



# **HOME PLACEMENT PROGRAM GUIDELINES**

2023-2024

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## INTRODUCTION

The Home Placement Program is an option for students in communities where a high school program or technical vocational program is unavailable. Students who qualify for home placement attend a public high school outside their community boarding with family or friends. The Home Placement Program is available to Frontier School Division students living on provincial land. Treaty and non-treaty students who live on reserve must access the local education authority's Private Home Placement Program (PHP).

The Home Placement Program and Schools of Choice are separate programs. Home Placement students have to leave home because their school program is unavailable. Schools of Choice students have a program offered locally, but choose to register in another school. Home Placement students are covered for related schooling costs such as tuition fees and transportation. Schools of Choice students are not covered for such costs. Information pertaining to Schools of Choice is available from the Manitoba Education and Early Childhood Learning website at [www.edu.gov.mb.ca/k12/schools/choice](http://www.edu.gov.mb.ca/k12/schools/choice).

### A. CRITERIA FOR ADMISSION TO THE HOME PLACEMENT PROGRAM

The following criteria determine a student's eligibility for admission to the Home Placement Program.

#### 1. Regular Placement

- i. The parents or legal guardians of students must be residents of Frontier School Division or they must live outside of any existing school division or district in the province. If guardianship does not reside with the biological parents, then proof of guardianship must be provided.
- ii. The grade level is unavailable in the community.
- iii. Daily transportation to a high school program in a neighbouring community is unavailable.

Children under the care of Child and Family Services Agencies fall under the guardianship of the agency. The Agency is responsible for the child's education programming and placement.

#### 2. Special Placement

Students shall have access to special programs that are unavailable in their local school or where daily transportation to a special program is unavailable. The following programs qualify for special placement.

##### i. Technical Vocational Diploma Program

The placement must result in a technical vocational program leading to a designated trade approved by Manitoba Apprenticeship in a specific field. A minimum of 8 to 14 credits must be completed.

Frontier School Division will only fund students who enter this program in their Grade 11 and Grade 12 school years. Exceptions shall be made for programs that require students to meet level 1 apprenticeship requirements. In these programs students shall be funded in their Grade 10 school year.

ii. Cooperative Vocational Education (CVE) Program

The placement must result in a Technical Vocational Diploma. Students complete 8 credits specific upon completion of their compulsory courses. This program of studies is taken in the Grade 12 year.

3. Frontier Collegiate Institute

Home Placement will only be considered in Cranberry Portage when Frontier Collegiate Institute is over subscribed.

4. Other Criteria Affecting Admission to the Home Placement Program

- i. Student's age - students 18 years of age or older who have not completed Grade 10 requirements shall pursue other educational alternatives such as the Engaged Learners Program or Adult Education,
- ii. Number of high school credits achieved,
- iii. Recent school history,
- iv. Previous school/home placement record,
- v. Number of previous opportunities and placements.

## **B. APPLICATION PROCEDURES**

1. Regular Placement

Students who qualify for regular placement must complete a *Home Placement Student Application* form and the *Access to Pupil Information* form and submit them to the Home Placement office. Students shall receive notification from Home Placement staff whether their application has been approved.

2. Special Placement

a. Program of Studies

A student (or parent) may request home placement for a desired high school program not available in the local high school. The request must meet the criteria outlined for special programs and must receive the support of the local principal, Area Superintendent, and school committee. Parents shall submit in writing a letter to the area superintendent requesting home placement for their child for a special program. Once letters of support are received from the Area Superintendent, principal, and school committee, they are submitted with the

general application forms to the Home Placement office. Students shall receive notification of approval, and must meet the course requirements for special programs (8-14 credits in a specialized field).

b. Special Circumstances

Exceptional personal circumstances may warrant a student attending school away from home even if his/her program is offered in his/her home school. Parents shall request home placement in writing to the Area Superintendent. Letters of support from the Area Superintendent, principal, and school committee shall be submitted along with the general application forms to the Home Placement office. The Area Superintendent shall then forward a letter requesting funding for exceptional circumstances to the Director of the School's Finance Branch. If granted, the approval shall be only for that school year.

### **C. ADMISSION GUIDELINES**

1. Residency

If one parent/legal guardian lives in Frontier School Division and the other parent/guardian does not live in the Division, the place of residence will be determined by where the student applicant was registered in the school session prior to the application for home placement and by which parent claims the child as a dependant for income tax purposes.

In circumstances where a student applies to live with the other parent in the community where the student is attending school, the parent is not eligible for home placement funding. Both parents are responsible for providing for their children unless legal guardianship is the responsibility of only one parent as determined by the courts.

2. Schools of Choice and Home Schooled Students

High school students who have not been attending the school in the local community due to Schools of Choice or Home Schooling may apply for home placement as long as they meet the requirements for regular placement as outlined in section A.1.

### 3. Re-Admission

- a. Students who enroll in the Home Placement Program, and then drop out of the program without an acceptable reason, are not eligible to re-enroll in the program at some later date until their cases have been reassessed and approved by the Program Coordinator and staff.
- b. A student who quits or is withdrawn from the Home Placement Program may re-apply for home placement after he/she successfully completes a minimum of one semester elsewhere. Students seeking re-admission must first meet or speak with the Coordinator or staff, preferably prior to registration, before a decision on approval shall be made. If the application for re-admission to the Home Placement Program is approved, it shall be on a conditional basis for a minimum of one semester. The conditions shall include improved school attendance, performance and behaviour. These conditions shall be clearly outlined and agreed to by the student.

### 4. Other Schooling Alternatives

Students unable to meet the criteria for admission to the Home Placement Program may explore the following options to complete their schooling:

- i. Frontier Collegiate Institute
- ii. Engaged Learners Program
- iii. Distance Learning (InformNet or Teacher Mediated Option)
- iv. Adult Education and upgrading

### 5. Appeals

Parents or students may institute appeals based on procedure only. These appeals are to be made to the Chief Superintendent. The Chief Superintendent will ensure that proper procedure has been followed.

#### **D. FINANCIAL COSTS AND SUPPORTS**

Students who qualify for home placement, whether regular or special placement, are eligible to have certain costs covered or supports provided by the Division. These costs and supports are outlined below.

- i. Tuition or residual fees paid to the receiving school division
- ii. Monthly board and room payments to house parents
- iii. Transportation – four return trips at the equivalent of air, bus, or train fare
- iv. Monthly student allowance for high school students to cover school related costs
- v. Fees for tutoring when there is a reasonable need
- vi. Reimbursement for distance learning courses when circumstances warrant

#### **E. BOARD AND ROOM ASSISTANCE**

Board and rooms rates are set in accordance to the guidelines of the Schools' Finance Branch. Monthly board and room payments are made at the beginning of each month. A two-week period of notice is required if a change in board and room (by either party) is necessitated and approved.