

Living Sky School Division No. 202

Administrative Procedure (AP) Manual



Procedure Name: School Attendance Boundaries

Procedure Type:	Transportation	Implementation Date:	JAN 1, 2006
Procedure Number:	8.07	Last Revision Date:	OCT 30, 2022
AP: Owner:	Transportation Specialist	Last Review Date:	NOV 4, 2025
Legal Reference(s):	<i>Education Act, 1995, s. 122</i>		

Background

The Board of Education (Board) recognizes its authority to determine the attendance areas for each school and to assign students to a particular school.

The Board encourages parents and caregivers to enroll their children at their local school, located in the attendance boundary in which they live, in order to:

- promote that all our schools offer high quality educational programming;
- maintain and achieve program continuity, allocation of staff, and transportation costs;
- support the stability and viability of schools; and
- support families in keeping siblings together.

Living Sky School Division (LSKYS) is committed to examining its attendance boundaries on a regular basis and by request to the Board's Boundary Committee (Committee).

Scope

This procedure describes the Board's authority to make decisions about school attendance boundaries. It primarily impacts the Board and individuals who may apply for changes to attendance boundaries.

Roles & Responsibilities

The Board of Education

- is responsible for enacting this procedure through the Committee

Transportation Specialist

- is responsible for communicating this procedure and making changes to internal documents or bus routes resulting from decisions made under this procedure

Parent/Guardian

- individuals wishing to make an application are responsible for complying with this procedure

Procedures

Conditions for Canceling Bussing

1. The Board shall consider the following when determining attendance areas:
 - a. efficiency in bussing and safe walking patterns;
 - b. capacity of the school and the school site;
 - c. concentration of population and projected student growth and/or decline; and
 - d. location and proximity of adjacent schools.



Changing of Attendance Boundaries

2. Individuals may request changes to school attendance boundaries. Applications shall be and submitted to LSKYSD explaining the reason for the requested change. Applications shall be received no later than MAY 1 of any year to be considered for the following school year. This allows enough time to consider adjustments to class groupings, bus routes and schedules before school returns in the fall.
3. The Committee shall take the following factors into consideration regarding boundary changes:
 - a. the student's best interest and welfare (primary concern);
 - b. distance to school and time spent in transit; and
 - c. road access or lack of access to the potential bus stop.
4. If the Committee chooses to move ahead with a change to a school attendance boundary, all families directly impacted by the change will be informed of the revised boundary and given time to provide feedback before final decisions are made.
5. The Committee's decisions are final.
6. Students who would be required to change schools as a result of the boundary change shall, upon request, receive exceptional status allowing them to continue attending their current school. This exceptional status shall remain in place for as long as the student continues to live within the previous school attendance boundaries. In addition, any siblings or other children residing with the same parent or caregiver can receive the same exceptional status.

Related

Board Policy 2050 Role of Committees
4.03 Admission of Students
8.01 Transportation Services