

**ANGLOPHONE SOUTH
SCHOOL DISTRICT**

Saint John Education Centre

490 Woodward Avenue
Saint John, New Brunswick
E2K 5N3

HANDBOOK

FOR

HIGH SCHOOL REGISTRATIONS

[In light of changing student enrolment numbers, this document will be reviewed every three years as determined by the District Education Council, particularly with respect to student enrolment caps.]

Revised: January 2013

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REGISTRATION PROCESS

ENROLMENT CAPS

(Maximum Student Enrolment for Entering Grade 9 classes)

In order to ensure that each high school in the Saint John Education Centre area offers a full range of programming, enrolment caps have been established for Grade 9 classes. These caps apply to students currently in Grade 8 who will be registering for high school. Each year the cap is determined based on a consistent minimum of 200 new Grade 9 students enrolling in each school—with a maximum established yearly based upon the total number of students eligible to enter high school the following year.

Enrolment cap for the 2013-2014 academic school year is:

<u>School Year</u>	<u>Projected Grade 9 Enrolment</u>	<u>Enrolment Cap</u>
2013-2014	825	207 students/school

SCHOOL ZONES

<u>School Zone</u>	<u>High School</u>
East of the causeway	Simonds High School
Areas between the causeway and the Reversing Falls Bridge	Saint John High School OR St. Malachy's Memorial High School
West of the Reversing Falls Bridge	Harbour View High School

REGISTRATION FORM

- All Grade 8 students in the Saint John Education Centre will receive a high school registration form.
- The registration form includes the high school(s) serving the zone and out of zone school choices.
- Students will identify their first and second preference of high school on their registration form.
- All Grade 8 students will submit their registration forms by the deadline established by the senior education officer.
- Students not registered by the deadline will be contacted to register, and their registration will be treated as a late registration.

PROCESSING REGISTRATIONS

- Registration forms will be processed according to the high school registration.
- Students not placed in the school that is their first preference, will be placed on a wait list for that school, and will be registered for the school that is their second preference. If the school that is their second preference is also at its cap the student will be registered for his/her community school.
- All students will receive a letter indicating the result of the registration process.

STUDENTS REQUESTING THEIR ZONED SCHOOL BY THE DEADLINE

If the number of students indicating a preference for their zoned school **does not** exceed the number of available grade 9 spaces for that school, then all the students requesting their zoned school will be placed in that high school.

If the number of students requesting their zoned school **does** exceed the maximum number of available grade 9 spaces for the school, then the names of all of these students will be placed in a random draw-down [names drawn, counting down], which will continue until the maximum number of places for that school is reached.

The draw will establish a waiting list for that school, with the first name drawn being the first name on the waiting list. The waiting list will be in effect until September 30, 2013 at which time the waiting list will be dissolved and students will remain in the school they are attending.

The draw will take place at the Saint John Education Centre Office. The Senior Education Officer, high school principals, and representatives of the Parent School Support Committees will be invited to be present.

STUDENTS REQUESTING OUT OF ZONE SCHOOL BY THE DEADLINE

If a high school has **not** reached its maximum enrolment number after all students from its zone have been admitted, then students who have requested placement in an out of zone school will fill the remaining spaces using the following procedure:

- If the total number of students requesting out of zone placement **DOES NOT** exceed the total number of remaining available grade 9 spaces as allowed by the cap, then all students requesting out of zone placement will be admitted.
- If the total number of students requesting out of zone placement **DOES** exceed the total number of remaining available grade 9 spaces, then **ALL** of the out of zone registrants will be placed in a random draw-down [names drawn, counting down], which will continue until the maximum number of spaces for that school is reached.
- The draw will establish a waiting list for that high school, with the first name drawn being the first name on the waiting list.
- The draw will take place at the Saint John Education Centre. The Senior Education Officer, high school principals, and representatives of the Parent School Support Committees will be invited to be present.

LATE REGISTRATIONS

Students who do not register by the established deadline will be contacted by Saint John Education Centre personnel to determine their school preference.

If the student requests his/her zoned school, and there is space available, he/she will be assigned to that school.

If late registrants cause a school to be oversubscribed at the grade 9 level, the draw-down will include only the late registrants.

