



STUDENT SERVICES 16 – Alternate Learning Opportunities

Date: Nov. 22, 2011

Revised:

Responsible Administrator: Superintendent

1.0 RATIONALE

Decisions regarding student placement shall involve the parent(s) or guardian(s) and student, when appropriate, teacher(s), the school principal or the Associate Superintendent Student Services, and shall consider, but not be limited to, the following:

- 1.1 Schooling needs of the student;
- 1.2 Programming options available, and
- 1.3 Student and parent(s) or guardian(s) preferences.

2.0 PROCESS

The Superintendent or designate 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 Resident Students

3.2.1 If parent(s) or guardian(s) 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.

3.2.1 The resident principal shall ensure that parent(s) or guardian(s) are aware that transportation is the responsibility of the parent(s) or guardian(s) when a placement is selected outside of attendance boundaries.

3.2.1.1 If there is space on an existing bus and route, requests for transportation will be considered.

References: Board Policy: G/1/1 – Alternate Learning Opportunities
G/1/3 – English as a Second Language



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- 3.2.2 If parent(s) or guardian(s) request an alternative school placement for a student with special needs, the Associate Superintendent shall, where appropriate for the student's educational program, assist them to find a suitable alternative.
 - 3.2.3 The Associate Superintendent shall ensure that parent(s) or guardian(s) are aware that, unless directed by the Associate Superintendent to attend a program of need, transportation is the responsibility of the parent(s) or guardian(s) when a placement is selected outside of the attendance boundary.
 - 3.2.3.1 If there is space on an existing bus and route, requests for transportation will be considered.
 - 3.2.4 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:
 - 3.2.4.1 Discussions are held with parent(s) or guardian(s), teacher(s), students and the receiving principal about an alternate school placement where appropriate, regarding the rationale for the change and the placement options which are available, prior to making a decision.
 - 3.2.5 If the resident principal is considering a change of program for a student with special needs, which involves a change of school or Division Program, the principal, in partnership with the Associate Superintendent, shall ensure that:
 - 3.2.5.1 Discussions are held with parent(s), guardian(s) student and receiving school principal where appropriate, regarding the rationale for the change and the placement options which are available, prior to making a decision; and
 - 3.2.5.2 When a change of placement is being considered for the subsequent school year, these discussions shall be held as soon as possible.
 - 3.2.6 Relevant educational, psychological and medical documentation will be used in a determination of the schooling needs of the student. The school may, with parent(s) or guardian(s) approval, obtain an independent assessment of a student's medical, psychiatric or psychological status, and will consider any additional relevant educational, psychological and medical documentation obtained by the parent.

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- 3.2.7 Parent(s) or guardian(s) seeking a placement that is out of their attendance boundary will be accepted into Division schools provided the resources to serve student needs are available at the school level. Transportation is the responsibility of the parent or guardian.
- 3.2.7.1 If there is space on an existing bus and route, requests for transportation will be considered
- 3.2.8 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.
- 3.2.9 Prior to a decision for out-of-division placement, there shall be a review of:
- 3.2.9.1 The student's schooling needs, and
- 3.2.9.2 Placement options available in the Division.
- 3.2.10 The Associate Superintendent shall be responsible for approving an out-of-division placement, which involves responsibility by Sturgeon School Division. Requests for out-of-division placements initiated by the parent(s) or guardian(s) shall be directed, in writing, to the Associate Superintendent.
- 3.2.11 Decisions relating to a request will be made as soon as possible but within forty school days of receipt of the request.
- 3.2.12 Out-of-division placements shall be reviewed and approved on an annual basis. The Associate Superintendent shall communicate programming and placement decisions for the subsequent school year for a student placed out-of-division to parent(s) or guardian(s) no later than May 31.
- 3.2.13 Where a requested out-of-division placement is not approved, the Associate Superintendent shall direct the student to a placement in a Division school, and advise the parent(s) or guardian(s) of appeal procedures.
- 3.2.14 If unable to resolve a dispute regarding placement, the resident school principal or Associate Superintendent, as appropriate, shall direct the student to a placement; advise the parent(s) or guardian(s) in writing of the placement and of their right to

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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 Non-Resident Students

3.3.1 Parent(s) or 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(s) or guardian(s) 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.

3.3.2 Non-resident students will be accepted into Division schools provided the resources to serve student needs are available at the school level. Transportation is the responsibility of the parent or guardian.

3.3.2.1 If there is space on an existing bus and route, requests for transportation will be considered.

3.3.3 For students who require additional services beyond the resources provided through Alberta Learning funding, tuition fees will be charged on a cost recovery basis to the sending school jurisdiction.

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

3.3.5 Principals shall ensure that appropriate assessments are available prior to admission at the school level.

3.3.6 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:

3.3.6.1 Students over the age of 19 as of September 1 in that school year;

3.3.6.2 Foreign students (in Canada on a student visa and parent(s) or guardian(s) living outside of Canada);

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3.3.6.3 Students sponsored by Indian Affairs (students living on an Indian reserve);

3.3.6.4 Students whose parent(s) or legal guardian(s) reside outside of Division boundaries.

3.3.7 Parent(s) or guardian(s) 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.

3.3.8 Non-resident student programming costs as determined annually by the Secretary Treasurer.

3.3.9 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.

3.3.10 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.

3.4 Mature Students

3.4.1 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:

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

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

3.4.1.3 The team of student, parent(s)/guardian(s), School Administration and Student Services representative determines that a school placement is appropriate for the student turning 20 during the school year.

3.4.1.4 The final decision regarding placement rests with the Associate Superintendent, Student Services.

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