

TCDSB Policy Register

PLACEMENT OF PUPILS SA.02

Policy

PLACEMENT

1. The Toronto Catholic District School Board shall place pupils who meet all requirements for admission, in a school and program operated by the Board, and placement shall be based upon a balance of:

- a) the needs of the pupil;
- b) the wishes of the pupil who is an adult, or the parent or guardian of pupils who are not adults;
- c) the needs of the other pupils; and
- d) the availability of space in the requested school and program.

TRANSPORTATION NOT PROVIDED

2. The placement of a pupil under this policy in a particular program or school does not constitute a commitment of the Board to provide transportation; entitlement thereto is governed by the Transportation Policy in force from time to time.

Regulations:

1. Director to Determine Appropriate Placement

a) Subject to requirements of the appropriate legislation, and of the Policy and the Regulations, the Director of Education shall determine the appropriate placement of pupils in accordance with his/her judgment as to what will be in the best interest of all of the pupils in the system.

b) For the purpose of the administration of the placement process, the Director of Education shall develop guidelines and schedules by which applications for placement are to be considered.

2. General Requirements Regarding Placement

a) The expression "**home school**" as used in these Regulations:

i) means that school which the pupil actually attends, in the case of:

- 1) a secondary school pupil;
- 2) a pupil attending St. Michael's Choir School;
- 3) a pupil attending the School of the Arts;
- 4) a pupil attending a Ukrainian Rite Catholic School;
- 5) a pupil attending an adult learning centre;

ii) and otherwise means:

1) in the case of a person who resides within the attendance boundaries of a school for which the Board has established such boundaries, that school which is located within such boundaries;

2) in the case of a person who resides within Metropolitan Toronto but outside the attendance boundaries of a school for which the Board has established such boundaries, that school:

a) which is nearest by use of public thoroughfares to the place at which the pupil resides;
or

b) to which the school bus (if there is one for which the pupil is eligible under the appropriate policy) carries the pupil;

3) in the case of a person who does not reside within Metropolitan Toronto but is qualified under the Admission Policy by reason of separate school assessment in Metropolitan Toronto, that school which is nearest by use of public thoroughfares to the place that is assessed for separate school purposes by which the pupil qualifies for admission; and

4) in the case of a person who does not reside within Metropolitan Toronto and is not qualified under the Admission Policy by reason of separate school assessment in Metropolitan Toronto, that school which is determined by the Director of Education to be the home school.

b) The expression "**geographic proximity**" takes into account:

i) the actual direct distance involved;

ii) the availability, and efficacy in the circumstances, of public transportation; and

iii) natural and constructed barriers.

c) Whenever a pupil has been identified as **needing**:

i) placement in a special education program;

ii) a special education service;

iii) placement in an English as a Second Language program;

iv) placement in an English as a Second Dialect program; or

v) placement in any other specialized program offered by the Board; and the program or service is not provided in the home school, the pupil shall be placed in the nearest school to the home of the pupil that, as determined by the Director of Education, has space available.

d) To the extent possible (recognizing that not all programs and services can be offered in all schools) and subject to the other Regulations, a pupil shall be placed in the school of choice of the pupil who is an adult, or the parent or guardian of the pupil who is not an adult, as the case may be.

e) In the case of voluntary or elective programs that are not offered in all of the schools (including but not limited to Early French Immersion, Middle Immersion [FSL], Heritage Language, St. Michael's Choir School, Ukrainian Language Schools, School for the Arts):

i) the placement of a pupil in any such program shall be dependent in all cases upon:

1) compliance with any specific criteria otherwise established for the program;

2) the total capacity of the building in which the program is offered;

3) the number of portables (if any) on the site; and

4) the total capacity of the particular program, in the light of the limitations (if any) upon class size as a result of formulae contained in applicable collective agreements; and

ii) where there are more pupils seeking placement than there are places available:

1) waiting lists shall be maintained;

2) first priority of placement shall be given to the pupils in respect of whom the school is the home school; and

3) subject to Regulation 2(e)(ii)(2), placement shall be based upon the date of receipt of applications for space in the respective programs.

3. Placement in an Elementary School

a) Subject to the requirements of Regulation 2(d) and the program needs of the pupil:

i) where the Board has established attendance boundaries for an elementary school, a pupil shall not be placed in such school unless the pupil resides within the boundaries of such school; and

ii) where the Board has not established attendance boundaries for an elementary school, a pupil shall be placed in the home school unless the parent or guardian, if the pupil is not an adult, or the pupil if an adult, makes application for placement in another elementary school.

