



Choice School Policy Manual

ADMISSIONS POLICY - S17

Statement of Policy

Choice School for the Gifted is registered as an Independent School under *The Societies Act of BC* and operates under the *Independent Schools Act, R.S.B.C. 1996, c.216*. The school focuses on the education of intellectually gifted and talented students and welcomes students with additional exceptionalities. The school provides a supportive learning community and the faculty is dedicated to exploring new opportunities where individuals can be successful and excel.

In October 2016, the Ministry of Education designated Choice School for the Gifted as a Special Education School, one of fifteen special education schools operating in the province of BC. Under this designation, all students enrolled in the school must have a special needs designation under the Special Needs Students Order M150/89 or demonstrate the potential for such a designation, pending assessment.

The admissions process is multi-faceted and the process is followed for each student that seeks admission to the school. Each application is valued and while the program is designed to meet the needs of gifted learners, some of our applicants possess additional exceptional needs and require support with certain areas of learning. The school has the discretion to decline applicants when it is decided that our resources and facilities do not match the individual's needs.

Definitions

"Student with special needs:" A student who has a disability of an intellectual, physical, sensory, emotional or behavioural nature, has a learning disability or **has special gifts or talents**, as defined in the Manual of Policies, Procedures, and Guidelines, Section E. (Special Education Policy Manual, April 2016)

A student is considered gifted when she/he possesses demonstrated or potential abilities that give evidence of exceptionally high capability with respect to intellect, creativity, or the skills associated with specific disciplines. Students who are gifted often demonstrate outstanding abilities in more than one area. They may demonstrate extraordinary intensity of focus in their particular areas of talent or interest. However, they may also have accompanying disabilities and should not be expected to have strengths in all areas of intellectual functioning. (Special Education Policy Manual, April 2016)



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Procedures for Policy S17, Admissions

The admissions process is as follows:

1. Initial contact with the school by phone or through the website. If you do not hear from us within 24 hours, please call again.
2. Arrange for a school visit for a personal tour
 - a. Parents/guardians should arrange to visit the school and meet the principal or designated person who will conduct a personal tour of the school. Students are welcome to attend the tour.
 - b. After the tour the parents/guardians will be invited to arrange an experience day for their child, complete an Experience Application form and submit an application fee of \$200, not refundable (the fee is only refundable if at any time in the application process the school decides not to proceed).
 - c. Report cards for the previous year should be submitted with any other relevant educational/assessment documents.
3. Schedule your child's assessment day
 - a. Students are required to spend at minimum, a day with us at the school. This gives both the parties an opportunity to evaluate the student and the classroom for appropriate fit. At the discretion of the principal, some subject assessments and/or a cognitive assessment may be required and administered by the school unless there is a current Educational Psychological Assessment available.
 - b. Students whose English is not adequately developed to take the regular cognitive assessment will be given an alternate assessment. Pending the outcome of this assessment, a student whose English language development still needs individual support, may be admitted if parents are prepared to provide English tutoring outside the school.
 - c. In some cases, we may require additional assessments administered by a psychologist or medical doctor to help us understand individual needs. This will be proposed at the discretion of the principal in discussion with classroom teachers. Arrangements and fees for this will be the responsibility of the applicants' family.
4. The final stage of the admissions process involves a meeting with the school principal by the parents/guardians and, if appropriate, the applicant. This is an opportunity to further review the student's learning profile and educational needs, discuss the suitability of Choice School as an appropriate fit for the student's needs and review the student's assessment reports. The school principal and receiving teacher will make the final decision on admission.



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Upon acceptance to the school, a non-refundable tuition deposit must be received and a tuition contract signed to secure a place in the school for the student. The student is not accepted for enrolment until all documents are signed, copies of assessment report, required documentation such as Immunization Records, birth certificates, passports and visas are provided to the school and the tuition deposit is received (see Tuition Schedule document).