



STUDENT SERVICES 16 – Alternate Learning Opportunities

Date: Nov. 22, 2011

Revised: April 26, 2017

Responsible Administrator:
Associate Superintendent, Education Services

1.0 RATIONALE

Decisions regarding student placement shall involve the parent/guardian and student, teacher, the school principal or the Director, Learning Support, and shall consider, but not be limited to, the following:

- 1.1 Programming needs of the student;
- 1.2 Programming options available, and
- 1.3 Student and parent/guardian preferences.

2.0 PROCESS

The Associate Superintendent is delegated the responsibility of maintaining this Administrative Practice.

3.0 GUIDELINES

- 3.1 Every placement decision must be directed toward the educational interest of the student and must consider the impact of the decision on the total population of students served, as well as the availability of resources.
- 3.2 Relevant educational, psychological and medical documentation will be used in a determination of the programming needs of the student.

3.3 Resident Students

- 3.3.1 Principals shall ensure that resident status is established at the time of enrolment of all students.

References:	<i>Board Policies:</i> <i>D/1/6 – Appeals</i> <i>D/1/4 – Non-Resident Students</i> <i>G/1/1 – Alternate Learning Opportunities</i> <i>I/1 – Student Transportation Services</i> <i>I/8 – Non-Resident Student Transportation</i>
	<i>Board Regulation:</i> <i>Administration 2 – Appeal</i>
	<i>Admin Practices:</i> <i>Administration 8 – Non-Resident Students</i> <i>Administration 19 - Appeal</i>
	<i>School Act:</i> <i>Sections: 8, 42, 44, 273</i>



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- 3.3.2 Principals shall ensure that appropriate assessments are available prior to admission at the school level.
- 3.3.3 If a parent/guardian requests an alternative placement in the school or division, the resident principal shall, where appropriate for the student’s educational program, assist them to find a suitable alternative placement.
- 3.3.4 The resident principal shall ensure that the parent/guardian is aware that transportation is the responsibility of the parent/guardian when a placement is selected outside of attendance boundaries.
 - 3.3.4.1 If there is space on an existing bus and route, requests for transportation may be considered.
- 3.3.5 If parent(s)/guardian(s) request an alternative school placement for a student with identified needs, the Director, Learning Support shall, where appropriate for the student’s educational program, assist them to find a suitable alternative.
- 3.3.6 The Director, Learning Support shall ensure that the parent/guardian is aware that, unless directed by the Director, Learning Support to attend a program of need, transportation is the responsibility of the parent/guardian when a placement is selected outside of the attendance boundary.
 - 3.3.6.1 If there is space on an existing bus and route, requests for transportation may be considered.
- 3.3.7 If the resident principal is considering a change of placement for a student which involves a change of program or school, the principal shall ensure that:
 - 3.3.7.1 Prior to making a decision, discussions are held with the parent/guardian, teacher, student and the receiving principal about an alternate school placement regarding the rationale for the change and the placement options which are available.

References:

<i>Board Policies:</i>	<i>D/1/6 – Appeals</i>
	<i>D/1/4 – Non-Resident Students</i>
	<i>G/1/1 – Alternate Learning Opportunities</i>
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- 3.3.8 If the resident principal is considering a change of programming for a student with identified needs, which involves a change of school, the principal, in partnership with the Director, Learning Support, shall ensure that:
 - 3.3.8.1 Prior to making a decision, discussions are held with parent/guardian, student and the receiving school principal regarding the rationale for the change of programming and the placement options which are available; and
 - 3.3.8.2 When a change of placement is being considered for the subsequent school year, these discussions shall be held as soon as possible.
- 3.3.9 A parent/guardian seeking a placement that is out of their attendance boundary will be accepted into Division schools provided the space and resources to serve student needs are available at the school level.
 - 3.3.9.1 Transportation is the responsibility of the parent/guardian. If there is space on an existing bus and route, requests for transportation may be considered.
- 3.3.10 If the Division does not offer programming which the Division deems necessary to meet a student’s learning requirements, the Division shall sponsor the student in an out-of-division placement.
- 3.3.11 Prior to a decision for out-of-division placement, there shall be a review of:
 - 3.3.11.1 The student’s programming needs; and
 - 3.3.11.2 Placement options available within the Division.
- 3.3.12 The Director, Learning Support shall be responsible for approving an out-of-division placement. Requests for out-of-division placements initiated by the parent/guardian shall be directed, in writing, to the Director, Learning Support.

