SCHOOL ORGANIZATION & STUDENT PLACEMENT GUIDELINES FOR DEEP COVE SCHOOL - 2015/2016

As planning begins for the next school year (re: class configurations, student placement and assignment of teacher personnel) teaching staff, classroom support personnel, administration and other educational personnel, as required, shall make every effort to:

- make use of all resources allocated to Deep Cove School
- assign teaching/non-teaching staff as per their expertise, experience and professional goals
- establish classrooms with the required instructional time.

Under the School Act, the Administration is responsible for the final determination of the school's organization by:

- considering the total number of registered students
- considering the intellectual strengths/learning needs of the student(s)
- considering the social/emotional needs of the student(s)
- considering special circumstances/groupings in the school
- considering the current school district budgetary situation
- adhering to mandated class size limits.
- adhering to district directed placements now that all new registrations occur at School Dist. 63 Board Office
- Considering educational information about students, provided by the parents/guardians, on this form, available from the general office.**

** <u>N.B.</u> Parent/guardian input is appreciated and will be considered when submitted in writing, to the administration, on the school-approved form. **<u>Please DO NOT include the names of other students, parents or teachers</u>.** If you have concerns about your child's placement, please also arrange to meet with the Principal. School-Based Teams (comprised of classroom teachers, Learning Assistance Teachers, district staff (when appropriate), Integration Support Teachers, and school-based administration) develop tentative class lists of students, taking into account:

* Academic learning needs
* medical challenges
* Gender balance
* intellectual challenges
* E.S.L./cultural diversity
* friendships/social/emotional needs
* Behavioral needs

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(Detach and return to your child's classroom teacher or the school's office)

<u>Please note that this information will be shared with staff members of the school.</u>

Please take into account the following information about my child's social/emotional/educational/other needs prior to classroom placements for 2015/2016:

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STUDENT'S NAME: ______________________________ **GRADE:** ______________

CURRENT TEACHER: ____________________________ **DATE:** ______________

PARENT/GUARDIAN SIGNATURE: ____________________________________

PHONE #: Home: _________________________ **Work:** _____________________