4. Placement in a Secondary School:

The Usual Placement Process

a) An elementary pupil who is eligible for admission to a secondary school operated by the Board may make application for placement in the secondary school and program chosen by the pupil, and, subject to program and space limitations, shall be so placed.

b) Whenever, due to program or space limitations, it is not possible **initially** to place all eligible elementary pupils in the secondary schools of their respective choices, the Director of Education shall offer a program-appropriate secondary school placement to applicant pupils based upon, although not necessarily governed by, the following:

i) the availability of a suitable program consistent with their choices;

ii) the presence of siblings in the secondary school of choice; and

iii) the geographic proximity of the secondary school of choice to the school in which the pupil is currently enrolled.

c) Subject to Regulation 4(b), any elementary pupil who cannot be accommodated in the secondary school of choice will be offered placement in that secondary school and appropriate program which is closest to the elementary school in which enrolled at the time of the application.

i) grade 8 students placed in an TCDSB secondary school for grade 9 are permitted to submit a change form approved by the current school's principal, and placed in Priority 1 for the following reason only:

1) there is a level change in a compulsory course for the student, and that level is not offered by the original school of choice;

2) the student's new residence places the student in another attendance area at least 5 km from the original school placement, and/or the new residence is in closer proximity to another TCDSB secondary school;

ii) students submitting change forms for other reasons shall be placed in Priority 3.

iii) any student who is redirected from first choice school to another TCDSB secondary school, will be requested to indicate one of three choices:

1) accept new placement;

2) reject new placement and placement on the waiting list of school of first choice as Priority 1;

3) accept the redirection and placement on Priority 2 waiting list for the school of first choice up to June 30 only.

d) Whenever a pupil accepts the secondary school placement offered, the pupil shall be so placed.

e) Whenever, due to program or space limitations it is not possible initially to place all secondary school pupils in the secondary schools of their respective choices or the appropriate alternate places that are acceptable to them, the Director of Education shall add the names of the pupils who have not been so placed to the waiting lists for the respective secondary school and program (both grade and level), ranked according to the five priorities described in this Regulation, and shall thereafter, as space becomes available, place the pupils according to their respective positions on the Priority lists.

f) Priority 1 shall include:

i) all elementary pupils who are enrolled in an elementary school operated by the Board and who have been offered a place in a secondary school other than the secondary school of choice, and have rejected that placement, arranged by geographic proximity to the secondary school of choice, and

ii) all elementary pupils who or whose parent or guardian are assessed in Metropolitan Toronto for separate school purposes as an owner or tenant or for business assessment in an amount (in any combination) not less than the statutory minimum as calculated from time to time by the Treasurer of the Board, and

iii) all elementary pupils who or whose parent or guardian is a shareholder of a corporation that is assessed in Metropolitan Toronto for separate school purposes as an owner or tenant or for business assessment in an amount (in any combination) not less than the minimum prescribed in Regulation 6 hereof, and

iv) all elementary pupils who are enrolled in an elementary school operated by the Board whose applications have been received after the initial deadline date for placement, arranged chronologically by date of receipt of application, and

v) all other elementary pupils who are entitled by law to attend a secondary school operated by the Board, arranged chronologically by the date of receipt of application (all

those received on or before the date specified by the Director of Education in the annual schedule to be deemed received on that date).

g) Priority 2, until May 31, shall include only those redirected grade 9 students who have accepted redirection but wish to remain on the waiting list of their school of choice.

h) Priority 3, until May 31, shall include elementary pupils who have been placed in the school of choice but who have subsequently requested that placement be changed.

i) Priority 4 shall include pupils who are Roman Catholic, who reside outside Metropolitan Toronto, who are eligible by law to attend a Roman Catholic Separate School in the community in which they are resident, and who or whose parents or guardians are separate school supporters in the community in which they are resident, arranged chronologically by date of receipt of application.

i) proof of their liability for fees must be received by Admissions and Placement before they are registered in any school, or

ii) payment of 50% of the current net fee must accompany the Application for Continuation of Enrolment Form before they are registered in any school.

1) These students may only appear on a priority 4 waiting list.

2) These students may only be placed and registered after May 31.

j) Priority 5 shall include foreign pupils who are Roman Catholic, and who meet the admission requirements.

k) All of the pupils on the Priority 1 waiting lists shall be offered an appropriate place in a secondary school operated by the Board, and thereafter, the remaining pupils on the other waiting lists will be offered a placement if program and space limitations so permit.

l) All grade 10-OAC TCDSB transfers for September must be completed by May 31 of that year, by secondary schools.

m) TCDSB grade 10-OAC students who wish a transfer from their present school do so through the assistance of the school principal/or designate who will then make contact with the principal/or designate of the desired school.

n) Only those non TCDSB grade 10-OAC students who do not have an TCDSB secondary school placement will be placed on the Priority 1 list, and when a placement is accepted the student will be removed from all other waiting lists.

