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1. FRAME OF REFERENCE

According to section 239 of the Education Act, the Centre de services scolaire du Littoral (CSSL) must register students annually, in line with the choice of the parents or the student of legal age and considering the school's capacity, enrolment and eligibility criteria.

2. GUIDING PRINCIPLES

- 2.1. This policy applies to all students domiciled on the territory of the Centre de services scolaire du Littoral (CSSL).
- 2.2. The purpose of this policy is to establish the educational services offered in the schools (Appendix 1 and 2), the criteria for student enrolment and the terms of access to programs not offered on the CSSL territory, and to provide financial assistance where applicable.
- 2.3. The terms and deadlines of this policy are determined by Educational Services.
- 2.4. Parents are informed of the terms and deadlines for the school enrolment and admission period through public notices transmitted via social networks, posters in local businesses, messages on local radio stations, on the parent portal and on the CSSL website.

3. DEFINITIONS

Admission

Procedure that allows a person to apply for a program of study, a pathway, or a training program at a school. The student must meet the conditions of the chosen program, or pathway.

Enrolment

Procedure that confirms a person's participation in a program of study at the local, host, or designated school.

Local school

The student's local school is that of the custodial parent's or legal guardian's family residence.

Host school

The host school is the one chosen by the student and is not their local school.

Designated school

The school in the CSSL's territory that offers the educational services required for high school graduation but not available in the local school.

Host CSS

School service center which, under agreement, welcomes one or more students from the CSSL territory.

Transferring school

The school service centre may be obliged to enrol a student in another school to provide required educational services.

Change of school

The school service centre may accept a student to change schools if the host school has the capacity to accommodate the student.

4. TERMS AND CONDITIONS FOR ADMISSION AND ENROLMENT IN A SCHOOL ON THE TERRITORY

- 4.1. The application for admission of new students or preschoolers is made at the school closest to the student's home.
- 4.2. The educational services offered in the schools are specified in Appendix 1 and 2.
- 4.3. Annually, students are automatically re-enrolled in the school they attend unless the required educational service is not offered in that school. The school principal will inform parents of the designated school.
- 4.4. The enrolment of a student attending a school other than their local school is reviewed annually in accordance with CSSL enrolment criteria.
- 4.5. If a parent wishes to apply for enrolment in another school (change of school), they must forward the application to the principal of the host school and inform the principal of the school attended by his or her child.
- 4.6. In all cases of school transfer or school change, the school administration must provide parents or legal guardians with a response **by May 31 of each year**.
- 4.7. Students transferred to the territory to receive educational services not offered in their local school are entitled to accommodation (in residence or with a host family) (Appendix 1 and 2) and transportation services in accordance with the *School Transportation Policy*.
- 4.8. The CSSL offers English-language educational services on its territory. Before confirming a new student's enrolment, the school administration must receive acceptance of the request for eligibility for English-language schooling from the Minister of Education. The request for eligibility for English-language education must be made by the parent in collaboration with the school principal and Educational Services at tos@cssdulittoral.gouv.qc.ca.
- 4.9. No student may be excluded from the school of their choice if they meet the enrolment criteria set out in point 5 of this policy.
- 4.10. Students are entitled to transportation in accordance with the *School Transportation Policy*. The school service centre can offer transportation to students whose choice of school is not their local school when said transportation is already organized by the school service centre and provided for in the school.
- 4.11. All CSSL schools may be required to offer multi-level classes.
- 4.12. All CSSL schools may be required to offer distance education services.
- 4.13. This policy must be sent to the Governing Boards of all schools in our territory **15 days before the start of the enrolment period** (usually in early February of each year) (Education Act, art. 239).

5. ENROLMENT CRITERIA

When the principal must select students for the next school year, the following criteria are taken into consideration in the following **order**:

- 5.1. Students whose family residence is in the district (place of residence of the custodial parent or legal guardian) and their siblings.
- 5.2. A student from another neighborhood who attended the school the previous year.

- 5.3. The siblings of a student from another neighborhood who attended the school the previous year.
- 5.4. When transportation allows the child to get to school (organized by the CSSL or the parent).

6. FINANCIAL ASSISTANCE FOR LODGING AND TRANSPORTATION WHEN A STUDENT TRANSFERS TO A SCHOOL ON THE CSSL TERRITORY

When educational services are not offered in the student's local school, the CSSL provides residential accommodation when this service is offered in the host village, or financial assistance for board in a family environment. The amount of boarding assistance is determined annually by the Financial Resources Department. This amount is paid monthly to the host family.

For accommodation in residence, the costs are assumed in full by the CSSL, in accordance with the current agreement.

