

# 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, Board policy, and The Public Schools Act (Section 58).

### **Index Regulation**

**Date Adopted:** April 10, 1997  
**Date Revised:** June 2, 2005  
**Date Revised:** October 19, 2006  
**Date Revised:** October 30, 2013  
**Date Revised:** June 3, 2014  
**Date Reaffirmed:** January 16, 2019

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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. General Information

- a. School of Choice applications shall be considered on an individual basis and in accordance with established guidelines described in these regulations.
- b. It will be assumed that students, unless they request otherwise, will attend the designated catchment area school as determined by the Rolling River School Division Board of Trustees.
- c. When a School of Choice application is received from within the Division, the principal of the receiving school will inform and discuss with the principal of the student's designated catchment area school.
- d. All decisions regarding School of Choice must have the final approval of the Superintendent or designate.

## 3. Making Application to a School of Choice

- a. A parent/guardian wishing to enroll a student at a school other than the designated catchment area school will obtain and submit a completed School of Choice application form **no later than May 15<sup>th</sup>** preceding the upcoming school year. All applications will be considered after May 15<sup>th</sup> for

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the following school year. Applications received **after May 15<sup>th</sup>** will be considered only after applications prior to May 15<sup>th</sup> have been determined. Students 18 years of age or older applying for school of choice will follow the same process.

- b. School of Choice applications will be considered for acceptance when:
- All pupils living within the designated school catchment area have been accommodated;
  - The school and/or class staffing allocation can accommodate additional students;
  - The school has the capability of providing appropriate supports and programming for the student. The Superintendent's Department will be consulted regarding School of Choice applications for students with special needs.
- c. Students who do not reside within the school catchment area will be considered for acceptance under Schools of Choice based on these factors, which are listed in priority order:
- The student was enrolled in the school the previous school year;
  - Legal guardian is a resident in the Rolling River School Division;
  - The student has a sibling attending the School of Choice;
  - Notwithstanding the above, in cases when the division determines that the enrollment of the student would be detrimental to order, discipline and well-being of the students in the school, the application will be denied as outlined in the *Public Schools Act, Section 58.4 (1)(e)*.
- d. Once a School of Choice application has been given final approval, it will remain in effect, only at the school to which the student has been admitted, until the student leaves the school/is no longer enrolled in the school.
- e. Students must re-apply through the School of Choice process upon changing schools.
- f. School of Choice applications submitted during the school year requesting immediate admission will be considered only in exceptional circumstances and with the approval of the Superintendent or designate.

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- g. The principal will notify the parent of the status of the school of choice application no earlier than May 15<sup>th</sup> and no later than June 30<sup>th</sup>. Application status reported to parents will be one of the following:
- The application is approved;
  - The student's name is placed on a wait list as per parental request with a final decision to be determined by September 30<sup>th</sup>;
  - The application is denied.
- h. The Division will provide a letter to parents regarding the School of Choice approval and will distribute completed school of choice applications as per the instructions on the school of choice form.
- i. A student's acceptance under the provisions of School of Choice may be rescinded in the event a parent/legal guardian has misrepresented the needs of their child by providing misinformation and/or a failure to disclose information.
- j. Parents/guardians and or students 18 years of age and over may appeal the decision of the Superintendent or designate to the Board of Trustees.

#### **4. 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.

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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## 5. Report to the Board

An annual statistical report on approved School of Choice applications will be provided to the Board.

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