5. Placement in a Secondary School other than the Usual Placement Process

a) Placement in a secondary school or program operated by the Board shall be dependent upon whether there is space available in the secondary school and program selected by the pupil, in the case of both:

i) an elementary pupil who applies for placement after the placement process for elementary pupils concludes on the first day of the school year (or such later date as the Director of Education may determine); and

ii) a pupil who applies for placement in a grade other than grade 9.

b) Where, after the beginning of the school year (or such later date as the Director of Education may determine), pupils who have a right to attend apply for placement in secondary schools operated by the Board, and there are insufficient pupil places readily available in the schools or the programs in which the pupils seek placement:

i) the Director of Education shall give priority to those pupils who are without a publicly funded pupil place (in either the public school system or the separate school system) excluding those pupils who have chosen to give up a publicly funded pupil place;

ii) the Director of Education shall attempt to place the pupil as soon as possible in the secondary school of choice of the pupil or the secondary school nearest to such school; and

iii) in the case of a pupil who has chosen to give up a publicly funded pupil place, and who is not then offered a placement, the Director of Education shall place the name of any such pupil on the waiting list appropriate to the circumstances for the first school day for the following school year.

6. Placement in St. Michael's Choir School

a) As a condition of placement in St. Michael's Choir School, a pupil shall pass the appropriate aptitude tests to the satisfaction of the Director of Education.

b) Each pupil admitted to St. Michael's Choir School shall take extra lessons in music, the cost of which shall be borne by the pupil or the parent or guardian of the pupil.

c) Non-metro resident students, who are eligible under policy S.A.01, Admission of Pupils, may be admitted under the following circumstances:

i) that students meet all necessary criteria for the school as outlined in a) and b) herein; and

ii) that all qualifying Metro students applying in any year are accepted first.

7. Placement in the School for the Arts/Outside Specialized Arts Programs/Schools

- a) Placement in the School for the Arts – Cardinal Carter Academy for the Arts;
- i) Admission of a student to Cardinal Carter Academy for the Arts is based upon:
 - a) Toronto Catholic District School Board Admissions Policy, and
 - b) successful audition or portfolio review, and
 - c) successful completion of the previous grade/program, and
 - d) in the case of a non-metro resident who is eligible under policy S.A.01, Admission of Pupils, may be admitted into the remaining spaces after the placement of successful Metro applicants.
- ii) The selection committee will consider demonstrated ability, potential, commitment and enthusiasm.

8. Placement of an Adult in a Special Program at Monsignor Fraser College

- a) Placement in the program at Monsignor Fraser College will be limited by the availability of resources and program space. The placement will be made by a Committee as described herein. The normal placement will not exceed three years. Applicants not placed at Monsignor Fraser College will be given counselling as to alternative placement elsewhere.
- b) The Placement Committee will consist of the Principal, Head Teacher, Guidance Counsellor or Teacher of Special Needs, Community Support Worker and other TCDSB staff as may be required. The Committee will meet at least twice a year or as necessary for intake purposes and may wish to invite the parents and student.
- c) The following are criteria that will be considered when placing a student at Monsignor Fraser College:
 - i) adult applicant is 21 years of age, or older;
 - ii) prospective student is identified as developmentally handicapped;
 - iii) applicant has had a previous secondary school placement;
 - iv) preference will be given to the prospective student who is on a waiting list for adult day services;
 - v) preference may be given to adult applicants who have had experience with independent or supported employment;

vi) the adult's social-work connection (Social Worker, Adult Protective Worker, etc.) agrees to remain involved with Monsignor Fraser College throughout the student's career at the school. This involvement may include advice/input re: educational, settlement and community issues;

vii) applicant is an adult whose needs may be met by an educational plan as determined by the Placement Committee.

9. Minimum Amount of Assessment Required for the Purposes of the Regulations under this Policy

a) For the purposes of Regulation 4(f)(ii), the minimum amount of assessment for each calendar year shall be calculated by the Treasurer of the Board in accordance with the requirements of the law of Ontario.

b) For the purposes of Regulation 4(f)(iii), the minimum amount of assessment of a corporation for each calendar year that is the result of the formula $A \times CB$ shall not be less than the minimum amount described in Regulation 8(a), where "A" is equal to the percentage of the shares in the corporation held by the shareholder who is the pupil or the parent or guardian of the pupil;

"B" is equal to that percentage of the total assessment of the corporation that has been allocated to the support of separate schools in Metropolitan Toronto; and

"C" is equal to the total amount of the assessment of the corporation that has been allocated to the support of separate schools in Metropolitan Toronto.

BM p , 7 May 98; BM p 52, 15 Dec 94; AR, Feb 94; BM p 66, 16 Dec 93; BM p 455, 16 Jul 92; BM p 249, 15 Aug 91; BM p 236, 18 July 91; BM p 13, Dec 90; BM p 115, 19 May 88.