



COMMISSION SCOLAIRE CENTRAL QUÉBEC
CENTRAL QUÉBEC SCHOOL BOARD

**CRITERIA FOR THE ADMISSION AND ENROLMENT
OF STUDENTS AND THE APPLICATION OF
SCHOOL BOUNDARIES - 2023-2024 SCHOOL YEAR**

(deposited for consultation on October 12, 2022)
(approved on December 14, 2022)

Note: The masculine gender is used throughout this document for the sake of conciseness and is meant to be inclusive of both genders.

CRITERIA

THE REGISTRATION PERIOD IS FROM: MONDAY, FEBRUARY 6 TO FRIDAY, FEBRUARY 17, 2023.

STUDENTS WHO ARE CURRENTLY REGISTERED AT THE CENTRAL QUÉBEC SCHOOL BOARD MUST REGISTER ON-LINE USING THE PARENT PORTAL AND THE MOZAIK REGISTRATION APPLICATION.

STUDENTS NEW TO CQSB MUST REGISTER BY COMPLETING A HARD COPY OF THE APPLICATION FORM AVAILABLE AT SCHOOLS OR THE SCHOOL BOARD OFFICE.

1. The elementary and secondary schools under the jurisdiction of the Central Québec School Board will accept requests for admission and enrolment for students who reside on the territory of the School Board and:
 - Have attained the age of admission as defined by the Education Act or who have obtained a derogation of age¹ requirement prior to their first day of school. Students who have requested a derogation of age requirement but have not received approval from the School Board will not be permitted to attend school;
 - Have been informed by the Ministry of Education that they are eligible for English language education. Students who have not received such notification from the Ministry will not be permitted to attend an English school until notification is obtained;
 - Have provided a copy of all documents required by the School Board.
2. Requests for students living on the territory of another school board for the purposes of attending the 4-yr-old Kindergarten for students in disadvantaged areas, and who have obtained the approval of their school board and the Central Québec School Board prior to registering will also be accepted subject to the clauses listed below. (see 3 b)
3.
 - a) For kindergarten and elementary students wishing to attend La Tuque High, Mauricie English Elementary, Shawinigan High, St. Patrick (Thetford Mines), Portneuf Elementary, Riverside Regional Elementary and MacLean Memorial Schools, all requests for admission and enrolment meeting the criteria outlined in Section 1 above will be accepted.
 - b) Students attending the four-year-old kindergarten program for students in a region considered as disadvantaged must reside within a postal code that is designated by the Minister as meeting the criteria. Said criteria are linked to the poverty index (ISME). The minimum number of students to establish a class shall be six (6) and the maximum number shall be sixteen (16)². Criteria may be adjusted by Ministry funding rules. Funding for this class is determined on an annual basis by the Ministry.
4.
 - a) For secondary level students wishing to attend A.S. Johnson Memorial High, Dollard-des-Ormeaux, La Tuque High, MacLean Memorial, Riverside Regional High School, Shawinigan High School and Three Rivers Academy, all requests for admission and enrolment meeting the criteria outlined in Section 1 above will be accepted.

¹ School principals, secretaries, professionals or any other personnel dealing with the registration of students are encouraged to read the *Procedures Concerning Requests for a Derogation to the Age of Admission to Preschool and Primary Education*. This document is found on the CQSB Website.

² Subject to changes in the Collective Agreement



- b) For secondary level students wishing to attend either Québec High or St. Patrick's High Schools in Québec City, all requests for admission that meet the criteria outlined in Section 1 above will be accepted. Students will be enrolled in a school subject to the following guidelines:

i) Students currently attending Québec High School or St. Patrick's High School

Students who attended either Québec High School or St. Patrick's High School during the 2022-2023 school year may register at the school of their choice for the following year. Requests for registration will be handled through the school that the student attended in 2022-2023.

ii) Students currently attending a CQSB school other than DDO Elementary School

Students who attended a school of the Central Québec School Board other than Québec High School, Dollard-des-Ormeaux or St. Patrick's High School during the 2022-2023 school year, and who wish to register at either Québec High School or St. Patrick's High School may apply to the school of their choice for Secondary for the following year. Requests for registration will be received through the school that the student attended in 2022-2023.

HOWEVER, all such requests received after February 17, 2023 must be sent to the Board for placement as per provisions in Section 4, B, iii B. This placement will be subject to approval from the Board depending on available space and resources at Québec High School or St. Patrick's High School.

iii) Students currently attending DDO

Students who attended DDO during the 2022-2023 school year, and who wish to register at QHS or St. Patrick's High School for the 2023-2024 school year may do so during the registration period. However, the conditions outlined in Section 5, b, i-bullet one concerning rights to transportation would apply.

iv) Students not currently attending a CQSB school

A. All requests for registration of students who meet the criteria in section 1 and who did not attend a Central Québec school during the 2022-2023 school year, including students from private schools or the French Sector, will be received and processed by the school of their choice. Requests must be received prior to February 17, 2023. Requests that are mailed must be post-marked by midnight of February 16, 2023.

