

## CALGARY SCIENCE SCHOOL SOCIETY

Policy Title: **Student Admissions**

Policy No. **6.05**

### **RATIONALE:**

A charter school is designed to meet the needs of a specific group of students. Calgary Science School admissions procedures adhere to the guidelines outlined in the charter school handbook and the school's charter document.

**POLICY:** The Board of the Calgary Science School will follow a set of admissions principles and procedures that are aligned with the requirements set forth in the school's charter document and that result in a fair, systematic and consistent system of admission.

### **PRINCIPLES:**

1. An important goal of the admissions procedures is to ensure a full student count on September 30 each year.
2. Student applicants must generally demonstrate grade level achievement on the placement test, with particular emphasis placed on the mathematics and reading comprehension sections of the test. The school will work with parents to ensure a good fit between students and the school.
3. The school recognizes the importance of keeping families together.
4. The school believes in the benefit of mixed gender classes to enrich the educational experience of all students.
5. Administrative discretion may be used in the application of this policy in order to maintain a positive and enriched school culture.

First Reading      Jan. 12, 2000

Adopted            Mar. 8, 2000

Amended          Mar 6, 2007

## PROCEDURES

1. Wait List
  - a. Children will be placed on the wait list based on the first date of contact the family makes with the school. This date of contact will stand for all siblings.
  - b. Children may be added to the waitlist any time after their fifth birthday.
  - c. There exist potential exemptions to point (a) above, including:
    - i. Siblings of current students (see point 5 below)
    - ii. Achievement of the specified minimum gender ratio
2. Grade Level Placement Testing
  - a. Students will be invited to write the grade level placement test based on their placement on the wait list.
  - b. In meeting the admission criteria on that test, they will be offered a spot in the school based on their placement on the wait list, as openings occur.
  - c. In some circumstances where all criteria are not met, further investigation will be conducted regarding the suitability of the CSS program for that student.
    - i. Report cards and other documents may be reviewed
    - ii. Current teacher may be contacted
3. Parent Information Sessions
  - a. To help parents make an informed decision, parent information sessions will be held in early February, wherever possible.
  - b. Parents must attend the parent information session or make alternate arrangements with the admissions office in order to maintain their child's place on the waitlist.
4. Siblings
  - a. Siblings of existing Calgary Science School students will be moved ahead of non-siblings on the wait list. The order of the siblings on the wait list will also be based on the date of contact with the school, as described in procedure 1 (a).
  - b. Siblings of current Calgary Science School students will be contacted prior to the Christmas break each year and notified of a January testing date.
5. Gender Ratio
  - a. Where practicable, the school will maintain a ratio of at least one girl for every two boys in each class.
  - b. Where the ratio in a class falls below the minimum specified ratio, girls will be admitted ahead of boys, based on their placement on the wait list.
6. Appeals Procedures
  - a. Parents may appeal admissions decisions in accordance with Calgary Science School policy no. 2.01 - Appeals