

**ST. CLAIR CATHOLIC DISTRICT SCHOOL BOARD
POLICIES AND PROCEDURES
SECTION 3: STUDENTS**

ADMISSION OF STUDENTS	POLICY 3.1
EFFECTIVE: 2000 12 01 / 2007 04 24	

VALUE STATEMENT:

The elementary schools of the St. Clair Catholic District School Board exist to provide excellence in Catholic elementary education for the children of Catholic, separate school supporters. Families who reside outside of the Board jurisdiction, or who are public school supporters, may be considered for admission to a Catholic elementary school, upon application.

The secondary schools of the St. Clair Catholic District School Board exist to provide excellence in Catholic secondary education for the students of Catholic, separate school supporters and others within the Municipality of Chatham-Kent and the County of Lambton who elect to attend. Students who reside outside of the Board jurisdiction may be considered for admission to a Catholic secondary school, upon application.

POLICY STATEMENT:

1. The St. Clair Catholic District School Board will admit to its schools:
 - a) children of parents who are baptized Roman Catholic or members of a church that is in union with the See of Rome (Appendix D), who reside within the jurisdiction of the Board and direct their school support to the Board
 - b) on a temporary basis, for one school year, students who are children of catechumens\candidates for admission.

It is the responsibility of the parent or guardian to submit evidence that the child has the right to attend a Catholic elementary school, including proof of age, parental baptism and direction of school support.

The Director is authorized to deny elementary school registration to parents who, when clearly eligible to be supporters, refuse to direct their school support to Catholic schools.

2. Students who are not qualified to be "Resident Pupils" as defined by the "Education Act, Revised Statutes of Ontario" may apply to attend a Catholic School. Approval to register will be confirmed by the Coordinator – Planning Services.
3. Non-Catholic parent(s)/guardian(s) seeking admission for their child to an elementary school shall sign and acknowledge both the attached "Statement of Expectations" (Appendix A1) and the "Application to Attend Catholic Schools (Appendix A2).
4. A student who is admitted to a Catholic school will attend the school in the boundary area in which they reside, unless exempted as per specified procedures.

The admission of students under this policy does not constitute a commitment of the Board to provide transportation, as entitlement for transportation is governed by the Transportation Policies of the Board.

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ADMINISTRATIVE PROCEDURES: ADMISSION TO ELEMENTARY SCHOOLS

ADMISSION TO SCHOOL BY PRINCIPAL

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 birth certificate, registrar's certificate, or passport is appropriate proof of age.

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:

- a) four (4) years in the case of junior kindergarten
- b) five (5) years in the case of kindergarten
- c) six (6) years in the case of grade 1 or higher

1.2 Verification of School Support

One parent/guardian must be eligible to designate separate school support and provide proof of parent baptism and separate school support within the jurisdiction of the Board. 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 Elementary School Students" (Appendix A3).

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.

1.3 Immunization Record

Under the *Immunization of School Students Act, 1982*, every child who goes to school in Ontario must provide proof of immunization against diphtheria, tetanus, polio, measles, mumps and rubella. The Public Health Division is required by law to keep immunization records on every student. By the time the child enters Kindergarten, he or she should have received the immunizations up to and including the 18-month immunizations. Students who are not properly immunized will receive a notice from the Public Health Division, that they will be suspended and not allowed in school until they are properly immunized. **It is the parent's responsibility to inform the Public Health Division of immunizations given by the family doctor.**

2.0 ADMISSION REQUIREMENT EXCEPTIONS

The following are exceptions to the above requirements, but may still be admitted by the principal.

2.1 A Roman Catholic student, who is a Ward of the Government of Ontario.

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.

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PRINCIPAL NOT EMPOWERED TO ADMIT

3.0 ADMISSION OF STUDENTS FROM OUT OF SCHOOL BOUNDARY AREAS

- 3.1 A principal may **not** admit a student who resides out of the school boundary area unless approval has been received from the Coordinator – 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 re-locate to 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). The parent(s) or legal guardian(s) must apply to the Coordinator – Planning Services using the application to Attend Catholic Schools for Non-Catholic, Public School supporters form (Appendix A2).

Admission may be based on:

- 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

5.0 STUDENTS RESIDING OUTSIDE BOARD JURISDICTION

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 Coordinator – Planning Services on the application form Attendance from Outside Board Jurisdiction (Appendix C).

Admission will be based on:

- 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
- c) parent/guardian 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 Coordinator – 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.

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 Coordinator – 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.

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ADMINISTRATIVE PROCEDURES: - ADMISSION TO SECONDARY SCHOOLS

ADMISSION TO SCHOOL BY PRINCIPAL

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*, 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.

PRINCIPAL NOT EMPOWERED TO ADMIT

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.
- 3.2 A student who moves out of a school boundary area during the school year must re-locate to 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.

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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 Coordinator – Planning Services on the Application for Attendance from Outside Board Jurisdiction form (Appendix C) Admission will be based on:

- a) whether space within the class is available and a new class would not be created with staffing and space implications.

5.0 ADMISSION OF INTERNATIONAL AND OUT-OF-PROVINCE STUDENTS

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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 Coordinator – 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.

**ST. CLAIR CATHOLIC DISTRICT SCHOOL BOARD
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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 concern, 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

**ST. CLAIR CATHOLIC DISTRICT SCHOOL BOARD
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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)

_____ Phone: _____
(City and Postal Code)

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: _____

<i>For School Board Use Only</i>	
Approved <input type="checkbox"/>	Denied <input type="checkbox"/>
Date: _____	_____
	Signature of Coordinator – Planning Services

**ST. CLAIR CATHOLIC DISTRICT SCHOOL BOARD
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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 concern, 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

**ST. CLAIR CATHOLIC DISTRICT SCHOOL BOARD
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APPENDIX B1

APPLICATION FOR OUT-OF-SCHOOL ELEMENTARY BOUNDARY ATTENDANCE

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:

Copy Distribution: Home Area School

Coordinator – Planning Services

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-SCHOOL SECONDARY BOUNDARY ATTENDANCE

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:

Superintendent of Education

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

**ST. CLAIR CATHOLIC DISTRICT SCHOOL BOARD
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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:

Coordinator – Planning Services

Copy Distribution: Receiving School Parent/Guardian

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ST. CLAIR CATHOLIC DISTRICT SCHOOL BOARD

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APPENDIX D

rites recognized under the See of Roman Eastern Rites

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