If the school requested is filled at the grade 9 level at the time of the registration, the late registrant will be placed in the school of their second preference or their community school based on availability.

Late registrants will be placed at the end of any waiting list in any draw-down procedure.

RETENTIONS

A current high school student retained at a particular grade level will be given a space at that school before a student on a waiting list is admitted to the school.

ADMINISTERING THE WAITING LIST

Once a waiting list for a high school has been created, a student's eligibility for placement in that school will be determined by the student's position on the waiting list and the student's program of studies (English or French Immersion).

As spaces become available Saint John Education Centre personnel will contact the next eligible student on the waiting list to offer him/her a place at the school. If the student declines the offer, then the next eligible student on the waiting list will be contacted and offered the option of attending the school.

This process may be completed before school begins in September but, if not; the list will be maintained until September 30, 2013 when it will be dissolved and any students still on the waiting list will remain in the school they are attending.

No student will be admitted to Grade 9 as long as there is a waiting list for that school. However, if a student moves into a school's zone after the commencement of school then that student may be admitted to the high school if space is available. Proof of residence will be required. Acceptable proof of residence is a driver's license and/or a power bill.

Students will not be admitted to school by maximizing class sizes at the school. The process described above will be adhered to and students from the wait list will only be admitted to school when a "new" Grade 9 student leaves the over-subscribed high school.

REGISTRATION OF RESIDENT & NON-RESIDENT STUDENTS

Students Living Inside the Saint John Education Centre Boundaries – Not Currently Attending a Saint John Education Centre Middle School

Students will be registered for high school following the process defined for Saint John Education Centre students. The zone school for these students will be determined by their permanent home address.

It is the responsibility of the student and/or parent/guardian to ensure that registration forms are obtained, completed and submitted to the Saint John Education Centre office in accordance with established deadlines.

Registration forms can be obtained from the Saint John Education Centre Office, 490 Woodward Avenue, Saint John, NB, E2K 5N3 after February 1, 2013.

Students currently attending a private school or being home-schooled must also obtain a “School Entry Permit” to attend public school. These permits are available at the Saint John Education Centre office.

All completed registrations will be processed according to the published timelines and students will receive a letter indicating the result of the registration process.

Students Living Outside the Saint John Education Centre Boundaries

Students whose permanent home address is outside the boundaries of the Saint John Education Centre and wish to register to attend high school in the Saint John Education Centre, must first register at a high school in their own community.

These students will also complete an “Inter-District Transfer Form”. These forms are available at the students’ school and/or school district office.

The completed form is to be submitted to the Senior Education Officer in the Education Centre where the student resides. The form is reviewed, signed by the SEO and sent to the Saint John Education Centre Senior Education Officer for processing.

The request will be processed if:

- a) There is a sound reason for the request; and
- b) There is space available in the specified school after the placement of all Saint John Education Centre students.

Students will receive a letter indicating the status of their request on or before April 30th.

INFORMATION ON THE PROCESS FOR SCHOOL ADMINISTRATORS/TEACHERS

A copy of the Handbook for High School Registrations must be located in each middle and high school. A copy of the Handbook is available on the Saint John Education Centre website: <http://web1.nbed.nb.ca/sites/district8/aboutus/registration>

Each grade 8 and grade 9 teacher, guidance counsellor, and teacher who deals with high school registrations must be aware of the process and the information contained in the handbook.

Notice to Parents /Guardians /Students

In February, an information sheet on the high school registration process will be sent home with students.

This will include information on distribution and deadline dates for the registration forms. It will also notify parents/students that middle and high schools have handbooks available should they have questions regarding the process, that the handbook is also accessible through the Saint John Education Centre website.

Open Houses

Open Houses at high schools will run from 6:30 p.m. to 8:30 p.m. It is important to **adhere to this timeframe**, as parents and middle schools will be provided with the information, so consistency is essential.

A blackout period for high schools has been established for events being organized and/or sponsored by high schools which would have middle school students as the target audience, prior to the open houses associated with the high school registration process. The date for the blackout period will be determined each year in consultation with high school principals.

While everyone is welcome to attend any Open House, students and parents must be aware that each high school in the Saint John Education Centre does have an enrolment cap (i.e. the maximum number of students that will be accepted for grade 9 each year). Each high school must also maintain a minimum of 200 grade 9 students.

