

# Administrative Procedure 300

## Students

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### STUDENT SELECTION

#### BACKGROUND

The superintendent requires that the school's student selection practices comply with provincial legislation, be consistent with the terms of Westmount's Charter, be clearly communicated to parents of prospective students and respect procedural fairness.

A multi-dimensional assessment, including a psychological assessment, will be considered for each prospective student before admission. Placement will be offered to those students identified through the assessment process as demonstrating characteristics of giftedness or potential for giftedness, most appropriate to the program mandated by the charter.

#### PROCEDURES

##### 1. General

- 1.1 The principal shall recommend and the superintendent shall approve, on an annual basis, the number and grade level(s) of new students to be admitted.
- 1.2 Parents of prospective students will be provided with information in order to make informed decisions about whether or not to make an application on behalf of their children at the school. Under normal circumstances, parents of all applicants are strongly encouraged to attend scheduled information sessions or read material presented on Westmount's website to obtain:
  - 1.2.1 general information about charter schools;
  - 1.2.2 specific information about the school's charter and programs;
  - 1.2.3 characteristics of students, based on research and experience, which demonstrate suitability for the school's program; and
  - 1.2.4 early signs of giftedness in pre-school children, which will inform parent's decisions regarding formal assessment of their children.

The contents of information sessions will be made available on the school's website, as will details of registration processes and Frequently Asked Questions (FAQ's).

- 1.3 At the time of application, parents are required to share all known requested information regarding the suitability of their children for the school's program, including any pre-existing and/or diagnosed medical, social-emotional and/or educational needs. Failure to disclose all requested information may lead to disqualification.
- 1.4 The principal is responsible for the specific design and implementation of a fair student assessment and selection process. The student selection process will be well advertised and fair to parents and prospective students. In any given year, the student selection process will allow adequate time for parents and students to make a decision regarding enrollment in the school and for the appeal of placement decisions, while providing adequate time for the administration to plan for the upcoming year.
- 1.5 The selection process as advertised may be altered in the event of unusual public health threats or a safety crisis.
- 1.6 The principal is responsible for the management of a list of qualified, prospective students in order that vacancies which may occur during the school year can be filled.

- 1.7 Any attempt on behalf of an applicant to influence the impartiality of the selection process will result in disqualification of the applicant.
- 1.8 Appeals of student selection decisions will first be submitted to the school principal to be reviewed by the school's intake committee. Appeals of selection decisions must be received within seven (7) calendar days of being notified of the intake committee's decision.
- 1.9 If the appeal through the principal does not resolve the concern, further appeal may be made in writing to the superintendent and must set out the specific nature of the appeal. Appeals of the principal's decision must be received by the superintendent within seven (7) calendar days of being notified of the principal's decision.

## 2. New Students

- 2.1 Prospective students must be assessed, either by or under the supervision of a registered psychologist prior to submitting an application to the school to determine their suitability within the context of the school's charter. In addition, a multi-dimensional assessment process, conducted by qualified school staff under the direction of the principal will be utilized and may include:
  - 2.1.1 a parent questionnaire, such as the Parent Inventory for Finding Potential (Rogers, 2000);
  - 2.1.2 a teacher questionnaire, such as Teacher Inventory for Finding Strength (Rogers, 2000), where obtainable;
  - 2.1.3 a psychological assessment yielding a General Ability Index (GAI) and/or a Full Scale IQ score, i.e. a WPPSI, WISC or Stanford Binet;
  - 2.1.4 an activity based observation;
  - 2.1.5 an interview with individual students; and
  - 2.1.6 other assessment tools as applicable, e.g., report cards.
- 2.2 The admission process is as follows:
  - 2.2.1 When the number of students qualifying for admission to the school is greater than the number of available positions, placement will be offered to the students identified by the assessment process as most demonstrating characteristics of giftedness appropriate to the school's programs.
  - 2.2.2 When the number of students applying for admission is less than the number of available positions, all applicants shall be offered the placement provided they meet the acceptance criteria of the assessment process.
  - 2.2.3 The school administration will advise the parents of prospective students of the results of the selection process. Parents will be given a set period of time in which to accept the placement offer, decline the placement offer, or accept placement on a list of qualified applicants as the case may be.
  - 2.2.4 School administration will keep a record of student candidates who were assessed as not meeting the criteria for admission to the school.
- 2.3 Management of the list of applicants is the responsibility of the principal.
  - 2.3.1 A wait list of qualified candidates will be established at each grade level based on the assessment results.
  - 2.3.2 Parents are responsible for advising the school of changes to their email address, home and/or work phone numbers and their mailing address. All application communication will be by email only

- 2.3.3 Available positions will be filled from the list of qualified candidates. The school administration will make two attempts to contact parents of selected students on the list until all available positions are filled.
- 2.3.4 Students remaining on the list of qualified candidates will have the opportunity to join the following year's assessment process. Parents will be required to update the student's file, including updating psychological assessments where the original assessment is deemed to be out of date (and submit a new application form). Any costs of updating the file will be borne by the parent.
- 2.3.5 Limited bursary funds may be available to parents of prospective applicants. A financial means test will be required to determine eligibility for bursary funds. As well, qualified school personnel will use a pre-assessment tool to determine whether or not financial support will be offered for a full intelligence assessment.

**Cross Reference:** Charter Schools Regulation  
Charter Agreement  
Charter Board Policy 11, Appeals of Student Matters

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