

School of Choice

Procedures & Guidelines for Residents of Brandon School Division



School of Choice student placement is determined primarily based on school capacity and the distribution of students with consideration given to:

- Siblings currently attending a requested school of choice (grandfathered)
- Proximity to the school of choice
- Individual student programming request

APPEAL OF SCHOOL OF CHOICE DECISIONS:

The Division recognizes that within the guidelines provided by these Administrative Procedures, the School Leader has the responsibility to make decisions with respect to school of choice requests. Notwithstanding the School Leader's responsibility, refusal to admit a student to a school of choice may be appealed by the parent/guardian in writing to the Superintendent/CEO or designate. Final authority in the decision to admit students to a school shall rest with the Board of Trustees if the decision of the Superintendent/CEO is appealed.

WITHDRAWAL FROM A SCHOOL OF CHOICE:

A student who has been approved to attend a school of choice in the Division may withdraw from that school. However, the Division is not obligated to accept return to the previous school and reserves the right to designate the school to which the student shall be assigned. Such assignment shall be subject to all provisions identified in Administrative Procedure 6020.

CONTINUANCE IN A SCHOOL OF CHOICE

Once a student has been accepted in a school of choice, they shall be entitled to continue at that school, year after year, as if an approved student of that school.

TRANSPORTATION OF STUDENTS ELECTING TO EXERCISE SCHOOL OF CHOICE

Division students who exercise school of choice within the Division may be eligible for transportation only if

- the student is eligible for transportation support under Provincial Regulation and/or transportation service under Division administrative procedures and there is space available on the bus; and;
- the student's school of choice is a designated school for school bus transportation service and no change is required in the existing bus route; or
- the student's school of choice is not a school designated for school bus transportation, and the student's parents sign an indemnity form accepting responsibility for the student while walking to/from a designated school bus drop off/pickup point and the school of choice.

[Administrative Procedures Manual Series 6000 Students](#)

THIS PUBLICATION IS AVAILABLE IN ALTERNATE FORMATS UPON REQUEST—EMAIL: [INFO@BSD.CA](mailto:info@bsd.ca)

VISIT THE SCHOOLS ON-LINE
WWW.BSD.CA



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IMPORTANT DEFINITIONS:

School of Choice is defined as the ability of a student to select, for attendance purposes, a school other than their assigned catchment area school.

Home school or **Sending School** is defined as the school where the student would be expected to be registered, as they reside in this school's catchment area.

HOW DO I QUALIFY?

If your parent(s) or legal guardian(s) reside in Brandon, and you are a student entering Grade K-8, you are eligible to make application for School of Choice.

School of Choice is not applicable at the Grade 9-12 schools, as there are no catchment boundaries for Grade 9-12. Please inquire at the Division Office and they will assist you.

APPLYING TO A SCHOOL OF CHOICE:

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

When a student/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 student 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 student, or the parents or legal guardians have agreed to pay an equivalent fee to the Division

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

Any school receiving an application for school of choice must advise the parent(s) or legal guardian(s), receiving/home School Division and the sending school no later than June 30th whether or not the student has been accepted.



STUDENTS 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 approved form of application.
- b) be considered in the following order of priority:
 - 1) first priority: resident, catchment area students;
 - 2) second priority: students previously approved to attend the school in accordance with these procedures;
 - 3) third priority: resident students residing outside the catchment area of the school wishing to attend the school as a school of choice; and
 - 4) fourth priority: non-resident students wishing to attend the school as a school of choice.
- c) be considered for admission only if:
 - 1) space is available in the school of choice;
 - 2) the school has available all special equipment or physical accommodations required by the student;
 - 3) the program of choice is suited to the age, ability and aptitude of the student, and the student has all necessary prerequisites for the program and/or grade level of choice;
 - 4) the School Leader is satisfied that enrolling the student will not be detrimental to the continuity of the student's education;
 - 5) the School Leader is satisfied that enrolling the student will not be detrimental to order, discipline and the well being of other students in the school; and
 - 6) the school is not required to establish a new program or classroom to meet the educational needs of the student.

This brochure is intended to provide a brief summary of Brandon School Division's [Administrative Procedure 6020: Assignment to Schools](#) to its students, staff and community. The entire Administrative Procedure may be obtained from individual schools, the BSD Administration Office or viewed on the BSD website.