHOOL BOARD

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APPENDIX B2

APPLICATION FOR OUT-OF- BOUNDARY ATTENDANCE – SECONDARY

PARENT(S) MAKING APPLICATION _____
(Parent/Guardian Name)

HOME ADDRESS: _____ CITY/TOWN: _____ Postal Code: _____

PHONE: _____ NAME OF HOME AREA CATHOLIC SCHOOL: _____

I hereby make application to register my child/children in _____
(name of requested school)

Please indicate below name(s) and grade(s) of child/children: **Effective date of request:** _____

Student Name: _____ Grade: _____ Student Name: _____ Grade: _____

Student Name: _____ Grade: _____ Student Name: _____ Grade: _____

The above request is made for the following reason(s): _____

Please check: Original Application Extension Date of original application: _____

I UNDERSTAND THAT:

- i) I must provide transportation, if necessary,
- ii) If approval is granted, it is given for the maximum of one school year, and
- iii) If approval is granted, an extension must be requested prior to each school year.

PARENT/GUARDIAN SIGNATURE: _____ DATE: _____

THE PRINCIPALS ARE AWARE OF THIS APPLICATION:

Principal Signature – HOME AREA SCHOOL

Principal Signature – REQUESTED SCHOOL

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APPROVED

DENIED

Comments:

Superintendent of Education

Copy Distribution: Home Area School Requested School Parent/Guardian

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APPENDIX C

APPLICATION FOR ATTENDANCE FROM OUTSIDE BOARD JURISDICTION

PARENT(S) MAKING APPLICATION _____
(Parent/Guardian Name)

HOME ADDRESS: _____ CITY/TOWN: _____ Postal Code: _____

PHONE: _____ NAME OF CATHOLIC SCHOOL BOARD AREA: _____

I hereby make application to register my child/children in _____
(name of requested school)

Please indicate below name(s) and grade(s) of child/children: **Effective date of request:** _____

Student Name: _____ Grade: _____ Student Name: _____ Grade: _____

Student Name: _____ Grade: _____ Student Name: _____ Grade: _____

The above request is made for the following reason(s): _____

Please check: Original Application Extension Date of original application: _____

I UNDERSTAND THAT:

- i) **I must provide transportation, if necessary,**
- ii) **If approval is granted, it is given for the maximum of one school year, and,**
- iii) **If approval is granted, an extension must be requested prior to each school year.**

PARENT/GUARDIAN SIGNATURE: _____ DATE: _____

THE PRINCIPAL IS AWARE OF THIS APPLICATION:

Principal Signature – REQUESTED SCHOOL _____

For School Board Use Only

APPROVED **DENIED**

Comments: _____

Manager of Planning Services

Copy Distribution: Receiving School Parent/Guardian

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APPENDIX D

rites recognized under the See of Rome

EASTERN RITES

Alexandrian Rite:

1. Coptic Rite (indigenous Christians of Egypt)
2. Ethiopian rite (Ethiopians)

Antiochian Rite:

1. East Syrian:
 - a. Syro-Chaldean (Chaldean Catholics)
 - b. Syro-Malabar (Syro-Malabarese in Catholics in India)
2. West Syrian:
 - a. Syro-Anthiochean (Syrian Catholics)
 - b. Syro-Malankarese (Malankarese Catholics in India)
 - c. Syro-Maronite (Maronite Catholics)

Armenian Rite:

1. Armenian Rite

Byzantine Rite:

1. Greek Byzantine (Greeks)
2. Melkite Byzantine (Melkites)
3. Byzantine Slavonic:
 - a. Bulgarian (Bulgarians)
 - b. Ukrainian (Ukrainians)
 - c. Ruthenian
 - d. Russian old (Raskolniks)
 - e. Russian Reformed (Russians, Serbs)
 - f. Hungarian
 - g. Slovaks
4. Rumano Byzantine (Rumanians)
5. Italo Byzantine:
 - a. Rite of Monastery at Grottaferrate (near Rome)
 - b. Italo-Albanese (Italians of Greek & Albanian descent)
6. Roman Byzantine (Presented in the liturgical book Euchologion, published by order of Pope Benedict XIV, 1754, but never put into practice.)

WESTERN RITES

1. Roman or Latin
2. Ambrosian (centred in Milan)
3. Mozarabic of Spanish