7. APPLICATION AND APPROVAL PROCEDURE FOR ACCESS TO AN OUT-OF-TERRITORY SCHOOL

- 7.1. If a student wishes to continue their studies in a **program not offered by the CSSL** (e.g., sports-studies, arts-studies, international education, internship in a job-oriented training program, or any first qualification), they must notify the principal of the school they attend of their intention.
- 7.2. The school principal will forward the request by email to the Director of Educational Services at the following address se@cssdulittoral.gouv.qc.ca.
- 7.3. Upon receipt, the Director of Educational Services or their delegate identifies schools in order to direct the student to (in order of priority): 1. a school in Region 09 (Côte-Nord); 2. a school in another region. However,
 - The program targeted by the student must be offered in Quebec (by the public school system) and recognized by the Ministry of Education.
- 7.4. The Director of Educational Services notifies the school principal, the student, and their parents of the choices available.
- 7.5. **Parents and students can:**
 - a) Accept one of the schools selected by the educational services:
 - The parents register the student in the chosen school.
 - The CSSL signs an enrolment agreement with the host CSS.
 - The CSSL and host CSS provide administrative and financial support in accordance with Ministry of Education's guidelines.
 - b) Request a review of the choice by submitting a written request to the Director of Educational Services, in which they describe the detailed reasons and specific grounds for the review. They must also provide proof that the program offered at the school they are proposing is recognized by the Ministry of Education.
 - The director of services, or delegated person, will analyze the request. The director of educational services will notify, in writing, the school principal and parents.
- 7.6. Following the parents' request for review, one of three options is possible: (7.5b)
 - a) The CSSL maintains its decision on the choices offered to parents:

- Parents accept school chosen by CSSL and return to 7.5a
- b) The CSSL modifies the choice following the parents' request and return to 7.5a
- c) Parents refuse all options proposed by the CSSL:
 - The CSSL ceases all involvement in the procedure, and parents assume the administrative and financial responsibilities of enrolling their child in the school of their choice.

8. FINANCIAL ASSISTANCE FOR LODGING AND TRANSPORTATION WHEN A STUDENT ATTENDS AN OUT-OF-TERRITORY SCHOOL

When a student attends a school other than the designated school, this choice has been approved through the procedure described in point 7 of this policy and an enrolment agreement has been signed between the CSSL and the host CSSL:

- The CSSL assumes part of the transportation costs, in accordance with the transportation policy (7.2).
- Boarding assistance is assumed by the host CSS.

For more details on the administrative and financial terms and conditions related to transportation assistance, please consult the CSSL [School Transportation Policy](#).

APPENDIX 1 – Designated Schools – Francophone Schools 2024-2025

Level of Instruction	Cycle	Level	Côte-Nord-du-Golfe-du-Saint-Laurent		L'Île-d'Anticosti	St-Augustin	Blanc-Sablon		
			Tête-à-la-Baleine	Chevery	Port-Menier	Rivière Saint-Augustin, Saguenay	Blanc-Sablon	Lourdes-de-Blanc-Sablon	Bradford
Preschool	4-year olds		Gabriel-Dionne ²	N/A	St-Joseph ²	N/A	Mgr-Scheffer ¹⁻²		
	5-year olds			Netagamiou					
Elementary	1	A	Gabriel-Dionne ²	Netagamiou	St-Joseph ²	St-Augustine ⁵	Mgr-Scheffer ¹⁻²		
		B							
	2	D							
		E							
3	G								
	H								
Secondary	1	I	Gabriel-Dionne ²	Mgr-Scheffer Gabriel-Dionne ²⁻⁴	St-Joseph ²	Mgr-Scheffer	Mgr-Scheffer ¹⁻²		
		II							
	2	III							
		IV							
		V							
				Mgr-Labrie ³ Mgr-Scheffer					

¹ The school welcomes all francophone students aged 4-21 from the municipalities of Bonne-Espérance and Blanc-Sablon, with significant mobility and adaptation needs.

² Pedagogical services will be offered in collaboration with other French schools, either in-person or by distance learning, depending on the resources available.

³ The Centre de services scolaire de la Moyenne-Côte-Nord offers residential services (Mgr-Labrie (weekdays)).

⁴ This transfer is only possible if the educational services are offered at the school. (If Gabriel-Dionne cannot offer it, Mgr Scheffer will have to offer it)

⁵ The teaching service will be offered only if the number of students meets the school opening criteria.

APPENDIX 2 – Designated Schools – Anglophone Schools 2024-2025

Level of Instruction	Cycle	Level	Côte-Nord-du-Golfe -du-Saint-Laurent			Gros-Mecatina	Saint-Augustin	Bonne-Espérance		Blanc-Sablon		
			Kegaska	Harrington Harbour	Chevery	La Tabatière Mutton Bay	Saint-Augustin- Saguenay	St- Paul	Vieux- Fort	Blanc- Sablon	Lourdes- de- Blanc- Sablon	Bradford
Preschool	4-year olds		Kegaska	Harrington	Netagamiou	Mecatina	St- Augustine	Mountain Ridge ⁶		N/A		
	5-year olds											
Elementary	1	A	Kegaska	Harrington	Netagamiou	Mecatina	St- Augustine	Mountain Ridge ⁶		Mgr-Scheffer ⁷		
		B										
	2	D										
		E										
	3	G										
		H										
Secondary	1	I	Kegaska	Harrington	Netagamiou	Mecatina	St- Augustine	St-Paul		St-Paul		
		II										
	2 ^e	III	Netagamiou ⁸	Netagamiou ⁸								
		IV										
		V										

⁶ The school welcomes all francophone students aged 4-21 from the municipalities of Bonne-Espérance and Blanc-Sablon with significant mobility and adaptation needs.

⁷ The school accepts a maximum of 15 students in the English sector. All additional registrations will be transferred to Mountain Ridge in Vieux-Fort.

⁸ The CSSL offers residential services (Chevery (weekdays and weekends)).