References:

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- 3.3.13 Decisions relating to a request will be made within forty school days of receipt of the request.
- 3.3.14 Where a requested out-of-division placement is not approved, the Director, Learning Support shall advise the parent/guardian of appeal procedures.
- 3.3.15 If unable to resolve a dispute regarding placement, the Director, Learning Support shall direct the student to a placement; advise the parent/guardian in writing of the placement and of their right to appeal the placement, provide information on the process to be followed; and furnish the Superintendent with a written record of information pertinent to the decision and the disagreement.
- 3.3.16 Out-of-division placements shall be reviewed and approved on an annual basis. The Director, Learning Support shall communicate programming and placement decisions for the subsequent school year for a student placed out-of-division to parent/guardian no later than May 31.

3.4 Non-Resident Students

- 3.4.1 Parent(s)/guardian(s) of non-resident students seeking admission to Division schools shall complete a Division Registration Form to establish legal name, age, and citizenship. Under the School Act, Section 44, a student is a resident student of the board in which the student’s parent/guardian resides. Under the School Act, Section 273, residence is defined as a place where that person ordinarily lives and sleeps and when absent from the residence, that person intends to return.
- 3.4.2 Non-resident students may be accepted into Division schools provided the space and resources to serve student needs are available at the school level.
 - 3.4.2.1 Transportation is the responsibility of the parent/guardian. If there is space on an existing bus and route, requests for transportation may be considered.

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- 3.4.3 For students who require additional services beyond the resources provided through Alberta Education funding, tuition fees will be charged on a cost recovery basis to the sending school jurisdiction.
- 3.4.4 Principals shall ensure that tuition fees are covered by a sponsorship letter or that suitable arrangements have been made for payment before students in the following categories can be admitted to Division schools:
 - 3.4.4.1 Students over the age of 19 as of September 1 in that school year;
 - 3.4.4.2 Foreign students (in Canada on a student visa and parent/guardian living outside of Canada);
 - 3.4.4.3 Students sponsored by Indigenous and Northern Affairs Canada (INAC)) or resident students of a reserve;
 - 3.4.4.4 Students whose parent/guardian reside outside of Division boundaries.
- 3.4.5 Parent/guardian of students or independent students subject to a tuition fee shall obtain a letter of sponsorship for fees from the school jurisdiction or government agency responsible.
- 3.4.6 Non-resident student programming costs shall be determined annually by the Secretary Treasurer.
- 3.4.7 If the Division is unable to program to meet the needs of the student, then responsibility for programming falls back to the sending school jurisdiction.
- 3.4.8 If a non-resident student’s residency status changes to resident while in attendance at a Division school, the changes shall be recorded in the student record and tuition fees shall be refunded on a pro-rated basis.

References:

<i>Board Policies:</i>	<i>D/1/6 – Appeals</i>
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3.5 Mature Students

3.5.1 Students who turn 19 on or prior to September 1st, and are eligible for funding under the School Act Section 8(2)(a) will be served in our high schools when:

3.5.1.1 Resources (programs, classes and necessary supports) are available.

3.5.1.2 Normal transportation is available (or when transportation is provided by the student or parent/guardian).

3.5.1.3 The team of student, parent/guardian, principal and Director, Learning Support determines that a school placement is appropriate for the student turning 20 during the school year.

3.5.1.4 The final decision regarding placement rests with the Associate Superintendent, Education Services.

References:	Board Policies:	D/1/6 – Appeals D/1/4 – Non-Resident Students G/1/1 – Alternate Learning Opportunities I/1 – Student Transportation Services I/8 – Non-Resident Student Transportation
	Board Regulation:	Administration 2 – Appeal
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