School administrators will ensure that there is a reference to **enrolment caps and enrolment minimums** for their school at the Open House information session. Parents and students must be aware that there is an enrolment cap for each school, and that school choice is linked to the cap not being exceeded and not going below the minimum.

Students are encouraged to attend the Open House for their zoned school as identified in the letter sent to the home with the registration information. If they wish to be considered for a school other than their zoned school, they may also attend the Open House for that school.

Submission of Completed Registration Forms

Middle school principals are responsible for collecting the Registration Forms from the homeroom teachers, and for ensuring that the completed forms are delivered to the Senior Education Officer at the Saint John Education Office on the date specified.

A copy of the grade 8 class list including the student name, parent/guardian name, mailing address, and telephone number must accompany the completed Registration Forms.

Missing Registration Forms should be indicated on the class list.

Registration Forms are to be maintained in alphabetical order by class. They are not to be separated according to high school chosen.

Student Retention / Changes in Status

In June, middle schools will report to the Senior Education Officer, the names of all grade 8 retentions, grade 8 students attending Summer School as well as students moving out of the Saint John Education Centre area.

DATES AND DEADLINES FOR SEPTEMBER 2013 REGISTRATION

- February 8, 2013** High School Registration Forms will be distributed to grade 8 students by their homeroom teacher.
- February 21, 2013 (Noon)** Deadline for completed registration forms to be returned to the student's homeroom teacher.
- Middle school **homeroom teachers** ensure that:
- Registration Forms are signed by parent/guardian;
 - Registration Forms are dated, with time noted, and initialed by them;
 - contact is made with the parent/guardian, if forms are not returned; and
 - ensure that three preferences are listed
- February 21, 2013 (Noon)** Middle school **principals** ensure that:
- forms are collected from the homeroom teachers;
 - the forms are delivered to the Senior Education Officer at the Saint John Education Centre Office.
- April 18-25, 2013** Education Centre personnel will notify students by mail to their home address as to their grade 9 placement and/or placement on a wait list. These letters will be addressed to parents/guardians of the student.
- April 30, 2013** Status letters will be mailed to those students making Inter District Transfer requests, and to those requesting placement at Saint John High School for the IB Program once the Saint John Education Centre registration is complete.

****Early registrations WILL NOT be accepted at the District Office****

APPENDICES

ASD-S, SAINT JOHN EDUCATION CENTRE

HIGH SCHOOL REGISTRATION INFORMATION FOR STUDENTS AND PARENTS

For Grade 8 Students to Enter September 2013

OPEN HOUSES:

February 11, 2013	Simonds High School
February 11, 2013	Harbour View High School
February 12, 2013	Saint Malachy's Memorial High School
February 13, 2013	Saint John High School
February 18, 2013	Snow Date

****ALL SESSIONS ARE FROM 6:30pm TO 8:30pm****

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- While everyone is welcome to attend any open house, students and parents must be aware that each high school in the Saint John Education Centre does have a 'Cap', maximum number of students, who will be accepted for entering Grade 9 each year and must maintain a minimum of 200 students. Students are encouraged to attend the open house for their zoned school, as identified in the letter sent with this information, but if they wish to be considered for a school other than their zoned school they may also wish to attend the open house for that school.
- Zoned schools are considered to be:
 - Simonds High School: East of the Causeway
 - St. Malachy's Memorial High School: All area between the Causeway and the Reversing Falls Bridge
 - Saint John High School: All area between the Causeway and the Reversing Falls Bridge
 - Harbour View High School: West of the Reversing Falls Bridge
- The enrolment caps for 2012-2013 are:

<u>School Year</u>	<u>Projected Grade 9 Enrolment</u>	<u>Enrolment Cap</u>
2013-2014	825	207 students/school

- The entire process for high school registration can be found in the High School Registration Handbook. Copies of the handbook are placed in each of the middle schools and high schools if parents or students have any questions about how the process works. The handbook can also be accessed through the Saint John Education Centre website at <http://web1.nbed.nb.ca/sites/district8/aboutus/registration>
- Registration forms will go to Grade 8 students on **Friday, February 8, 2013**. Grade 8 homeroom teachers will pass out forms.

