

# FORT LA BOSSE S.D. # 41

**TITLE - SCHOOL OF CHOICE**

**POLICY - JFB-R**

Approval Date - 11/02/02

Cross Reference -

Resolution # - 51/02

Implementation - 11/02/02

Legal Reference -

## **ASSIGNMENT OF STUDENTS**

The assignment of pupils eligible to register in schools within the Fort La Bosse School Division will be at the discretion of the Superintendent who will identify the appropriate catchment area for each school and will designate pupils within those areas to their respective schools. Variations to these assignments will be permitted only in accordance with the provisions of Board policy.

## **MAKING APPLICATION TO A SCHOOL OF CHOICE**

All applications for a change of school must be made on the form authorised by Manitoba Education, Training and Youth or by other method of application suitable to the Board. (Form [JFB-E](#)) All applications must be submitted directly to the school of choice and other interested parties must be advised of the application no later than May 15th of the spring term for school assignment effective with the commencement of the next following fall term. A school will have no obligation to consider late applications.

When a pupil/parent/legal guardian is applying for consideration at more than one school, all schools must be named on an attachment affixed to all applications.

## **CONSIDERATION PROCESS FOR PUPILS WISHING TO EXERCISE SCHOOL OF CHOICE**

With the exception that all applications from resident students will be considered first, all applications from pupils exercising school of choice placement will be considered in the order that they are received.

Pupils wishing to exercise school choice will:

1. Using the approved METY form or by other method of application suitable to the Board, submit a request for admission to the school of choice on or before May 15<sup>th</sup> for the next ensuing school year, and
2. Be considered for admission only if:
  - space is available in the program/classroom of choice
  - the school has available all the special equipment and/or physical accommodations required for the pupil
  - the program of choice is suited to the age, ability and aptitude of the pupil
  - the pupil has all the necessary prerequisites for the program and/or grade level of choice
  - the Principal of the school is satisfied that enrolling the pupil will not be detrimental to the continuity of the pupil's education
  - the Principal of the school is satisfied that enrolling the pupil will not be detrimental to the order, discipline and the well being of other pupils in the school
  - the school is not required to establish a new program or classroom to meet the educational needs of the pupil

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The Principal's definition of available space will include, but not necessarily be limited to, the following considerations:

- The number of students already enrolled in the requested program or grade level;
- The changes in enrolment in the requested program or grade level normally experienced between May 15<sup>th</sup> and September 30<sup>th</sup>;
- Anticipated changes in enrolment based upon known pupil mobility factors or unusual local developments;
- The special circumstances of the pupils already approved for the requested program or grade level, including special needs pupils, identified behavioural difficulties, and/or the anticipated range in academic abilities; and

Safety considerations such as those associated with laboratory and vocational programs.

Notwithstanding the above, Fort La Bosse School Division reserves the right to refuse admission of out-of-school-catchment-area pupils to a classroom or program under the provisions of school of choice when:

- A non-resident pupil seeking school of choice is deemed to have disciplinary or behavioural problems which were previously addressed through additional support in the home school division and the home division chooses not to pay for such additional support in the Fort La Bosse School Division.
- The pupil was expelled from attendance in the home or previous school division/district.
- The pupil does not meet program prerequisites required of the other pupils enrolled in the program.
- The request for school of choice involves placement in a special education or specially designed student-at-risk program. The Principal and Co-ordinator of Student Services will consult for the purposes of determining the needs of the pupils already approved to the class and will be satisfied that the inclusion of another pupil will not be detrimental to those pupils. If the inclusion of an additional pupil is believed to be detrimental, the application will be refused.

Any school receiving an application for school of choice must advise the parent(s) or legal guardian(s), receiving/home School Division/District Office and the sending school no later than June 30th informing them whether or not the pupil has been accepted.

### **APPEAL OF CHOICE DECISIONS**

Fort La Bosse School Division recognises that within the guidelines provided by these Administrative Procedures the Principal of the school has the responsibility to make decisions with respect to school of choice requests. Notwithstanding the Principal's responsibility, refusal by a Principal to admit a pupil to a school of choice may be appealed by the parent/guardian in writing to the Superintendent of Schools and/or to the Board of Trustees. Final authority in the decision to admit pupils to a school will rest with the Board of Trustees.

## **TRANSPORTATION OF PUPILS ELECTING TO EXERCISE SCHOOL OF CHOICE Fort La Bosse School Division Pupils**

Fort La Bosse School Division pupils who exercise school of choice within the Division may be eligible for transport by School Division buses only if the pupil is eligible for transportation support under Provincial Regulation and/or transportation service under Board policy and there is space available on that bus. Transportation arrangements made to accommodate out-of-catchment-area school of choice students will be subject to change during the Divisions annual review of bus routes.

Parents may be required to provide their own transportation or meet the nearest bus to the school of choice if space is available on that bus.

### **Pupils from Other School Divisions or Districts**

Non-resident pupils who exercise school of choice to attend a school in the Fort La Bosse School Division will only be eligible for transportation on Fort La Bosse School Division buses if:

- the pupil is eligible for transportation support under Provincial Regulation and/or transportation service under Board policy and there is space available on that bus
- the pupil's school of choice in the Fort La Bosse School Division is closer than the pupil's home school and no significant change is required in the existing bus route
- arrangements may be made to meet the nearest bus going to the school of choice and space is available on that bus

### **LATE APPLICATION FOR SCHOOL OF CHOICE**

All late applications for school of choice must:

- provide a reason(s) why the application was not filed prior to May 15<sup>th</sup>
- be accompanied by correspondence outlining the rationale giving rise to the application
- be reviewed by the Superintendent or designate
- approved by the Board

Only after all these criteria have been met, may a Principal accept the applicant as a deemed student of the school of choice.

A late application for school of choice, filed on behalf of a student whose place of residence has changed after September 30<sup>th</sup>, will be accepted by the Board and considered on its merits.

- The Board may choose to accept a non-resident pupil who has made late application to a school of choice when:
- The home division has agreed to send the transfer fee for the pupil;
- The parents or legal guardians have agreed to pay the appropriate non-resident fee to the Fort La Bosse School Division; or
- The home school division and Fort La Bosse School Division have, or enter into, a reciprocal arrangement regarding the enrolment of students from the other party's jurisdiction.

