

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 of the school has the responsibility to make decisions with respect to school of choice requests. Notwithstanding the School Leader's responsibility, refusal by a School Leader to admit a pupil to a school of choice may be appealed by the parent/guardian in writing to the Superintendent of Schools/CEO or designate. Final authority in the decision to admit pupils 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 pupil who has been approved to attend a school of choice in the Division may withdraw from that school. However, under such circumstances, the Division is not obligated to accept return to the previous school and reserves the right to designate the school to which the pupil shall be assigned. Such assignment shall be subject to all provisions identified in this administrative procedural document.

Continuance in a School of Choice

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

Transportation of Pupils Electing to Exercise School of Choice

Division pupils who exercise school of choice within the Division may be eligible for transport by school division buses only if:

- the pupil 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 pupil'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 pupil's school of choice is not a school designated for school bus transportation, and the pupil's parents sign an indemnity form accepting responsibility for the pupil 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

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Important Definitions:

School of Choice is defined as the ability of a pupil 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 pupil would be expected to be registered, as they reside in this school's catchment area.

An **Eligible Pupil** is defined as "a pupil who is six (6) years of age or older on December 31 of the school year of attendance and a resident of Manitoba (Section 259 (1) of The Public Schools Act)."

How do I qualify?

If your parent(s) or legal guardian(s) reside in Brandon, and you are a student entering Grade 1-8, you are eligible to make application for School of Choice.

Kindergarten students are not eligible for School of Choice, as they are not six (6) years of age or older on December 31 of the year of attendance, as is specified in School of Choice legislation.

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 of the spring term for school assignment effective with the commencement of the next following fall term. A school shall have no obligation to consider late applications.

When a pupil/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 pupil 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 pupil, 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 pupils exercising choice of schools will be considered on a first-received, first-reviewed and considered basis, except that applications from resident pupils shall be reviewed and considered for placement before those received from non-resident pupils.

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

Pupils 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 pupils;
 - 2) second priority: pupils previously approved to attend the school in accordance with these procedures;
 - 3) third priority: resident pupils residing outside the catchment area of the school wishing to attend the school as a school of choice; and
 - 4) fourth priority: non-resident pupils wishing to attend the school as a school of choice.
- c) be considered for admission only if:
 - 1) space is available in the program of choice and/or the classroom(s) under consideration (see section 5.3);
 - 2) the school has available all special equipment or physical accommodations required by the pupil;
 - 3) the program of choice is suited to the age, ability and aptitude of the pupil, and the pupil has all necessary prerequisites for the program and/or grade level of choice;
 - 4) the School Leader of the school is satisfied that enrolling the pupil will not be detrimental to the continuity of the pupil's education;
 - 5) the School Leader of the school is satisfied that enrolling the pupil will not be detrimental to order, discipline and the well being of other pupils in the school; and
 - 6) the school is not required to establish a new program or classroom to meet the educational needs of the pupil.



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:

www.bsd.ca/News/Publications/Brochures