

3.0. Student Services

3.B.

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Policy Reference: EL-1.1

Reviewed by Committee: November 4, 2014

Lakeshore School Division shall:

- Make available to the public written descriptions of local educational programming and programming options for students with exceptional learning needs
- Provide parents new to the school division with the accessibility information they request on each school in the division
- Provide all students with the same minimum number of hours of instruction, and document in the IEP any reduction or alterations in the school day
- Make reasonable efforts to modify structures, remove barriers or arrange appropriate transportation to an accessible educational setting if a placement cannot be made because of physical barriers
- Provide parents with the transportation policy for students who are attending school outside the catchment area
- Transfer pupil record information according to existing *Manitoba Pupil File Guidelines*
- Forward pupil files (school records) within one school week of receiving such a request from the receiving school
- Implement a transition to school plan in a timely manner according to the interdepartmental transition protocols
- Develop a personalized transportation plan (PTP) for students who require transportation due to exceptional needs
- Ensure that school-related activities such as assemblies, sports days and field trips reasonably accommodate the needs of all students
- Begin educational programming within 14 days after the student seeks to be enrolled, regardless of whether that school has received the student's pupil file
- Provide direction for staff and parents on how to reasonably accommodate the needs of all students

Placement of students attending schools within Lakeshore School Division is in the catchment school for their residence.