Administrative Procedure 302

Students

ADMISSIONS

Background

The focus of STEM Collegiate is to provide education for students with a self-identified passion for science, technology, engineering, and mathematics. The Board believes every student with genuine interest in STEM subjects should have the opportunity to attend a school with a focus on these subjects. Accordingly, the school's identification and admissions procedures shall be structured and administered to ensure that students accepted for enrolment are those who are most likely to benefit from STEM Collegiates' unique programming.

Admissions procedures shall comply with provincial legislation, shall be in alignment with the Charter of STEM Collegiate, shall be clearly communicated to parents of prospective students, and shall respect procedural fairness.

Procedures

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.
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 STEM Collegiate's website to obtain:
   2.1. general information about charter schools;
   2.2. specific information about the school's charter and program; and
   2.3. characteristics of students, based on research and professional experience, which demonstrate suitability for the school's program.
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.

4. The Superintendent is responsible for the specific design and implementation of a fair student selection process. The 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 decide regarding enrollment in the school and for the appeal of placement decision, while providing adequate time for the administration to plan for the upcoming year.
5. When the number of students applying for admission to the school is greater than the number of available positions, placement will be offered to the students based on a randomized lottery.
6. The school administration will advise the parents of prospective students of the results of the selection process. Parents will be given 10 days to accept the placement offer, decline the placement offer, or accept placement on a wait list.
7. The Superintendent is responsible for the management of a list of prospective students at each grade level.
8. 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.
9. Available positions will be filled from the list of prospective students. The school administration will make two attempts to contact parents of selected students on the list until the available positions are filled.
10. The selection process as advertised may be altered in the event of unusual public health threats or a safety crisis.
11. Any attempt on behalf of an applicant to influence the impartiality of the selection process will result in disqualification of the applicant.
12. Appeals of student selection decisions are submitted to the school principal. Appeals of selection decisions must be received within seven (7) calendar days of being notified of the intake committee's decision.
13. 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.

Approved: July 2023