Completed registration forms must be returned to homeroom teachers no later than **12:00 noon Thursday, February 21, 2013**. (**IMPORTANT:** The homeroom teacher must collect the completed registration forms from all students. All forms must be signed by a parent/guardian. When the teacher receives each form, it must be dated, the time of day noted, and the form initialed by the homeroom teacher. Parents must be contacted, if necessary, to ensure that all forms are received back.)

NOTE: If a form is returned without two preferences indicated, the homeroom teacher will verify the preferences with the student and parent/guardian, and will complete the form.

- Middle School Principals are responsible to collect the forms from the homeroom teachers and see that the completed forms are delivered to the Senior Education Officer at the Saint John Education Centre Office on **Thursday, February 21, 2013**, after the 12:00 noon deadline has expired.
- No early registrations will be accepted at the Saint John Education Office.
- Once registrations are received at the Saint John Education Office if any school is oversubscribed a draw will be held and a waiting list for that school will be created. (Information about the Draw process is found in the High School Registration Handbook). **Wait lists will stay in effect until September 30, 2013. After this date any waiting lists will be dissolved and students will continue in their current school.**
- Notification will be made by mail to the student's home regarding his/her placement and/or placement on a waiting list.
- Status letters will be mailed to those making inter-district transfer requests and those requesting placement at Saint John High School for the IB program once the Saint John Education Centre registration is complete.

To: All High School Principals

From: Bev. MacDonald
Director of Education

cc. Susan Tipper, Superintendent
Debbie Thomas, Learning Specialist of Secondary Education

Date: February 6, 2006

Re: Guidelines for High Schools Hosting of Events for Middle School Students.

(REVISED: December 7, 2004)

(REVISED: September 2006)

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At the October 2001 meeting of high school Principals it was agreed that a blackout period would be established for events being organized and/or sponsored by high schools which would have middle school students as the target audience, prior to the open houses associated with the high school registration process.

The blackout dates will be established each school year based upon the dates of the Open Houses for high schools in District 8. It was agreed that from the first day of classes, following Christmas break, to the closing date for high school registrations, that no events would be organized and/or sponsored by high schools involving the participation of any middle school students.

It was further agreed that Open Houses would be established in the month of February so that the 3 week blackout period preceding open houses would span the period following Christmas Break when, for the most part, exam preparation and writing takes place.

HIGH SCHOOL REGISTRATION (CENTRAL)Student's Name: _____
First Middle LastHome Address: _____
Street number Street name Apartment number

City/community Postal Code

Phone: _____ Current Middle School: _____

Your zoned high school is Saint John High School or St. Malachy's Memorial High School. If you would prefer to attend a school outside of your zone you may request Simonds High School or Harbour View High School. This request may be limited by the enrolment ceiling and/or the enrolment minimum identified for each school in which case you will be registered either in your second preference and placed on a wait list for your first preference or you may be registered in your zoned school and placed on a wait list for your first and second preference.

Please note: Waiting lists will remain in effect until September 30, 2013. After September 30th, students will remain at the school they are attending.

Please register according to your preference (see examples below) and you will receive a letter indicating which school you have been registered in and/or if you have been placed on a wait list.

Example 1: You are requesting your zoned school:

First preference Saint John High School OR St. Malachy's Memorial High School
Second preference St. Malachy's Memorial High School OR Saint John High School

Example 2: You are requesting a school outside of your zone:

First preference Harbour View High School OR Simonds High School
Second preference Simonds High School OR Harbour View High School

I would like to request that my child attend:

First Preference _____

Second Preference _____

Current Program: French Immersion English

Parent's/Guardian's Name(s): (please print) _____

Parent's/Guardian's Signature: _____

This form is to be returned to the homeroom teacher and received no later than 12 noon on
Thursday, February 21, 2013.

ADMINISTRATIVE USE ONLY: Please check that form is filled in correctly and has parent/guardian signature.

