

STUDENT PLACEMENT

Administrative Directive

The Division recognizes that student placement decisions need to be made during the course of the school year and that this process should meet the needs of students, parents and the school communities' involved. To that end, the following procedure outlines the process that will be undertaken and the considerations that guide its implementation.

Concurrent with above, it is important to acknowledge that provincial regulations and the implementation decisions of our school board are the foundational components that guide the senior administration in the processes surrounding student placement. However, there are unique student situations that justify the design of a clearly defined set of procedures or protocols that will allow the provision of equitable and efficient educational programming for all students in Wolf Creek Public Schools.

Procedures

1. Introduction:

It is important to consider a few critical components within the framework to help all stakeholders understand the complexities of the process/protocol suggested. These components include clarity around purpose, guidelines, process of implementation, accountability and roles of people involved.

2. Purpose:

The motto of Wolf Creek Public Schools, "Creating Success for All Learners", needs to be reflected in all student placement decisions, primarily to ensure that the learning environment needs of the student are considered in the process. In addition to the specific learning needs of the student, factors such as mandated services regulated by *the School Act* and related policies and regulations, as well as, catchment areas and transportation routing established by the Board, need to be considered.

3. Guidelines:

Student placement decisions generally arise in two forms:

- where there are demonstrated learning needs of a special education student.
- as a request of the parents/guardians of an individual student in accordance with *the School Act*.

These procedural guidelines outline the required administrative procedure to deal with the second of these situations. The first situation is dealt with entirely through the Assistant Superintendent of Inclusive Learning.

NOTE: These guidelines and procedures include requests from parents/guardians to enroll their child in Home Education or an Outreach school (unless a protocol between the high school and outreach has been established and implemented).

- a) Upon receiving a request to enroll a student in a school, other than their designated school of attendance, the Principal of the requested non-catchment area school will discuss the request with the parent(s)/guardian(s). As part of this discussion it will be clearly communicated to the parent(s)/guardian(s) that they will also communicate with the Principal of their designated school BEFORE their request for enrolment will be considered by the requested school.
 - b) The Principal of the requested non-catchment area school will contact the Principal of the student's designated school to discuss the following:
 - i) Why parent(s)/guardian(s) have requested to change schools,
 - ii) The utilization of resources, strategies, and interventions (as available) in the designated school to address the specific concerns or issues indicated by the parent(s)/guardian(s),
 - iii) The analysis of the designated school Principal regarding the perceived needs of the student.
 - c) The Principal of the requested non-catchment area school will determine if the needs of the student can be met in the requested school and whether or not sufficient space and resources exist to provide the required programming for the student. If an appropriate program can be provided and there is adequate space and resources to provide the program the student will be enrolled in the school.
 - d) The Principal of the requested non-catchment area school must inform the parent/guardian that registration does not compel the Board to provide transportation to the chosen school. **The parent/guardian must be directed to the Student Transportation department for determination of transportation options for the student if any are available.**
4. Roles of Stakeholders involved in this process/protocol:
- a) Transportation Supervisor – provides necessary information relative to busing resources and services.
 - b) Secretary Treasurer – provides necessary information about busing resources, government mandates and school board policy and administrative procedure.
 - c) Bus Drivers – ensure the students riding the bus on their assigned routes are attending the determined catchment area schools, and that any non-catchment area students are only riding the bus with permission that has been granted by the Transportation Supervisor.
 - d) Principals – ensure the process/protocols detailed above are followed and implemented as described.

Reference: Administrative Procedure 550 – Transportation of Students

Adopted: January 2011
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