

## The Class Building Process At Prospect

In May and June we begin the process of planning our classes for the next school year. Plans are tentative, as staffing and enrolment can change over the next few months. The process of assigning students to classes will be happening in June, but will not be finalized until September of the new school year.

The process begins with our school being assigned a specific number of divisions based on our projected enrolment. Once the number of divisions has been received our staff works together to create the "configuration of classes" (e.g. k, k/1, 1/2, 2, 3/4 etc) and teachers for the coming year. This configuration is influenced by a number of factors including:

- number of divisions allocated
- number of students in each grade
- student behaviour
- students with special needs
- legislated class size limits
- need for balance across grades
- allowing room for growth at all grade levels

The next step in the process is to place students in specific classes. Our class placement process is comprehensive and ensures that thoughtful consideration of each child's social, emotional and academic needs are aligned with the need to create balanced and effective learning environments in each classroom. The assignment of students to classes is decided by a team, which includes the School Based Resource Team, the child's current teacher, non-enrolling teachers, support staff and the administrator. This professional team considers each placement carefully as they create classes. In addition to individual circumstances, criteria considered in the placement process include:

1. Workable instructional groups considering:
  - the child's academic needs and strengths
  - teaching and learning styles
  - the child's work habits
2. Positive social groups considering:
  - 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
3. Balanced classes considering:
  - gender (male/female)
  - students with Special Needs
  - students who are learning English as a Second Language
  - social, emotional and academic needs and abilities
  - leadership abilities
4. Other Information considered:
  - School-Based Resource Team recommendations
  - Information supplied by parents

If there is information that your child's current classroom teacher and/or the principal does not have that you think should be considered for placement, please complete the back of this form and return it to your child's teacher by May 22nd. Since changes may occur in our enrolment and/or staffing, the class lists are kept confidential until our staffing is confirmed by the District in September.

Mark Guiguet  
Principal

