

SPECIAL PLACEMENT (CAMROSE ELEMENTARY STUDENTS)

Background

The Division believes that attendance areas within the City of Camrose exist to ensure that the human and physical resources of the Division are utilized to meet the needs of our student population. In order to achieve this goal the Division establishes attendance areas for each school. The Superintendent or designate is authorized to place a Camrose elementary student in a school outside the designated attendance area of their residence when it is determined that this is a viable placement for the educational/social/physical welfare of the student.

Procedures

1. If a parent/guardian requests a special placement outside of their designated school the following process must be followed:
 - 1.1 The parent/guardian must meet with the principal of their designated attendance area school to discuss the reason(s) why they are requesting a special placement for the student.
 - 1.2 The principal of the designated attendance area school will complete the application form (306-1) with the parent/guardian.
 - 1.3 The principal of the designated attendance area school and the principal of the special placement request school will discuss the request and determine whether there are sufficient and appropriate resources available, including class size and configuration. The principal of the designated attendance area school will complete the bottom portion of form 306-1.
 - 1.4 All special placement requests will be submitted to the Division Principal.
 - 1.5 Applications for special placement for the start of a school year may not be finalized until the first week of the new school year to allow time for school staff to first determine the placement needs of students from within the school's attendance area.
2. If the special placement is granted:
 - 2.1 Parents/guardians are expected to discuss with the principal of the receiving school any special circumstances or provisions being requested for the student.
 - 2.2 Parents/guardians will be responsible are to confirm with the Transportation Department whether or not transportation is available. If not, the parent/guardian is responsible for the transportation of their child(ren).
 - 2.3 The special placement will be made for a maximum of one school year, in order to provide placements for students in the regular attendance area of the school.
3. If the special placement is not granted, the principal of the designated attendance area school will contact the parent/guardian to indicate that the request has been denied and to provide the rationale for the decision.
4. The Division Principal will contact the school principal in June to determine if the school is still able to accommodate the special placement student(s) for the next school year. The Division Principal will then contact parents/guardians by phone and send letters by the end of June indicating if their special placement will continue for the next school year.

Forms: Special Placement (Camrose Elementary Students) Application 306-1