



St. Maurice School Inc.

1639 Pembina Highway, Winnipeg, Manitoba, Canada R3T 2G6
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APPLICATION INFORMATION FOR STUDENTS WITH LEVEL 2 OR LEVEL 3 DISABILITIES

DEADLINE FOR THE 2017-2018 SCHOOL YEAR IS FEBRUARY 28, 2017

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 Committee¹ 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 school²

¹ 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.

² 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 1st 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 16th, 2017 AT 6:30 PM
for GRADES 7-12 ON THURSDAY, FEBRUARY 9th, 2017 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 30th; 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. Catholic 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.

St. Maurice School - Uniform Requirements

St. Maurice School students must wear the St. Maurice School Uniform. The uniform promotes unity and reduces competition. Those items identified below with ♦ are to be purchased only through the school's official uniform supplier, Top Marks. Students will not be allowed to wear uniform garments that have been purchased elsewhere, even if garments come close to matching school uniforms. Otherwise, the fairness of the school uniform policy is jeopardized. All students must wear the school uniform in a proud and presentable fashion. Students new to St. Maurice may only place their order after receiving their official letter of acceptance.

Kindergarten to Grade 6

BOYS

- ♦ Iris blue OR white polo shirt crested with the St. Maurice School logo (long or short sleeved), AND
- ♦ Navy blue boys pants (pull-on or dress pants), OR
- ♦ Navy blue walking shorts (permitted during September, October, April, May and June only)

GIRLS

- ♦ White uniform blouse (long or short sleeved), AND
- ♦ Blackwatch plaid V-front jumper crested with the St. Maurice School logo, AND
Plain navy blue tights or plain navy blue knee socks

OR

- ♦ Iris blue OR white polo shirt crested with the St. Maurice School logo (long or short sleeved),
AND
- ♦ Navy blue girls pants, OR
- ♦ Navy blue walking shorts (permitted during September, October, April, May and June only)

Note: the blouse can only be worn with the jumper, the polo shirt can only be worn with the pants/shorts

BOTH SEXES

- ♦ Optional: Navy blue fleece cardigan crested with the St. Maurice School logo
(No other sweaters, sweatshirts or pull-overs will be permitted)

All students must wear the uniform in a proud and presentable fashion. Students may be required to wear their full uniform whenever they are away from the school and are acting as ambassadors/representatives of the school.

PHYSICAL EDUCATION UNIFORM (Kindergarten to Grade 6)

Kindergarten to Grade 2 Students:

Students in K and Grades 1 and 2 will not change for Phys. Ed. Girls are required to wear shorts under their uniform jumpers, and all students are required to wear non-marking runners.

Grade 3 to Grade 6 Students:

Blue T-shirt crested with the St. Maurice School logo, St. Maurice School Track T-shirt, or St. Maurice School sportswear logo T-shirt

(Please contact the school office for gym uniform T-shirt sales information)

Navy blue shorts, navy blue sweatpants, or St. Maurice School sportswear sweatpants

Non-marking runners

Grades 7 to 12

BOYS

- ◆ White oxford dress shirt with button down collar and crested with the St. Maurice School logo (long or short sleeved)
- ◆ Navy blue school dress pants
- ◆ Crested navy blue school tie
- ◆ Navy blue or black dress socks
- ◆ Black dress shoes
- ◆ Belt, if worn, must be black, with a small buckle

GIRLS

- ◆ White tailored ladies blouse crested with the St. Maurice School logo (long or short sleeved) - to be worn untucked
- ◆ Navy blue school dress pants for ladies, OR
- ◆ Blackwatch kilt (no shorter than 5 cm (2 inches) above the kneecap.
- ◆ Crested navy blue school tie
- ◆ Plain navy blue socks with the ladies pants; OR
- ◆ Plain navy blue tights, plain navy blue knee-highs, neutral nylons, or full length black or navy blue leggings with the kilt.
- ◆ Navy blue or black dress shoes

BOTH SEXES

Optional:

- ◆ Navy Blue knitted button-front cardigan crested with the St. Maurice School logo, OR
- ◆ Navy blue knitted V-neck sweater crested with the St. Maurice School logo, OR
- ◆ Navy blue knitted V-neck sleeveless vest crested with the St. Maurice School logo

7&8: SUMMER UNIFORM FOR BOTH SEXES, GRADES 7 AND 8 ONLY

- ◆ Navy blue walking shorts (permitted during September, October, April, May and June only)
- Note: The walking shorts replace the kilt/pants only. All other uniform items and requirements apply. The walking shorts must extend down to the top of the kneecap.

Casual Day is usually held twice a month to permit the students a change from the normal uniform. The school asks that the students use good judgement in their choice of clothing. The same expectations for appropriate casual/non-uniform clothing applies to all school events, field trips, dances, spirit weeks, etc.

PHYSICAL EDUCATION UNIFORM (Grades 7 to 12)

- ◆ Blue T-shirt crested with the St. Maurice School logo, St. Maurice School Track T-shirt, or St. Maurice School sportswear logo T-shirt - To be purchased only through the school - Please contact the Phys Ed staff for gym uniform T-shirt sales information.

Plain navy blue shorts, school team shorts, or St. Maurice School sportswear sweatpants

Non-marking runners

Navy blue sweatpants and/or a navy blue crewneck sweatshirt (no hoodies) may also be worn at the discretion of the Phys. Ed. Teacher (particularly for outdoor activities in the fall or spring).

ST. MAURICE SCHOOL - TUITION SCHEDULE

SCHOOL YEAR: 2017-2018

KINDERGARTEN - FULL TIME, per student	\$242.00 per month	\$2,420.00 annually
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GRADE 1 TO GRADE 6:

First Child	\$ 216.00 per month	\$2,160.00 annually
Second Child	\$ 108.00 per month	\$1,080.00 annually
Each additional Child	\$ 54.00 per month	\$ 540.00 annually per child

The family plan for two or more children can only be offered for students in Grades 1 to 6.

GRADE 7 AND 8, per student:	\$238.00 per month	\$2,380.00 annually
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GRADES 9 TO 12, per student:	\$385.00 per month	\$3,850.00 annually
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INTERNATIONAL STUDENT TUITION, K-12, per student:	\$10,000.00 annually, due in full before the first day of classes
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The tuition fees are subject to change from year to year at the discretion of the St. Maurice School Board.

For newly-accepted students, a non-refundable 10% Advance Tuition amount is required to confirm the student's spot. Details and payment information will be included on the official Letter of Acceptance.

Tuition payments may be made by pre-authorized debit (PAD), with 10 post-dated cheques made payable to "**St. Vital Parish**", or in full at the beginning of the school year. A surcharge of \$20.00 will be applied for any cheque or pre-authorized debit not honoured by your financial institution, regardless of the reason.

A charitable donation tax receipt for the tuition fees of St. Maurice School is calculated according to Canada Revenue Agency's information circular #75-23. In part the circular reads as follows:

An official donation receipt will be issued for that portion of a payment which is in excess of the pro-rated "cost per pupil" for academic training. If the family has more than one child in attendance at the school, the "cost per pupil" portion will be multiplied by the number of children in the family.

If further clarification regarding this tuition schedule is needed please contact:

Mrs. Dionisia Roman-Osicki, Assistant to the Director, phone 204-453-0933

Approved June 21, 2016