



# St. Maurice School Inc.

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## APPLICATION INFORMATION FOR STUDENTS WITH LEVEL 2 OR LEVEL 3 DISABILITIES

**THE APPLICATION DEADLINE FOR THE 2023-2024 SCHOOL YEAR IS  
FEBRUARY 28, 2023**

### Application Policy/Procedure for Students with Disabilities

St Maurice School is committed to meeting the educational needs of all students including those with physical, cognitive and/or behavioural disabilities and will reasonably accommodate, to the point of undue hardship, the special needs of students which are based on disability. It is the desire of the Administration to allow a process to assess the ability of St. Maurice School to develop appropriate programming for all of its students from the onset, including where necessary to make reasonable accommodation for students with disabilities. All programs of study offered at St. Maurice School must properly provide for the cognitive, affective, and/or psychomotor development of the student and must constitute a reasonable and effective means of providing school learning and student knowledge and understanding within the means of the school's personnel and available resources. In order to ensure that each student receives academic programming effective of his/her individual needs, the following procedures will be implemented upon application to St. Maurice School.

#### **A. APPLICATION POLICY**

##### **1.0 Classification for Level 2 or Level 3 Disability**

A student with a severe disability shall be classified under the criteria outlined by Manitoba Education as Level 2 or Level 3. For definitions see:  
<http://www.edu.gov.mb.ca/k12/specedu/funding/level2-3.html>

This policy applies to applicant students whose disability has been previously assessed to meet the Level 2 or Level 3 criteria as set out by Manitoba Education, OR whose disability is of a severity such that it is reasonable, in the view of St. Maurice School, to evaluate whether the student would meet the Level 2 or Level 3 criteria.

This determination is to be made by St. Maurice School based on:

- a) Previously established Level 2 or Level 3 status as approved by Manitoba Education (for students already attending a school in Manitoba);
- b) Complete documentation pertaining to the student's medical, academic, cognitive, psychological, social, and behavioural history; and
- c) Additional information from community resources.

## **2.0 Documentation/Information Requirements**

1. The applicant is responsible, including for any costs thereof, for providing to St. Maurice School all relevant documentation pertaining to the student's disability. This is to include medical records, cognitive and/or psychological assessments, academic report cards, Individualized Educational Plans (IEP), etc. Please be certain to check the box for "Student with Special Needs" on the application form such that our team will address the application according to the process described in this document.
2. All documentation/information is to be provided as part of the application process to St. Maurice School along with standard application documentation indicated on the application.
3. Where the documentation/information provided in accordance with paragraph 2 is incomplete or inadequate to determine the extent of the disability or what possible accommodations are required, St. Maurice School shall have the discretion to require whatever supplemental assessment information St. Maurice deems necessary, within reason and such supplemental assessment information shall be at the cost of the applicant.
4. To be considered for the Fall term, the student's application must be complete with all the required documentation/information and must be received by St. Maurice School on or before the last school day in February of the same year the student is seeking admission. Your application will only be processed once ALL of the required documentation has been received by St. Maurice School.

## **3.0 Application Review Process**

1. Upon receipt of application and all subsequent documentation as outlined above, the Administration will appoint a Review Committee<sup>1</sup> to assess the following:
  - a) The student's academic needs;
  - b) The student's medical needs;
  - c) Safety issues arising from a review of the documentation and/or through direct observation;
  - d) Other specialized needs that may relate to accommodation for the student at St. Maurice School; and
  - e) The welfare and impact on other students attending St. Maurice School
2. The Review Committee will arrange a time to observe the student in his/her present academic/social environment and consult with the student and the child care personnel directly responsible for the student in this setting.
3. Other relevant, professional agencies associated with the student's disability will be contacted by the Committee in order to gather information pertaining to academic programming, educational resources, professional development opportunities, etc.
4. Parents may be called upon to assist the Review Committee in obtaining information pertinent to the applicant's disability and/or availability of resources.
5. Once their review is complete, the Committee is to meet with the Principal. The purpose of this meeting is to assess the extent of need demonstrated by the applicant/student in comparison with the level of resources available from the school<sup>2</sup>

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<sup>1</sup> The Review Committee will consist of the Resource Teacher, an Administrator, and at least one classroom teacher, preferably with extensive experience at the grade level being applied for.

<sup>2</sup> Resources available from the school may include: available space at the grade level applied for, adequately trained personnel (for program development and implementation), personnel required for additional supervision (if required) and specialized equipment.

and resources available from other programs and services for which the student qualifies. The Principal, in collaboration with the committee will render the decision whether to accept the applicant.

#### **4.0 Communication of Decision to Parents**

1. Prior to May 1<sup>st</sup> of the given school year, the Administration will respond, in writing, their decision regarding the parent's application to St. Maurice School.
2. Should the student be accepted, all information pertaining to the registration process will be included.
3. Should the student not be accepted, a detailed explanation outlining the school's decision will be provided by email delivered to the parent's/guardian's email address(es) provided on the St. Maurice School Application Form.

#### **5.0 Appeal Process**

1. The applicant may appeal the decision made by the Administration within thirty (30) calendar days from the date of receipt of the Letter stating the school's decision not to accept the student. The applicant must make the appeal in writing and delivered by email to the St. Maurice School Board (boardchair@stmaurice.mb.ca), with a copy to the school principal (admin@stmaurice.mb.ca). The School Board will review the process followed and respond back to the applicant within thirty calendar days from the date the written appeal was received. The School Board meets the third Tuesday of each school month (September through June).

#### **6.0 Ongoing Review**

1. Student needs and St. Maurice School's ability to meet student needs are not static. As such after an applicant has been accepted as a student in accordance with the process outlined above, St. Maurice School shall as it deems necessary carry out a periodic review. The purpose of this periodic review shall be to assess whether St. Maurice School can continue to meet the needs of the student and continue to reasonably accommodate, to the point of undue hardship, the special needs of a student which are based on disability. In this process of ongoing review the school accepts all responsibilities stated in Item # 4.0 to clearly communicate all aspects of their decision.

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### **IMPORTANT:**

Please also read the **Application Information Sheets for K-6 or 7-12** for other information about the Application Procedures for all students (documentation, application fee, refund policy, etc.), and some general information about academics, religious instruction, attendance, school hours, uniforms, and the tuition schedule for the upcoming school year.

Please note that the School's Admission Policy regarding the priority placement of students (St. Vital Parishioner, Catholic student, etc.) applies equally to all students, including those applying under the Application Policy/Procedure for Students with Disabilities.