



## 302-10AP Multi-School Programming

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<b>APPROVED:</b>	2020.05.13 (2016.04.20)
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### CROSS REFERENCE:

- [302-10AP Exhibit 1 Multi-School Programming Registration Form](#)
- [601.1AP Exhibit 1 Philosophy of Budgeting Process](#)
- [202.3AP Appeals Concerning Student Matters](#)

### BACKGROUND:

Buffalo Trail Public Schools believes that at times, a multi-school program may be needed to best meet the program requirements of a student.

### GUIDELINES:

1. A multi-school program is defined to be one in which a student is registered in courses at two or more schools within the jurisdiction of Buffalo Trail Public Schools.
2. The priority school will be the school at which the student is registered and through which the student receives regular guidance, support and direction.
3. If a student is concurrently enrolled at more than one BTPS “traditional school” (all schools in BTPS with the exception of Students Online and Vermilion Outreach School) during a school year, the principals of those schools will come to an understanding with respect to the allocation of funding. (This does not apply to videoconferencing courses as per 601.1AP – Exhibit 1 BTPS Budget Guidelines.)
4. The principals of the schools involved will ensure that communication takes place between schools to provide a program that best suits the needs of the student.
5. Placement of students in multi-school programs must consider the appropriateness and availability of the courses to the students.

6. Students may seek a multi-school program for the following reasons:
  - a. Inability to access a course due to a timetable conflict or lack of a course offering at their priority school.
  - b. Upgrading for post-secondary entrance requirements.
  - c. A unique circumstance for which multiple solutions have been attempted and have not resulted in a successful resolution.

**PROCEDURES:**

1. A student wishing to enrol in a multi-school programming option must apply to the principal of their “priority school” indicating their interest in this programming option.
2. The administration and/or guidance counselor of the priority school will meet with the student and /or parents to discuss the programming needs of the student. The student must have the recommendation of the principal or designate of their priority school to pursue a multi-school programming option.
3. Should the student decide to pursue a multi-school programming option with the support of their principal or designate, the student must submit a registration form (302.10AP Exhibit 1) to the receiving school.
4. A conversation between the sending and receiving principal will occur to discuss the student application.
5. If requested by the receiving principal, an interview with the student/parent will take place. Entrance into the program will be determined by the receiving principal.
6. Upon entrance, the multi-school registration form is sent to the SIS Department to create the concurrent school enrollment and the course enrollment.
7. If the sending or receiving principal does not support a student’s registration in a multi-school program the student and/or parent may appeal to the superintendent or designate as per *BTPS 202.3AP Appeals Concerning Student Matters*.