

ROLLING RIVER SCHOOL DIVISION POLICY

School of Choice

JC/P

The assignment of pupils eligible to register in schools within Rolling River School Division shall be at the discretion of the Board who shall identify for each school the appropriate catchment area and shall designate pupils within those areas to their respective schools. Variations to these assignments shall be permitted only in accordance with the provisions of this statement of administrative procedures and Board policy.

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Regulation

Date Adopted: April 10, 1997

Date Revised: June 2, 2005

Date Revised: October 19, 2006

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1. Definitions

Choice - Is defined as the ability of a pupil to select, for attendance purposes, a school other than the school designated in accordance with Board policy, as that pupil's home school.

School Catchment Areas - shall be defined by existing bus routes or as defined from time to time by the Board.

Home School Division - Is the Division in which a pupil's parents or legal guardian(s) reside, or if the pupil is of the age of majority, the Division in which the pupil occupies a permanent residence.

Eligible Pupil - for the purposes of these choice of school procedures an eligible pupil is a pupil who qualifies under the regulations of Manitoba Education and Training for provincial support while in attendance at a public school. (Pupils sponsored by any educational authority which receives primary funding from any body other than the Government of Manitoba are not considered to be eligible to exercise the provisions of these school of choice procedures as the provisions for transfer of funds are not available to them.)

Resident Pupil - a resident pupil is a pupil who meets the requirements of Section 1 of the Public Schools Act of Manitoba.

Non-Resident Pupil - is a pupil who qualifies to attend a public school in the Province of Manitoba but who does not meet the requirements of Section 1 of the Public Schools Act of Manitoba as a resident of the Rolling River School Division.

2. School Information

The Division shall undertake to provide a Handbook of Schools outlining basic information concerning the grade assignments, the facilities and the programs available at each school within the Division.

3. Making Application to a School of Choice

All applications for a change of school must be made on the form authorized by Manitoba Education and Training and must be submitted directly to the school of choice no later than May 15th of the spring term for school assignment effective with the commencement of the next following fall term. A school shall have no obligation to consider late applications.

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

When a school agrees to accept a non-resident pupil who has made late application to a school of choice, it shall do so only when the home division has agreed to send the transfer fee for the pupil, or the parents or legal guardians have agreed to pay an equivalent fee to the Rolling River School Division.

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4. Procedures for Pupils Wishing to Exercise School Choice

For the purposes of these procedures all applications from pupils exercising choice of schools will be considered on a first-received first-reviewed and considered basis, except that applications from within the home division will be reviewed and considered for placement before those received from non-resident pupils.

Any school receiving an application for school of choice must advise the parents or legal guardian and the sending school no later than June 30th whether or not the pupil has been accepted. Copies of all applications shall be submitted to the division office.

4.1 Pupils wishing to exercise school choice will:

- a) be required to submit a request for admission to the school of choice on or before May 15th for the next ensuing school year. This request must be submitted on the Manitoba Education and Training approved application form.
- b) be considered in the following order of priority:
 - 1) students designated to attend that school;
 - 2) students residing in the school division,
 - 3) other Manitoba students.
- c) be considered for admission only if the school agrees that:
 - 1) space is available in the program of choice and/or the classroom(s) under consideration (see section 5.3);
 - 2) the school has available all special equipment or physical accommodations required by the pupil;
 - 3) the program of choice is suited to the age, ability and aptitude of the pupil, and the pupil has all necessary prerequisites for the program and/or grade level of choice;
 - 4) the principal of the school does not believe that enrolling the pupil will be detrimental to the continuity of the pupil's education;
 - 5) the principal of the school does not believe that enrolling the pupil will be detrimental to order, discipline and the well being of other pupils in the school; and
 - 6) the school is not required to establish a new program/class to meet the educational/personal needs of the pupil.

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- 4.2 For the purpose of defining space availability the principal shall consider the following circumstances:
- a) the number of catchment area and previously designated pupils already enrolled in the program or grade level concerned as of May 15th and the change of enrollment experienced in the identified program or grade level in the previous two school years between the dates May 15th and September 30th;
 - b) the special circumstances of the pupils already designated to the classroom or program. These may include but are not limited to the number and circumstances of special needs pupils, identified behavioural difficulties and anticipated range in academic abilities and;
 - c) safety considerations such as, but not limited to those associated with laboratory and vocational programs.
- 4.3 Notwithstanding the above, the Rolling River School Division reserves the right to refuse admission of out-of-school-catchment-area pupils to a classroom or program under the provisions of schools of choice when:
- 1) on May 15th the number of pupils projected to be enrolled in a regular classroom, program of studies or a core subject within that program is at the:
 - a) K-4 grade level, 23 pupils or more;
 - b) 5-8 grade level, 25 pupils or more;
 - c) Senior 1 - Senior 4 level, 27 pupils or more;
 - d) vocational, industrial arts or home economics classroom level, 16 pupils or more.
 - 2) the 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 Rolling River School Division;
 - 3) the pupil was expelled from attendance in the home or previous school division/district or educational authority; or
 - 4) the pupil does not meet program prerequisites required of the other pupils enrolled in the program;
 - 5) the request for choice of school involves placement in a special education program. The Principal, Superintendent and Coordinator of Student

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Services shall consult for the purposes of determining the needs of the pupils already designated to the class and shall be satisfied that the inclusion of an additional pupil is believed to be detrimental the application shall be refused. The provisions of Section 5.3(1) shall not be applicable to such classes;

- 6) the request for choice of school involves placement in a classroom where the numbers are in excess of the guidelines set out in #1. The Principal and Senior Administration shall consult for the purposes of determining the needs of the pupils already designated to the class and shall 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 shall be refused. The provisions of Section 5.3(1) shall not be applicable to such classes.

5. Application Form

All student placements shall be reviewed with the Rolling River School Division Board by October 30th.

6. Appeal of School of Choice Decisions

Rolling River School Division recognizes 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 the Board of Trustees. Final authority in the decision to admit pupils to a school shall rest with the Board of Trustees.

7. Withdrawal from a School of Choice

A pupil who has been approved to attend a school of choice in the Division may withdraw from that school. However, under such circumstances, the Division is not obligated to accept the return to the previous school and reserves the right to designate the school to which the pupil shall be assigned. Such assignment shall be subject to all provisions identified in this administrative procedural document.

8. Continuance in a School of Choice

Once a pupil has been accepted in a school of choice he or she shall be entitled to continue at that school, year after year, as if a designated pupil of that school.

9. Transportation of Pupils Electing to Exercise School of Choice

Parents of children electing to attend a school outside their resident catchment area are responsible for the transportation to the school of choice as per Provincial guidelines.

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Pupils resident in the Rolling River School Division who choose to attend a school outside of their catchment area school in Rolling River School Division and non-resident pupils who choose to attend a school in Rolling River School Division may be transported on a Rolling River School Division bus subject to:

- space is available on the bus
- arrangements satisfactory to the Rolling River School Division can be made for the pupil(s) to be picked up/dropped off at an agreed upon location or at a transfer point on the established bus route
- arrangements made are safe and without unreasonable delay for other pupils
- the bus route is not extended or altered

Availability of transportation service is subject to change and may be withdrawn with little notice.

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