

## POLICIES, GUIDELINES AND PROCEDURES

SUBJECT	N.E.P.N. CODE
<b>STUDENT ADMISSION TO SCHOOL: KINDERGARTEN TO GRADE 12</b>	<b>JF</b>

### I. POLICY

The Board of the Louis Riel School Division (LRSD) upholds its duty under Section 41(1)(a) of the Public Schools Act (Manitoba) to provide adequate school accommodation for the resident persons who have the right to attend school as set out in section 259 of the aforementioned act.

Further, the Board upholds its obligations under the Canadian Charter of Rights and Freedoms and The Human Rights Code (Manitoba), which state that one cannot discriminate on the basis of physical or mental disability or any other protected characteristic.

In furtherance of the foregoing, the Board mandates its employees to adhere to the following **GUIDELINES** and **PROCEDURES** when enrolling students in school.

### II. GUIDELINES

- A. As outlined in the [Appropriate Educational Programming in Manitoba, Standards for Student Services](#) (Manitoba Education & Early Childhood Learning, 2022), the first and foremost consideration in the placement of all students is the right to attend the designated catchment school for their residence in a regular classroom with their peers or in a program designated by the school board if the catchment school does not provide it. This guideline applies equally to the four provincially recognized programs: English, French Immersion, Français, and Senior Years Technology Education.
- B. As per [Policy JBA – Appropriate Educational Programming](#), students with and without special learning needs should experience school as similarly as possible.
- C. The school designated for the catchment area within which the student resides and corresponding to the parents'/guardians' choice of English or French Immersion program shall be defined as the “designated school”.
- D. All students enrolling in a LRSD school for the first time shall:
  1. register at their designated school (as defined in **GUIDELINE C** above) using the LRSD Student Registration Form;
  2. comply with the statutory requirements of the [Public Schools Act \(Manitoba\)](#); and
  3. adhere to any specific requirements that LRSD may establish, including but not limited to:

<b>Adopted:</b>	May 2, 2006	<b>Legal References:</b> <a href="#">Public Schools Act (Manitoba) sections 41(1)(a) &amp; 259;</a> <a href="#">Education Administration Miscellaneous Provisions Regulation</a> (MR 468/88 R) subsection 29(3)
<b>Revised:</b>	May 19, 2020; Nov. 21, 2023	

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- i. procedures relating to grade placement of students as articulated in [Policy IKE – Grade Placement of Students](#);
  - ii. points of entry to the French Immersion program as outlined in [Policy IHBEBA – Bilingual Instruction: French Immersion Education](#).
- E. Planning for student success prior to school entry and thereafter shall be guided by:
  - 1. Involvement of parents, guardians, other community agencies and government departments in early identification and intervention processes.
  - 2. Information from parents or guardians that is relevant to planning and implementing their children’s educational programming upon school entry.
  - 3. Determination of the screening tools and assessment procedures to be used in early identification.

### III. PROCEDURES

- A. At the time of a student’s registration, or as soon thereafter as possible, the Principal or designate will check and photocopy the student’s birth certificate. Forms of identification issued by the Province of Manitoba (e.g., driver’s license for older students) or other government bodies (passport, birth certificate, or citizenship card, as applicable) may also be used.
- B. The Principal will:
  - Facilitate educational programming within 14 calendar days of parent or guardian (including a representative of the Child Welfare Authority) seeking enrolment;
  - Follow protocols mandated by the Division or Province, as applicable:
    - [LRSD Transition to School Process Guide](#) (updated annually)
    - [Protocol for Early Childhood Transition to School for Children with Additional Support Needs](#) (Healthy Child Manitoba, 2015)
    - [Education and Child and Family Services Protocol for Children and Youth in Care](#) (Healthy Child Manitoba, 2013)
    - [Information Sharing Protocol Under the Youth Criminal Justice Act, Canada](#) (Healthy Child Manitoba, 2004)
  - In situations where the students transfers from another school, arrange for timely transfer of school records, files and information in accordance with subsection 29(3) of the [Education Administration Miscellaneous Provisions Regulation](#) (MR 468/88 R) and [Policy JRA – Pupil Files/Student Records](#);
  - Conduct a file review and communicate with the parent(s), caregiver(s) and child and family services worker, as applicable, in respect to enrolment;
  - Gather information to assess whether the designated school is able to meet the individual needs of the student, through consultation with parents, guardians, other community agencies, and divisional staff, as required.
- C. In instances where the Principal deems the designated school unable to meet students’ individual needs, the Principal shall consult the Superintendent of Schools or designate who shall:

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1. consult with the parents and the school team;
2. determine the most suitable placement for the student;
3. communicate the placement decision to parents and the school team;
4. document any alternate placement using the Student Services Initiated School Placement Form.

D. Where the parent or legal guardian of the student disagrees with the placement decision determined in **PROCEDURE C:**

- the student in question has a SSP, the dispute resolution process outlined in [Policy JBB – Appropriate Educational Programming: Dispute Resolution](#) shall apply;
- the student in question does not have a SSP, the dispute resolution process outlined in [Administrative Protocol – LRSD Protocol for the Resolution of Concerns](#) shall apply.

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