

## Administrative Procedure 5080

### *Out-of-Division Placement*

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**Board Governance Policy Cross Reference:** [1, 12, 13](#)

**Administrative Procedures Cross Reference:**

[Appropriate Educational Programming and Inclusion](#)

[Transportation Grant \(Out-of-Division Programs\)](#)

**Form Cross Reference:**

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**Legal/Regulatory Reference:**

[Appropriate Educational Programming in Manitoba: Standards for Student Services \(2006\)](#)

[Manitoba Regulation 155/05 \(Appropriate Educational Programming\)](#)

[Policy Guidelines for Transportation of Students with Special Needs](#)

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The Interlake School Division (ISD) recognizes that today's classrooms reflect our diverse communities and include a combination of student needs, learning styles and cultural backgrounds. The Division is committed to the rights of all students to participate in educational programming that, within available resources, will maximize the opportunity for students to achieve their individualized learning outcomes.

The Division adheres to the regulations and standards for Student Services as stated in [The Public Schools Act: Appropriate Educational Programming \(Regulation 155/2005\)](#) and [Appropriate Educational Programming in Manitoba: Standards for Student Services \(2006\)](#).

A school division must ensure that, as far as reasonably practicable, appropriate educational programming is available to a student in a regular class of his or her peers at the school whose catchment area includes his or her residence; or another school designated by the school division if the catchment area school does not provide the program.

In cases where the local school board is required to make arrangements for students with special needs to attend an appropriate program outside the division, a transportation plan should be developed jointly with the parents/guardians. Consultation with the receiving school board may also be required. This plan should be written on a Personalized Transportation Plan (PTP).

The following procedures will be followed when there is consideration of an Out-of-Division placement for student programming:

1. A team meeting of all caregivers, including the parent/guardian, shall be held to discuss placement of a student.
2. If a placement within the Interlake School Division can provide appropriate educational programming for the student, it shall be the first choice offered.
3. The final placement decision will be the responsibility of the Student Services Administrator in consultation with parents/guardians, administration, and staff.
4. The parent/legal guardians of a student can decline Interlake School Division programming in favour of an Out-of-Division placement, providing it is at no cost to the Division.
5. If a student attends programming in an Out-of-Division placement, he/she remains on his/her home school register, and a student of the Interlake School Division. The placement of students will be reviewed annually.
6. Interlake School Division current students with special needs are Out-of-Division placement will receive a transportation allowance of the funding grant minus the agency fee charged to the Interlake School Division.