



## **STUDENT TRANSFERS**

## **GOVERNANCE POLICY**

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#### **1.0 PRINCIPLES**

1.1 The South Shore Regional Centre for Education (SSRCE) believes that students (Pre-Primary - Grade 12) should attend the school that serves the area in which they live. Students will not be permitted to attend schools that do not serve the area in which they live without a pre-approved student transfer.

1.2 The SSRCE will permit student transfers to allow access to regional programs, as specified in the Administrative Procedures.

1.3 The Director of Programs and Student Services may permit student transfers under exceptional circumstances, in accordance with established procedures.

1.4 Students and/or families whose transfer application is denied shall have the opportunity to appeal to the SSRCE Transfer Appeal Committee. The decision of that committee is final.

#### **2.0 POLICY FRAMEWORK**

This policy complies with the Education Act and other related provincial acts and policies.

#### **3.0 AUTHORIZATION**

The Regional Executive Director is authorized to issue procedures in support of this policy.

## STUDENT TRANSFERS

### ADMINISTRATIVE PROCEDURES

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#### 1.0 GUIDELINES

- 1.1. The Director of Program and Student Services must consider confirmed enrolments in grades or courses that have a capped enrolment prior to approving a transfer.
  - 1.1.1 In order to make decisions about transfers to classes/programs with capped enrolments, decisions may be delayed until May 1 for transfers that are to commence in September.
- 1.2. Students accepted into the South Shore Alternate Schools, Verge House or Skilled Trades Exploration do not require a student transfer.
- 1.3. Grade 10 students who register in three or more pre-IB courses in the International Baccalaureate (IB) program are automatically granted a transfer.
  - 1.3.1 If the student withdraws from pre-IB courses such that they are no longer registered in the minimum requirement of courses, the transfer will be reviewed by the Principal, in consultation with the Director of Programs & Student Services to determine if the student can remain at the school or must return to their community school. Students must maintain at least two IB courses in grade 11.
- 1.4. Students who apply for a transfer to access French Immersion, Intensive French, or another specific regional program other than those specified in 1.2. and 1.3. above, shall be approved for transfer, provided there is space in that program and the student meets the criteria for the program.
  - 1.4.1 If the student withdraws from these programs, the transfer will be reviewed by the Principal, in consultation with the Director of Programs & Student Services to determine if the student can remain at the school or must return to their community school.
- 1.5. If the parent(s)/guardian(s) work and hours of work do not allow for before and after school child care, and child care cannot be reasonably set up in the community school catchment area, a transfer may be approved.
- 1.6. Transportation will **not** be provided by the SSRCE outside of the school's catchment area.
  - 1.6.1 If a student is able to access a bus at an approved bus stop, and if there is room on that bus, a student who is approved for transfer may be permitted to travel on that bus.
  - 1.6.2 Changes to stops and/or routes will not take transfer students into account.
- 1.7. The approval of a student transfer will have no influence on the application of another student from the same family. Each application will be considered on its own merit.
- 1.8. Requests to transfer during the school year currently in progress will only be considered under exceptional circumstances.

- 1.9. Director of Programs and Student Services will provide a written decision on the transfer request to the party requesting the transfer and the sending and receiving school principals.
- 1.10. With the approval of a transfer under Procedure 1.5, the student (Pre-Primary- Grade 12) becomes a student of that school and subsequent feeder schools and no longer need to re-apply.
- 1.11. Approval will not normally be given for more than one transfer per year per student.
- 1.12. Due to the process and procedures followed to make transfers, it is encouraged that requests be submitted as soon as possible so decisions can be made in a timely manner.
- 1.13. A transfer can only be approved if there is space and class size limits are not affected.

