

# ADMIN PROCEDURES MANUAL

# Administrative Procedure 220

# PROGRAMS OF CHOICE

# Background

The District believes in making program choices available to students whenever possible. Some optional programs may only be viable when offered in one location in the School District but open to students throughout the District. From time to time the District will designate such optional programs as Programs of Choice.

All interested and qualified students are to have an equal opportunity to be selected for registration in Programs of Choice with limited enrolments.

### **Procedures**

- 1. Types of Programs
  - 1.1 Programs of Choice in the District may include (but are not limited to):
    - a. Early French Immersion
    - b. Late French Immersion
    - c. Montessori
    - d. Home Learner's Program
    - e. International Baccalaureate Program (IB)
- 2. Programs of Choice considered will



### 5. Application Process

- 5.1 In June of each school year, registration timelines will be established and published for the submission of applications to enroll in Programs of Choice for the following school year.
- 5.2 Students must be registered at their catchment school before completing an application for a Program of Choice.
- 5.3 Registration for Programs of Choice will commence at 9 am on the first day back from winter break in January of each school year.
- 5.4 Registrations will close on the first Friday in February at 4 pm.
- 5.5 Applications for the Early French Immersion Program are accepted for Kindergarten and Grade 1 placement. Applications for the Late French Immersion Program are accepted for Grade 6 placement.
- 5.6 Applications from students in Grade 2 and beyond wishing to register in the French Immersion program, will only be accepted from those students who are transferring from another French Immersion school or have sufficient French fluency through other means, such as living in a French-speaking province or country. Such applications will be accepted for each school site as space permits in each program. If no space is available, applications will be time and date stamped and families will be contacted by Programs of Choice if a space becomes available until the waitlist is dissolved. Should no space



- 13.1 In June of each school year, registration timelines for the following school year will be established and published for the following school year.
- 13.2 All applicants will be contacted by the Program staff to discuss each individual student's needs and family expectations to determine suitability for the program. Further information related to program requirements and structure can be found on the district website.
- 13.3 All suitable applicants will be grouped in the following priority order, provided application deadlines and other requirements have been met:
  - a. Students who have a sibling already in the program who will be in that same program when the younger child enters.
  - b. If the number of suitable applications exceed available spaces, a randomized draw will be conducted as described above in item 6. In such circumstances, one ballot will be 4 conducted as described above in item 6. In such circumstances, one ballot will be 4 conducted as described (based) (b