

Administrative Procedure 350

Last Revised: September 2016

STUDENT TRANSPORTATION

Background

Holy Spirit Roman Catholic Separate Regional Division No.4 will provide transportation for students who are entitled to transportation under the *School Act*, or who are designated by the division to attend a specific school or program. Specifically, transportation services will be provided in the following areas:

- From residential areas within the City of Lethbridge and Ward 2 (Mountain Meadows, Coalhurst, Raymond, Stirling and area);
- Transportation of high school students from Wards 1 and 3 to Catholic Central High School (Campus East) in Lethbridge.
- Transportation of elementary and junior high school students from Ward 1 (Coaldale and area) and Ward 3 (Picture Butte and area) to St. Francis Junior High School and Ecole St. Mary in Lethbridge for the purposes of French Immersion Programming only;
- Transportation within Ward 1 (Coaldale and area), Ward 3 (Picture Butte and area), Ward 4 (Pincher Creek and area), and Ward 5 (Taber and area) are contracted with the Public Boards operating in those Wards.

Alberta Education provides funding for any student who lives 2.4 km away from their designated school. Students who are not subsidized by Alberta Education for bus transportation will be required to pay a user fee to recover the cost of the transportation program in excess of the transportation grant provided by the province.

Students may be admitted to any school outside their attendance area in accordance with Administrative Procedure 302: School Attendance Areas, if there is sufficient space in the school. Preference to school attendance will be based on the following:

- Catholic students living in the attendance area
- Catholic students living outside the attendance area
- Non-resident students who have or have had a sibling attend the school of choice
- Non-resident students living in the attendance area
- Non-resident students living outside the attendance area

When a student is admitted into a school outside of his/her designated attendance area, the parent will be responsible for transportation.

Attendance Boundaries

The attendance boundaries for all schools (referred to as designated school) in the City of Lethbridge are as follows:

1. Elementary Schools
 - 1.1 St. Teresa of Calcutta – North of 26th Avenue N to the city limit and East of the river to the city limit.
 - 1.2 St. Paul – North of Crowsnest Trail to 26th Avenue N and East of the river to the city limit
 - 1.3 Ecole St. Mary – South of Crowsnest Trail to 10th Avenue S and East of the river to the city limit AND all elementary French Immersion students
 - 1.4 Our Lady of the Assumption – South of 10th Avenue S to the city limit and East of the river to the city limit
 - 1.5 Father Leonard Van Tighem – North of Whoop Up Drive to the city limit and West of the river to the city limit.
 - 1.6 Children of St. Martha – South of Whoop Up Drive to McLeod Drive W and West of the river to the city limit.
 - 1.7 St. Patrick Fine Arts – South of McLeod Drive W to the city limit and West of the river to the city limit.
2. Junior High Schools
 - 2.1 St. Francis – East of the river to the city limit AND all junior high French Immersion students.
 - 2.2 Father Leonard Van Tighem – West of the river to the city limit.
3. Senior High Schools
 - 3.1 Catholic Central (Campus East) – All high school French Immersion students AND East of the river to the city limit
 - 3.2 Catholic Central (Campus West) – West of the river to the city limit

Procedures

1. Transportation will be provided to designated schools in accordance with the following:
 - 1.1 Within the City of Lethbridge
 - 1.1.1 Transportation will be provided at no cost:
 - 1.1.1.1 To all students living 2.4 km away or farther from their designated school as calculated by walking routes;
 - 1.1.1.2 To all French Immersion students living 2.4 km away or farther from their designated schools, i.e., Ecole St. Mary, St. Francis and Catholic Central High School (Campus East);
 - 1.1.1.3 If the school nearest the student's residence is declared "full" by the Superintendent, students will be directed to another designated school where transportation is provided; and

- 1.1.1.4 To all Catholic Central High School students requiring transportation between campuses for programming and timetable needs. NOTE: Unless specific programming is unavailable at a campus, students should expect to attend the campus within their boundary.
- 1.1.2 Transportation will be provided, for a *user fee*:
 - 1.1.2.1 To all K-6 students who attend their designated school and live between 1.2 km and 2.4 km away from their designated school on existing routes;
 - 1.1.2.2 To all St. Patrick Fine Arts Elementary students who live outside the attendance boundary of St. Patrick Fine Arts Elementary AND/OR live 1.2 km away or farther from St. Patrick Fine Arts Elementary on existing routes;
 - 1.1.2.3 To all junior high students living north of Crowsnest Trail and between 1.2 and 2.4 km from their designated school providing space is available on existing routes; and
 - 1.1.2.4 To K – 6 students attending Father Leonard Van Tighem School for the purposes of attending after-school child care at Children of St. Martha School providing space is available on existing routes.
- 1.1.3 Transportation to a Program of Choice
 - 1.1.3.1 As a program of choice, non-funded students requiring transportation to St. Patrick Fine Arts Elementary will be charged a fee (see APPENDIX A).
 - 1.1.3.2 As a program of choice, non-funded students requiring transportation to St. Francis Junior High will be charged a fee to access bussing under the following guidelines (see APPENDIX A):
 - 1.1.3.2.1 The students currently live in the Father Leonard Van Tighem Junior High attendance zone (west of the river); AND
 - 1.1.3.2.2 The student attended St. Patrick Fine Arts Elementary in grade 6.
 - 1.1.3.3 Students currently accessing transportation from the Father Leonard Van Tighem Junior High attendance zone will be grandfathered for a period of not more than two years, ***until June 30, 2014.***
 - 1.1.3.4 Families who have more than one child attending either of these schools will be charged on a sliding scale (refer to APPENDIX A).
- 1.1.4 Bussing services will be provided to school at the beginning of the school day and from school at the end of the school day to the student's primary residence.

1.2 Within Rural Areas:

Note: For rural purposes, an eligible student is defined as a Catholic resident student living in a formed area.

1.2.1 Within the Raymond / Stirling areas (at no cost):

Eligible students will be able to obtain transportation services to Ecole St. Mary School, St. Francis Junior High School and Catholic Central High School (Campus East) in Lethbridge.

1.2.2 Within the Picture Butte area (at no cost);

Eligible students will be able to obtain transportation services to Ecole St. Mary School and St. Francis Junior High School for French Immersion programming only; and to Catholic Central High School (Campus East) for high school programming.

1.2.3 Within the Taber area (at no cost):

Bussing will be maintained as long as safety concerns exist with respect to the safe crossing of Highway #3 within the town of Taber for transporting students to St. Mary School and St. Patrick School in Taber.

1.2.4 Within the Coaldale area (at no cost):

Eligible students will be able to obtain transportation services to Ecole St. Mary and St. Francis Junior High School for French Immersion Programming only; and to Catholic Central High School (Campus East) for high school programming.

2. If a student has a disability that necessitates bussing or alternative transportation to school, the Superintendent may make the necessary arrangements.
3. Tuition paying students will be provided transportation services if they meet the requirements set forth in this administrative procedure and pay full tuition fees and the transportation user fee.
4. Non-resident students will be considered for transportation services if the following conditions are met:
 - 4.1 The student transfers from a Catholic school OR the student requires specific educational programming;
 - 4.2 There is a bus route in place that serves resident students and sufficient space is available;
 - 4.3 The parent provides written approval from the resident board for the student's transportation to a non-resident school;
 - 4.4 Transportation Funding from Alberta Education can be accessed for the student; and
 - 4.5 Approval is granted by the principal of the receiving school.