

**HANDBOOK**

**FOR**

**HIGH SCHOOL REGISTRATIONS**

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## REGISTRATION PROCESS

### ENROLMENT NUMBERS

**(Maximum and Minimum Student Enrolment based on current grade 8 students)**

In order to ensure that each high school in the Saint John Education Centre area offers a full range of programming, minimum and maximum enrolment numbers are established for Grade 9 classes. 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 2016-2017 academic school year are:**

Projected Grade 9 Enrolment	Maximum Enrolment	Minimum Enrolment
723	185 students/school	180 students/ school

### SCHOOL ZONES

School Zone	High School
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 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 processed according to established procedures.
2. 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.
3. 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, 2016 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 Director of Schools will invite high school principals, and representatives of the Parent School Support Committees 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 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, 2016.

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

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, 2016 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**

High School Registration Handbook, Saint John Education Centre Revised December 2015

### **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 on February 4, 2016.

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: Within & Between Centres & Districts”. These forms are available at the students’ school, education centre, and/or school district office.

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 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>.

## 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, 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 180 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 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, grade 8 students attending Summer School as well as students moving out of the Saint John Education Centre area.



## **DATES AND DEADLINES FOR SEPTEMBER 2016 REGISTRATION**

**February 4, 2016** High School Registration Forms will be distributed to grade 8 students by their homeroom teacher.

**February 17, 2016 (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 17, 2016 (Noon)** **Middle school principals ensure that:**

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

**April 20-24, 2016** 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, 2016** 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\*\***

# **APPENDICES**

# ASD-S, SAINT JOHN EDUCATION CENTRE

## HIGH SCHOOL REGISTRATION INFORMATION FOR STUDENTS AND PARENTS

For Grade 8 Students to Enter September 2016

### OPEN HOUSES:

February 8, 2016	Simonds High School
February 8, 2016	Harbour View High School
February 9, 2016	St. Malachy's Memorial High School
February 11, 2016	Saint John High School
February 15, 2016	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 180 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 numbers for the 2016 – 2017 school year are:

Projected Grade 9 Enrolment	Maximum Enrolment	Minimum Enrolment
723	185 students/school	180 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 Anglophone South website.
- Registration forms will go to Grade 8 students on **Thursday, February 4, 2016**. Grade 8 homeroom teachers will pass out forms.

Completed registration forms must be returned to homeroom teachers no later than **12:00 noon Wednesday, February 17, 2016**. (**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 Director of Schools at the Saint John Education Centre Office on **Wednesday, February 17, 2016**, 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, 2016. 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, 2016. After September 30<sup>th</sup>, 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 Wednesday, February 17, 2016.**

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

**RECEIVED BY:** \_\_\_\_\_ **DATE:** \_\_\_\_\_ **TIME:** \_\_\_\_\_  
Homeroom Teacher's Signature





**GRADE 9**  
**2016 HIGH SCHOOL**  
**REGISTRATION**

February 4, 2016

Dear Parent/Guardian:

The registration of grade eight students for high school in September 2016 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 **Wednesday, February 17, 2016, 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 enrolment ceiling and enrolment minimum established for the school.** A formal response to your request will be made by **the end of April 2016**.

Sincerely,

Deborah H. Thomas  
Director of Schools  
ASD-S, 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 2016.

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  
Director of Schools  
ASD-S, 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, 2016. On October 1, 2016 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  
Director of Schools  
ASD-S, Saint John Education Centre  
(506) 658-5300



# ANGLOPHONE SOUTH SCHOOL DISTRICT REQUEST FOR SCHOOL PLACEMENT WITHIN & BETWEEN EDUCATION CENTRES & DISTRICTS

**Within Saint John Education Centre**

490 Woodward Ave. Saint John., NB E2K 5N3 Tel. (506) 658-5300 Fax (506) 658-5399

**Within Hampton Education Centre**

82 School St. PO Box 1002 Hampton NB, E5N 8H1 Tel. (506) 832-6143 Fax (506) 832-6193

**Within St. Stephen Education Centre**

11 School Street St. Stephen, NB E3L 2N4 Tel. (506) 466-7300 Fax (506) 466-7309

*For School Year 20\_\_\_\_\_ - 20\_\_\_\_\_*

<b>Student Name:</b>
<b>Parents/Guardians:</b>
<b>Home Address:</b>
<b>Postal Code:</b>
<b>Telephone: (H) _____ (W) _____</b>
<b>Zoned School:</b>
<b>Requested School Placement:</b>
<b>Grade: _____ Program:    <input type="checkbox"/> English Prime    <input type="checkbox"/> Early French Immersion    <input type="checkbox"/> Late French Immersion</b>
<b>Date for Placement:</b>
<b>Reason for Request:</b>

<p><b>I have read the procedures for Student Placement outside my zone school on the back of the form and understand transportation is my responsibility.</b></p> <p>_____</p> <p style="text-align: center;"><i>Parent/Guardian Signature</i></p> <p>_____</p> <p style="text-align: center;"><i>Date</i></p>	<p><input type="checkbox"/> <b>Approved</b>      <input type="checkbox"/> <b>Denied</b></p> <hr/> <p style="text-align: center;"><i>Director of Schools</i></p> <hr/> <p style="text-align: center;"><i>Date</i></p>
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**Anglophone South School  
District**



**EECD 319  
POLICY NO. ASD-S-3XX**

<b>Category</b>	<b>Educational Services</b>		
<b>Subject</b>	<b>Request for Student Placement: Within &amp; Between Centres &amp; Districts</b>		
<b>Adopted</b>		<b>Revised</b>	
<b>Policies Used / Referenced</b>	8-832;6-353;10-353		

#### **Policy Statement**

A system of zones, as amended from time to time, shall be used as the basic plan for deciding the school which a student will attend within the Education Centre. Parents or guardians may be given permission by the Senior Education Officer to place their child(ren) in a school other than the school(s) in their zone, subject to conditions.

#### **Procedures**

1. Parents or guardians who wish to request placement in a school other than that for the zone of residence shall complete the appropriate request form stating the reason for the request.
  - a. Within Education Centre Form (another school in your Education Centre)
  - b. Between Education Centres Form (another Education Centre)
  - c. Outside ASD-S (a District other than Anglophone South)
2. All requests will be reviewed by the Senior Education Officer in the Education Centre in consultation with Principals. Consideration of the requested placement may be approved for part of the school year or the full school year if:
  - a. the move serves a justifiably defined educational need or purpose
  - b. there is space in the grade level/program for which attendance is sought
  - c. the move does not seriously affect the enrolment of the grade/program at the zone/home school or the receiving school
  - d. the parents/guardians provide transportation for their child respecting arrival and departure times
3. Permission to place children outside their zone is given on a year-by-year basis as long as space is available. There is an annual re-application process and permission granted in one year does not guarantee that such permission will be granted in subsequent years.
4. The Senior Education Officer may recommend placement of any child in a particular school for specific educational reasons.
5. **Students given permission to attend a school outside their geographic boundary may be asked to leave at any time during the school year if a student living in the zone moves in and the grade/program exceeds the maximum class size. The student asked to leave will be the last student out of zone registered for that grade/program.**
6. If the request for placement is denied, the parents/guardians will be informed that they can appeal to the Superintendent.
7. Saint John Education Centre Grade 9 placement policy will apply – refer to Handbook.

#### **Reference**

- [Education Act Section 9, 11\(1\), 11\(4\)](#)
- [EECD Policy 321 – Admission Based on Language](#)