



# St. Maurice School Inc.

1639 Pembina Highway, Winnipeg, Manitoba, Canada R3T 2G6  
Phone: (204) 452-2873 or (204) 453-4020 Fax: (204) 452-4050  
Internet: [www.stmaurice.mb.ca](http://www.stmaurice.mb.ca) Email: [info@stmaurice.mb.ca](mailto:info@stmaurice.mb.ca)

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

**DEADLINE FOR THE 2016-2017 SCHOOL YEAR IS FEBRUARY 26, 2016**

### 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 behavioural disabilities and will reasonably accommodate, to the point of undue hardship, 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 affective 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;
- 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.
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.

## **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> 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.

---

<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.

#### **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 Registered Mail delivered to the parents/guardian's address 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 Registered Letter stating the school's decision not to accept the student. The applicant must make the appeal in writing and delivered by Registered Mail to the St. Maurice School Board. 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 month.

#### **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 this 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.

## B. APPLICATION PROCEDURE AND GENERAL INFORMATION

### **PUBLIC OPEN HOUSES:**

**for KINDERGARTEN to GRADE 6 ON THURSDAY, FEBRUARY 11<sup>th</sup>, 2016 AT 6:00 PM**  
**for GRADES 7-12 ON THURSDAY, FEBRUARY 4<sup>th</sup>, 2016 AT 7:00 PM**

### Contact Information for St. Maurice School

**Address:** 1639 Pembina Highway, Winnipeg, MB R3T 2G6  
**Telephone:** (204) 452-2873 or (204) 453-4020  
**Fax:** (204) 452-4050  
**Email:** admin@stmaurice.mb.ca  
**Website:** www.stmaurice.mb.ca  
**St. Maurice Daycare:** 1619 Pembina Highway Telephone (204) 475-4045

### Application Procedure

- a. Submit a completed St. Maurice School Application Form for each individual student applying. Please write “*Special Needs Application*” across the top of page 1 of the application form for St. Maurice School.
- b. Submit an application fee of \$100.00 per individual student applying. Payment may be made in cash or by cheque made payable to “St. Maurice School”. Please note:
  - In all cases, \$50 of the application fee is a *non-refundable* processing fee. If the applicant is accepted, the remaining \$50 will be held as payment to the school’s Programs Enrichment Fund (PEF), which is to be paid annually by every student attending St. Maurice.
  - If the applicant is not accepted, the \$50 PEF portion of the application fee will be refunded.
  - If the applicant is placed on the waiting list *due to a lack of space*, the entire \$100 application fee will be held until the applicant requests to be removed from the waiting list or the school determines that a space will unfortunately not be opening up for the applicant, in which cases the \$50 PEF portion of the application fee will be refunded. All waiting lists will expire on September 30<sup>th</sup>; parents/students still interested in St. Maurice School for the next school year will be required to complete all components of a full application process for St. Maurice School.
  - If the applicant chooses to withdraw his/her application, the \$50 PEF portion of the application fee will be refunded.
- c. Provide all required documentation as per Item # 2.0 above.  
(2.0 Documentation/Information Requirements)
- d. Provide a copy of the student’s birth certificate. If the student is not a Canadian citizen, proof of Permanent Resident Status must also be provided.
- e. Provide a copy of the student’s baptismal certificate (required if Catholic).
- f. ***Your application will only be processed once ALL of the required documentation has been received by St. Maurice School.***

## **General Information**

### **Academics**

The compulsory courses offered at St. Maurice School are in accordance with the requirements of Manitoba Education for each level. St. Maurice School offers all courses on a school year basis, and not on a semester system.

### **Religious Instruction**

All students attending St. Maurice School are required to take part in Religion. Religion courses and activities such as religious retreats are compulsory at all levels. Attendance at class Masses and school Masses is an integral and compulsory part of the Religion program.

### **Attendance**

Regular and punctual attendance for all classes is required for a student to be successful in his/her academic endeavour. Parents are asked to contact the school if a student is going to be absent. Parents will be contacted by the school in the case of an unexplained absence. Attendance is taken by each teacher for each class. Parents who allow their children to be absent for such reasons as athletic events, employment or vacations must not expect teachers to provide make-up work, special assistance or extensions for missed work. Teachers will make accommodations for serious illness, etc.

### **School Hours**

The school doors are open by 8:30 a.m. and close at 3:45 p.m. No general supervision is provided before 8:30 a.m. or after 3:45 p.m.

### **Lockers**

Lockers are assigned at the beginning of the year. Students are required to provide their own locks and must advise their home room teacher of the combination or provide their home room teacher with the second key. All lockers are the property of the school and are subject to inspection by the school administration at any time.

### **Uniforms**

Please see the School Uniform information posted online at [http://www.stmaurice.mb.ca/pdfs/Handbooks\\_Supplies\\_Uniforms/Uniform%20Requirements.pdf](http://www.stmaurice.mb.ca/pdfs/Handbooks_Supplies_Uniforms/Uniform%20Requirements.pdf)

### **Fees and Tuition**

All fees are subject to change without notice. Please see the Tuition Schedule posted on the school website at <http://www.stmaurice.mb.ca/tuition.html>