RECEIVED BY: _____ **DATE:** _____ **TIME:** _____
Homeroom Teacher's Signature

REQUEST FOR CHANGE IN FRENCH SECOND LANGUAGE PROGRAM

1. Parent/Guardian Section *Please complete all information*

Student's Name: _____

Address: _____

Postal Code: _____ Telephone Number: _____

School: _____ Grade: _____

Homeroom Teacher: _____

Current Program: Early French Immersion _____

Late French Immersion _____

Reason for request: _____

Parent/Guardian Signature: _____

2. School Section *To be completed by the School Principal based on input from Second Language Teachers*

Recommended ____ (Plan attached ____) Not Recommended ____

Identified Concerns	Interventions Applied

Comments: _____

3. Subject Area Coordinator *To be completed by the Subject Area Coordinator for French as a Second Language*

Approved _____ **Not Approved** _____

Comments: _____

Subject Area Coordinator's Signature: _____

Senior Education Officer's Signature: _____

Please note:

1. The parent of a pupil or an independent pupil may appeal a placement of pupils in programs according to the needs of the pupil and the resources of the school district.. (*Education Act*, subsection 11(3))
2. Request for an appeal is made to the Subject Area Coordinator within 10 days of receiving notice of the decision concerning placement.
3. The Principal or designate may only change the student's program upon receipt of approval of this application by the Subject Area Coordinator.

Distribution: Parent/Guardian
 Principal
 CR
 Subject Area Coordinator

GRADE 9
2013 HIGH SCHOOL
REGISTRATION

February 8, 2013

Dear Parent/Guardian:

The registration of grade eight students for High School in September 2013 will take place during the month of February. This letter is to inform you of this process and what you should do to ensure that your child is properly placed for next year.

Your son/daughter would normally attend the school that is in your area, namely

_____.

Please indicate on the registration form two requests in order of preference.

This form must be returned to your homeroom teacher by **Thursday, February 21, 2013, no later than 12:00 noon**. Any registrations received after that time will be treated as a late registration. **This request may be limited by the cap, enrolment ceiling, and enrolment minimum established for the school.** A formal response to your request will be made by **the end of April 2013**.

Sincerely,

Ms. Deborah H. Thomas
Senior Education Officer
Saint John Education Centre

Date

Parent/s Name/s
Address

Dear Parent/Guardian:

I am writing to confirm the placement of _____
at _____ School starting in September 2013.

This placement is conditional on successful completion of Grade 8.

I extend my best wishes to _____ for every success in high school.

Sincerely,

Deborah H. Thomas
Senior Education Officer
Saint John Education Centre
(506) 658-5300

Date

Parent/s Name/s
Address

Dear Parent/Guardian:

I am writing to advise you that unfortunately _____ student's name _____ cannot be placed at _____ name of high school _____ School at this time due to an over subscription for placement in grade 9.

The numbers registering for _____ name of high school _____ School necessitated a draw and the creation of a wait list. _____ Student's first name _____ is number _____ on the list.

As spaces become available, we will work through the waiting list. This will continue until September 30, 2013. On October 1, 2013 all waiting lists will be dissolved and students will remain at the school they are attending.

In the meantime, _____ Student's full name _____ has been assigned to _____ name of high school _____ as identified on the registration form we received.

This placement is conditional on successful completion of Grade 8.

I extend my best wishes to _____ for every success in high school.

Sincerely,

Deborah H. Thomas
Senior Education Officer
Saint John Education Centre
(506) 658-5300

INTER-DISTRICT TRANSFER FORM

* To be used by students not residing within the physical boundaries of the Saint John Education Centre

Application for an Inter-District Transfer

Student's Name: _____ Grade: _____

Birth Date: _____ Medicare #: _____

Parent/Guardian: _____

Address: _____

Postal Code: _____ Phone Number(s): _____

I hereby request that my son/daughter be transferred:

From _____ of the _____ Education Centre
(Sending school)

To _____ of the _____ Education Centre
(Receiving school)

The reason for the transfer is as follows: _____

I understand that the transportation of my son/daughter to and from school will be my responsibility, and that the transfer may be revoked at any time due to unforeseen circumstances.

(Signature of parent/guardian) Date

.....
(To be completed by sending Education Centre)

SEP Yes No

French Immersion Yes No

Approved: Yes No Date: _____

.....
Conditions: _____

Copies: parent/guardian
Schools/file