

## Class Building for the 2021-2022 School Year

The assignment of students to classes is given careful consideration by a team, which includes the child's current teacher, educational specialist support teachers (such as English Language Learning, Learning Assistance and Speech Therapists), counsellors, and administrators. Our team will consider parental input in regards to their child's specific learning needs. Information describing learning style and/or emotional and social needs can be submitted to the school **no later than May 17<sup>th</sup>, 2021**. **Please print out and complete the attached Placement Form (at the bottom of this document) if you have information that the current staff do not have and should consider when placing your child. An accompanying letter is not necessary and will not be accepted.**

At this stage in our planning, we anticipate a Kindergarten - Grade 7 enrollment of over 400 students. Based on this projected number of students, we will receive our staffing entitlement. Once we have this information, the following decisions can be made:

- the number of divisions at each grade level
- the number of students in each class
- where the classes will be combined (4/5, 6/7, etc.)
- the amount of time provided to other disciplines in the school (such as Music, Library, Learning Assistance)
- what grade levels teachers will register

### **Student Placement:**

Once an organization has been decided upon, the process of assigning students to classes begins. Our class placement process ensures that thoughtful consideration of each child's social, emotional, and academic needs is aligned with the need to create balanced and effective learning environments. The assignment of students to classes is decided by a team. This professional team considers each placement carefully as they create classes that include a variety of students who learn in a variety of ways. In addition to individual circumstances, criteria in the placement process include:

1. **Workable instructional groups:**
  - ✓ children's academic needs and strengths
  - ✓ teaching and learning styles
  - ✓ children's work habits
2. **Positive social groups:**
  - ✓ placements where a child can work positively and productively with other children in the class
  - ✓ peer support or conflicts
  - ✓ establishing the presence of positive leaders in each class
  - ✓ ratio of grades in combined classes
3. **Balanced classes:**
  - ✓ gender
  - ✓ students with special and diverse learning needs
  - ✓ students who are English Language Learners
  - ✓ academic, social, and emotional needs and abilities
  - ✓ leadership abilities
4. **Other information:**
  - ✓ the past history of students in combined or single grade classes
  - ✓ school-based resource team recommendations

Please consider the placement criteria referenced above when describing your child's needs. Please also describe a learning environment that may suit your child's learning style/needs (academic, social, emotional). If you are requesting placements that involve other students (one or two at most), please think carefully before making your request and provide an explanation for that request. Please focus on the needs of your child. **The information that you provide will be given to the aforementioned team of professionals and will be used along with the criteria listed above in the placement of your child.**

Please note that it may not be possible to meet all requests. Teacher assignments are tentative and subject to change, along with enrolment and school organization changes. **Please also note that referring to specific teachers is not part of the criteria.** Our goal is to meet the needs of all students at Brooksbank in order to maximize their growth as learners. We appreciate your support in this complex, multi-level process in arranging educationally sound and balanced classes.

**Brooksbank Elementary School  
Parental Information for Student Placement  
School Year 2021-2022**

It is important that students learn to work and communicate in safe and diverse environments. Teachers get to know their students extremely well during the course of a school year; we consider every student individually, and as part of the school community when considering class placement for students. As a staff, we do our utmost provide the best setting for each child.

Parents and guardians understandably want to ensure that their child is placed in the best possible learning environment. If there is information that the current classroom teacher and/or the principal does not have and should consider when placing your child, please complete this form. **An accompanying letter, or naming a specific teacher, is not part of the criteria and will not be accepted.**

**Please complete this form ONLY if you have information that the staff needs to know as they consider the class placement for your child. Please complete only the applicable lines, and then rank the priority in the boxes on the left with 1 being the most important to you and 4 the least important.**

Student's Name: \_\_\_\_\_ Current Grade Level: \_\_\_\_\_

Current Teacher: \_\_\_\_\_

My child's academic/learning needs are: \_\_\_\_\_  
\_\_\_\_\_

My child's emotional needs are: \_\_\_\_\_  
\_\_\_\_\_

My child's social needs are: \_\_\_\_\_  
\_\_\_\_\_

Other concerns that should be considered are: \_\_\_\_\_  
\_\_\_\_\_

Parent Name: \_\_\_\_\_ Date: \_\_\_\_\_  
(Please Print)

Parent Signature: \_\_\_\_\_

**In order to have your input considered for placement, this form must be returned to the office no later than May 17<sup>th</sup>, 2021. Forms submitted after this date will not be considered for the 2021-2022 school year.**

Date Received: \_\_\_\_\_