

**SAINT JOHN EDUCATION CENTRE**

**HANDBOOK FOR**

**HIGH SCHOOL REGISTRATIONS**

Revised: January 2020

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## **REGISTRATION PROCESS**

### **ENROLMENT NUMBERS**

#### **(Equal Distribution of Enrolment based on current grade 8 students)**

The District Education Council of ASDS through the Superintendent wishes to ensure that each high school in the Saint John Education Centre area offers a full range of programming. This historical belief and practice requires an equal distribution of grade 9 students across the four Saint John Education Centre High Schools. These numbers are established yearly based on the total number of current grade 8 students eligible to enter high school in September.

#### **Enrolment Numbers for the 2020-2021 academic school year are:**

Projected Grade 9 Enrolment	Ceiling Enrolment
793	198 students/ school

### **SCHOOL ZONES**

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

### **REGISTRATION FORM**

1. All Grade 8 students in the Saint John Education Centre will receive a high school registration form.
2. The registration form includes the high school(s) serving the zone based on your residential address and out of zone school choices.
3. Students will identify their first and second preference of high school on their registration form.
4. All Grade 8 students will submit their registration forms by the deadline established by the Director of Schools.
5. Students not registered by the deadline will be contacted to register, and their registration will be treated as a late registration.

## **PROCESSING REGISTRATIONS**

1. Registration forms will be distributed and collected by the Middle Schools.
2. Registration forms will be sent to the District Office for collation and establishing equal enrolment distribution among the 4 Saint John High Schools.
3. All parents/guardians 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.

## **STUDENTS REQUESTING OUT OF ZONE SCHOOL BY THE DEADLINE**

If the number of students requesting placement at any school results in an unequal distribution of students, then a draw will take place, which will establish school placement and/or placement on a waiting list. Central students requesting placement outside the two central schools will create enrolment availability in the central schools.

If the number of students requesting their zoned school **does** exceed the ceiling enrolment of available grade 9 spaces, the names of the students who are requesting an alternate placement as indicated on the registration form will be utilized to disperse the students to other high schools in the central zone. The alternative placement list will be established by utilizing a random draw, which will assign the students from the east and west zone and still maintain an equal distribution of grade 9 students to all four high schools.

**The random draw will establish a placement list for the central schools, with the first name drawn being the first name assigned to the school. First preference registration forms will be put in a random draw separated by east and west until the ceiling enrolment is met. An additional waiting list from first preference choices will be established and in effect until September 30, 2020 at which time the waiting list will be dissolved, and students will remain in the school they are attending. Secondly, the waiting list for the central schools will also include those students who have indicated a second preference. The second preference will be established by random draw extending the first preference list.**

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

### **LATE REGISTRATIONS**

Students who do not register by the established deadline will be placed by Saint John Education Centre personnel and notified by mail no later than April 30, 2020.

**Late registrants will be assigned to (one) of their zoned school.**

### **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, 2020 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. Proof of residency is included in provincial [Policy 804](#).

Students will not be admitted to school by maximizing class sizes at the grade 9 level by utilizing the transfer process under Policy 355. 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. After September 30<sup>th</sup> all grade 9 students will be considered assigned for their 2020-2021 school year and the remainder of their high school program.

## **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.**

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 a “Request for Student Placement ([Policy 355](#)): Within & Between Centres & Districts”. These forms are available at the students’ school, education centre, and/or school district office and on the ASDS website under policies.

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

The request will be processed if:

- a) There is a sound educational 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 30<sup>th</sup>, 2020.

## **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 Anglophone South School District website: [www.asd-s.nbed.nb.ca](http://www.asd-s.nbed.nb.ca)

Each grade 8 and grade 9 teacher, guidance counselor, 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 and that the handbook is also accessible through the Saint John Education Centre website.

### **Information Sessions**

Information Sessions at high schools will run from **6:00 p.m. to 7:30 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.

While everyone is welcome to attend any Information Session, students and parents must be aware that **each high school in the Saint John Education Centre does have an enrolment ceiling (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 198 grade 9 students.**

School administrators will ensure that there is a reference to **enrolment ceilings** for their school at the Information Sessions. Parents and students must be aware that there is an enrolment ceiling for each school, and that school choice is linked to the ceiling not being exceeded to ensure an even distribution of students.

Students are encouraged to attend the Information Session for their zoned school as identified in the letter included with the registration information. If they wish to be considered for a school other than their zoned school, they may also attend the Information Session 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 Director of Schools 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 Director of Schools, the names of all grade 8 retentions, as well as students moving out of the Saint John Education Centre area.



## **DATES AND DEADLINES FOR SEPTEMBER 2020 REGISTRATION**

**January 31, 2020** High School Registration Forms will be distributed to grade 8 students by their homeroom teacher.

**February 18, 2020 (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 two preferences are listed

**February 19, 2020 (Noon)** **Middle school principals ensure that:**

- Forms are collected from the homeroom teachers;
- Forms are delivered to the Director of Schools at the Saint John Education Centre Office.

**April 30, 2020** Education Centre personnel will notify students by mail, no later than April 30, 2020 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, 2020** Status letters will be mailed to those students making requests to transfer between Education Centres, 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\*\***

# ASD-S, SAINT JOHN EDUCATION CENTRE

## HIGH SCHOOL REGISTRATION INFORMATION FOR STUDENTS AND PARENTS

For Grade 8 Students to Enter September 2020

### INFORMATION SESSIONS:

February 10, 2020	Simonds High School
February 10, 2020	Harbour View High School
February 11, 2020	St. Malachy's Memorial High School
February 12, 2020	Saint John High School
February 13, 2020	Snow Date

**\*\*ALL SESSIONS ARE FROM 6:00pm TO 7:30pm\*\***

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- While everyone is welcome to attend any information session, students and parents must be aware that each high school in the Saint John Education Centre does have a Ceiling Enrolment, which is the number of Grade 9 students placed at each high school. Students are encouraged to attend the information session 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 information session 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 numbers for the 2020 – 2021 school year are:

Projected Grade 9 Enrolment	Ceiling Enrolment
793	198 students/school