## **2.0 APPLICATION PROCESS**

- 2.1. The Application for Student Transfer (Appendix “A”) must be completed and forwarded to the Director of Programs and Student Services.
- 2.2. A detailed and clear explanation of why the request is being made must accompany the Application for Student Transfer.
- 2.3. If the application is based on work and child care, as per 1.5. above, the application must include a letter from the employer(s) detailing relevant factors (hours of work, travel requirement, location, etc.) and a letter from the child care provider(s).
- 2.4. Both the sending and receiving school principals will be contacted to review the request.
- 2.5. Regional staff may be involved at the discretion of the Director of Programs and Student Services.
- 2.6. The parent(s)/guardian(s) will be contacted to verify the identified issues and determine if there are any additional issues.
- 2.7. The Director of Programs and Student Services will then render a decision based on the strict application of the policy.
- 2.8. The applicant and the principals of both schools will be informed, in writing, of the decision.

## **3.0 APPEAL PROCESS**

- 3.1. Parents/Guardians have the right to appeal the decision of the Director of Programs and Student Services to the Student Transfer Appeal Committee.
- 3.2. The request to appeal shall be made in writing or by telephone to the Executive Assistant to the Regional Executive Director.
- 3.3. The Appeal Committee shall be comprised of the Regional Executive Director and two members of the Senior Management Team, other than the Director of Programs and Student Services. The principal representatives may be selected if the application does not involve their schools.
- 3.4. The Student Transfer Appeal Committee will be chaired by the Regional Executive Director, or designate.
- 3.5. Attendance at the Student Transfer Appeal Hearing is limited to:
  - 3.5.1 the Student Transfer Appeal Committee members,
  - 3.5.2 the Director of Programs and Student Services,
  - 3.5.3 the Regional Executive Director may request the attendance of the sending and/or receiving school principal(s) and/or a regional staff member,
  - 3.5.4 the parent(s)/guardian(s) and student who requested the appeal,
  - 3.5.5 the parent(s)/guardian(s) and/or student may request that an additional person attend to assist in the presentation of their case. This person shall not be an SSRCE employee.
- 3.6. The process for the Student Transfer Appeal Hearing will be as follows:
  - 3.6.1 The Regional Executive Director will introduce all parties.

- 3.6.2 The Director of Programs and Student Services will present their rationale for the decision to deny the transfer, based on the policy.
  - 3.6.3 The parent(s)/guardian(s) and/or student will present their rationale for why the transfer should be approved.
  - 3.6.4 The Student Transfer Appeal Committee may ask clarifying questions of anyone present.
  - 3.6.5 Following the presentations and clarifying questions, all parties will be excused and the Student Transfer Appeal Committee will render its decision.
  - 3.6.6 The parent(s)/guardian(s) and principals will be informed of the decision within three working days.
- 3.7. The decision of the Student Transfer Appeal Committee following the Student Transfer Appeal Hearing is final.

#### **4.0 RESPONSIBILITIES**

It shall be the responsibility of the Regional Executive Director to ensure these administrative procedures are followed.

APPENDIX "A"

Application for Student Transfer

Student: \_\_\_\_\_  Male  Female
Date of Birth (yy/mm/dd): \_\_\_\_\_ Current Grade: \_\_\_\_\_
Parent(s)/Guardian(s): \_\_\_\_\_
Civic Address: \_\_\_\_\_
Mailing Address: \_\_\_\_\_
Postal Code: \_\_\_\_\_
Phone Numbers: (h) \_\_\_\_\_ (w) \_\_\_\_\_ (c) \_\_\_\_\_

\*\*\*\*\*

I/We hereby make application for \_\_\_\_\_ (student's name) to transfer from
\_\_\_\_\_ (name of school) to \_\_\_\_\_ (name of school)
effective \_\_\_\_\_ (date).

I/We understand that if this transfer is approved, I/we, the parent(s)/guardian(s), will be responsible
for transportation to and from school.

Signature of Parent(s)/Guardian(s): \_\_\_\_\_ Date: \_\_\_\_\_

Please return this form and the letter of explanation to Cheryl Veinotte by fax (541-3049),
email (cveinotte@ssrsb.ca), or mail (69 Wentzell Drive, Bridgewater NS, B4V 0A2).

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Date Received: \_\_\_\_\_ Decision: \_\_\_\_\_

On the next page, please explain the reason(s) for this transfer request.

