

<b>Kelsey School Division Box 4700 The Pas, MB R9A 1R4</b>	<b>Code: JECBB</b>
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**ADMISSION OF STUDENTS WITH PRIVATE SCHOOL STANDINGS**

The following procedures/guidelines shall be used when admitting students from a private school.

A. Definition of Private School

For purpose of this document, a private school shall be defined as any form of schooling undertaken outside a public school including home schooling and all schools outside North America except as noted in the definition of a public school given below.

B. Definition of Public School

For the purposes of this statement, a public school shall be defined as an institution established for educational purposes and maintained under legislation by a provincial authority in Canada or a state authority in the United States; or a Canadian private school which used provincially approved curriculum and maintains a standard of education generally recognized by public schools in the home provinces. (Such schools in Manitoba are as defined by Manitoba Education.) Schools outside North America are those which grant certificates recognized internationally such as the General Certificate of Education issued by the Universities or Cambridge or London, and the Hong Kong Certificate of Education or equivalent.

C. Credit Recognition

1. Schools in the Kelsey School Division shall recognize for credit only those courses for which standing has been granted by a public school or Manitoba Education as defined above.

D. Placement of Students

1. Initial placement of students entering any level of a public school from a private school is the prerogative of the receiving school principal and shall be on a probationary basis only, with the school reserving the right to re-assign a student to a different level of program if, in the judgement of the staff and principal, the student's progress or lack thereof warrants such a re-assignment.

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2. Probationary initial placements of such students shall be made by the principal with due consideration of the following:
  - a) the age and years of attendance at school
  - b) the identification of programs undertaken by the student while in attendance at a private school as identified:
    - i. on the private school record
    - ii. in discussion with the student and the student's parent(s) or guardian(s)
    - iii. in documentation such as may be available outlining the "degree of fit" the private school curriculum may have with Manitoba Education and Training approved curricula
    - iv. in discussion with the principal of the private school when feasible.
  - c) the program offerings of the public school system
  - d) any school level assessments such as standardized testing made available through the public school system and deemed applicable.
  
3. The completion of a course and the granting of credit by a private school shall not result in recognition by the Kelsey School Division of standing in any pre-requisite school program(s) completed in a private school.

E. Eligibility to Participate in Graduation Exercises

1. When, in the opinion of the principal, the student has completed sufficient public school credits to warrant graduation, the student shall be permitted to participate in the graduation exercises of the school. Students shall not be awarded a Kelsey School Division diploma or certificate of graduation unless at least (10) or more credits have been earned from a public school.

F. Transcripts

1. When such students leave the public school they shall be provided with a transcript outlining only the credits earned at the public school. Such transcript shall state:
 

"This student previously attended \_\_\_\_\_, a private school. The student's enrolment in courses at \_\_\_\_\_ public school shall not be interpreted as acceptance of standings granted by the private school. \_\_\_\_\_ school assumes responsibility only for the credits identified on this transcript."
  
2. Other credits transferred into the school system at the Senior High level and accepted by the principal of Margaret Barbour Collegiate Institute, shall be noted on the transcript as transfer credits.