



École Fox Run School
2 Falcon Ridge Drive
Sylvan Lake, AB
T4S 2H1

March 21st, 2019

Dear Parents and Guardians:

Re: Class Lists

Our staff will be considering student placement recommendations for the 2019-2020 year shortly. This takes place at this time of year in order for us to determine our budget and staffing needs. Your involvement is an important step in this process, and we encourage your participation. You will find enclosed a Placement Information Request Form with this letter. If you would like us to consider your information, you need to return the completed form to the school office by **May 15th**. The information that you give will be considered by school teams, including administration when we make student placement recommendations.

It is important to realize that placement decisions consider a variety of areas; however, the priority is learning needs. We also need to ensure classes are as evenly balanced as possible in terms of class size, boys and girls, even distribution of ability and behavior, social needs, and parent input. Therefore, specific requests unfortunately are difficult to accommodate.

At École Fox Run School we are committed to your child in providing a positive learning environment and we value your input in the placement process.

Class Structures/Teacher placements at this time have not been finalized.

Should your child **NOT** be attending École Fox Run School next year, please return this page only.

_____ my child **will not** be attending École Fox Run School next year

Name of student _____ Parent
signature _____

École Fox Run School Placement Policy

It is our belief that children receive the most benefit from their educational experience when in a balanced setting representative of the greater community in which they live. For this reason, the assignment of children to individual teachers takes into account several factors to assure that each class is organized in a way that best maximizes the intellectual, psychological and social development of each child.

Placement Policy Procedures

Grades 7-8 (*and possibly grade nine for HJC*)

1. A grade level professional placement team will, using the following criteria, make recommendations to the administration as to the placement of each child within that given grade level for the subsequent school year. The composition of each team will include the principal and/or vice-principal, the sending and receiving teachers of the grade level being placed, a special educator where needed and others as deemed appropriate and appointed by administration.

Criteria

- The child's educational needs
 - The child's psychological and social needs
 - Parent input to placement
 - Distribution of special needs children across classes
 - Approximate equal numbers of children by class
 - Representation of total boys and girls in each class, where possible
2. Parent input regarding the needs of the child will be given full consideration by the placement teams.
 3. The school administration, using the recommendation of the placement teams, will make a final determination of the placement of each child in accordance with the established criteria and the unique needs of the child and/or the school organization. In some cases, factors unknown to the placement teams may need to be considered.

Placement Procedure Information

What are the goals of placement procedures?

Through its placement procedures, the school seeks to:

1. Consider individual needs of the students
2. Provide balanced classrooms
3. Ensure that all of our children are being given equal consideration in the placement process

How do parents have input into the placement process?

This year we are seeking additional parent input to tell us about the kinds of things that have worked well for your child in the past, special strengths of your child, and what you would want next year's teacher to work toward with your child.

How do the teachers know which classroom might match the needs of my child?

Your child's teacher knows your child, and has worked with the teachers your child may have. With your input your child's teacher will be better informed in making placements for the next grade level. Professionally, teaching staff are trained to evaluate student needs and academic situations and know how to match a child's needs with a positive and appropriate learning environment.

How is placement going to be done?

Your child's current teacher will meet with fellow teachers, administration, and other appropriate staff (e.g. support staff, special education) in order to carefully consider your child's placement needs. These meetings will be completed by mid June.

It is our hope that these procedures will produce a fair and well-rounded approach to placement decisions. Staff see children in many ways throughout the school year and are in a unique position to match the child with the new teacher and with the new class composition.

Thank you for your assistance with this process!

Parent Placement Information

Name of student: _____ Current Grade: _____

Name of student's parents and/or guardians: _____

Name of student's teacher this year: _____

Contact information: _____

- What methods, techniques or aspects of the learning environment have worked for your child this year? What haven't worked?

- What are your child's greatest academic, social and emotional strengths?
(e.g. math, talkative, kind)

Academic:

Social:

Emotional:

- What are your child's greatest academic, social and emotional needs?

Academic:

Social:

Emotional:

- Is there a certain goal you are working on at home with your child?

- Is there anything you would like to tell next year's teacher before the year begins?
