



BOARD POLICY MANUAL	
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Policy Section School	Identification SCH-1051

STUDENT PLACEMENT PROCEDURE

RATIONALE

The purpose of the *Student Placement Procedures* is to clearly outline the steps that will be followed when assigning students to single and combined classes. This procedure will be used in connection with the *Class Size Guidelines* to ensure a vibrant and wholesome learning environment for all our students.

STUDENT NUMBERS

Applications for student enrolment for the upcoming school year will be accepted anytime during the current school year. After an enrolment application has been approved by the Board, the student(s)' name(s) will be added to the *Prospective Class Lists*. Current students will be confirmed on the class lists after all re-registration material has been received after the Spring Membership Meeting (to be returned by the end of May).

CRITERIA

There are many factors that influence the classroom placement of a student. These include both individual and entire classroom needs. The factors listed below give some examples of specific educational needs:

- Physical, behavioural, cognitive etc.;
- Class dynamics and management issues;
- Peer relationships;
- Class size (refer to Educational Factors Affecting Class Sizes listed in *Class Size Guidelines*);
- Gender balance, and;
- Special education needs and programs.

PROCEDURE

1. In early June, the Principal will advise current school parents using the school newsletter that they may communicate major concerns regarding the classroom placement for their child(ren) in writing through the use of an email or letter. This information will be one consideration during subsequent meetings to determine student placements.
2. After the deadline to communicate major concerns has expired, the Principal will schedule placement meetings with the applicable staff.
3. The Principal, after considering the input from parents and staff, will decide on the class placement of each student.
4. Class lists will indicate the student's classroom placement. Parents will receive the class list before the first day of the upcoming school year.
5. Parents may appeal the Principal's class placement decision directly to the Board at a scheduled meeting.