B. All secondary students whose requests for registration are received after the deadline will be assigned to a school by Educational Services. Assignments will be based on the availability of space at the school. A notification of the confirmation of the school to which the student has been assigned will be given to the parents once the application has been processed by Educational Services.

C. All current CQSB students whose requests are received after the deadline will be subject to the provisions of paragraph B.



- D. All requests for registration of students registered in the International Student Program (ISP) who meet the criteria in Section 1 will have their applications processed at the Board and will be assigned to a school by Educational Services.
5. a) Kindergarten and elementary students registering in the *Communauté Métropolitaine de Québec* (CMQ) who meet the criteria outlined in Section 1 will be assigned to a school according to the territorial boundaries or catchment areas as determined by the Council of Commissioners³: Dollard-des-Ormeaux, Everest Elementary, Holland Elementary, Ste-Foy Elementary, “South Shore Elementary”, and Valcartier Elementary Schools.

Families with parents having joint custody and whose domiciles are located in two different catchment areas will be required to choose which of the addresses will be their official address for school placement. The children will attend the school in that catchment area and transportation will be provided to and from the official address only.

- b) Requests for cross-boundary transfers, that is, the enrolment of a kindergarten or elementary student in a school other than the school to which he/she is assigned, may be granted for the period of one year only⁴, subject to the following:
- i) The granting of the request:
- does not entitle the student to transportation;
 - cannot create oversized classes, oversized grade levels or oversized cycles within the chosen school according to maximum sizes;
 - does not guarantee that the student will receive the same type of service that is provided at the school to which the student was originally assigned;
 - cannot create any additional cost to the School Board;
 - will be granted only upon consultation with the school principal.
- ii) A written request must be submitted to the principal of the out-going school. This request must be received by no later than May 1 of the preceding school year.

Requests received after the deadline of May 1 will not be considered until after September 1 of the given school year.

The School Board will render a decision and advise parents once the request has been processed by Educational Services.

- iii) If spaces are available, they will be filled on a first come, first served basis from amongst those who applied as stipulated in 5.b.ii).
- iv) Academic and social factors may be taken into consideration when rendering a decision about transfers.

³ See Appendix 1 for the description of the catchment areas.

⁴ The on-line registration system (MOZAIK) does not allow for the management of cross-boundary transfers. They must be treated manually. Those families who were granted a cross-boundary transfer must re-apply for the 2023-2024 school year.



- v) For new families registering to the CQSB, and requesting a cross-boundary transfer after the May 1 deadline, requests must come to the school board and they will be dealt with on a case by case basis.
6. The Central Québec School Board recognizes that in the Metropolitan Québec City area, it may be necessary to transfer students from one school to another. This could occur when the educational services, as defined in the Basic School Regulation, needed for a student or group of students, are not offered in one school, but are in another. This could result in the transfer of the student to another school if it is in the best interest for their social, pedagogical, or psychological welfare as determined after an evaluation of the student by the School Board.
 7. When the School Board is unable to provide services for a student, it may be necessary to enter into an agreement with another school board, a private school, or an institution under the jurisdiction of another ministry, for the provision of educational services in accordance with sections 213 and 214 of the Education Act.
 8. All requests to transfer a student from one Central Québec school to another, within the same region and received after September 30 will be treated on a case by case basis by Educational Services. A decision on the request will be determined after an evaluation by the School Board, taking into account the psychological and/or social considerations of the particular student.



Appendix 1 - Transportation and Enrolment Catchment Areas 2023-2024

1. For students attending the following schools, the territory for transportation purposes is determined by the French school board that provides transportation:

- La Tuque High School
- Shawinigan High School
- Mauricie English Elementary (Trois-Rivières)
- Three Rivers Academy
- St. Patrick Elementary School (Thetford Mines)
- A.S. Johnson Memorial High School (Thetford Mines)*
- Portneuf Elementary School
- Riverside Regional Elementary School*
- Riverside Regional High School*
- MacLean Memorial School*

≡ *The Central Québec School Board organizes pupil transportation for some of the students attending these schools who live on the territory of municipalities where pupil transportation was provided during the 2022-2023 school year in accordance with the School Board's Transport Policy.*

2. For students attending the following schools, the territories established for transportation are as defined by the catchment area in the Find My School application, using a postal code or full address, at: <https://www.cqsb.qc.ca/en/web/cscq/trouvez-votre-ecole>

- i) **Québec High and St. Patrick's High Schools**
- ii) **Holland Elementary School**
- iii) **Ste-Foy Elementary School**
- iv) **"South Shore Elementary School"**
- v) **Valcartier Elementary School**
- vi) **Dollard-des-Ormeaux School (Elementary & High School)**
- vii) **Everest Elementary School**

Transportation to the above schools will be provided within the catchment area only and according to the stipulations of the Transport Policy.

3. In exceptional cases, students who are under the jurisdiction of the School Board but who reside off the territory defined for transportation purposes for the school which they are entitled to attend, may receive compensation from the School Board in accordance with the *ministère de l'Éducation du Québec (MEQ)* and School Board budget rules.

