**AEMS Student Class Placement Policy**

A major task of our school staff each year is to place students into classes for September. The process of assigning students to classes is a complex and collaborative one. The process begins with the allocation of staffing to the school, which is dependent upon school enrollment. The staffing allocation is used to determine how many classes of each grade level we will have for the following school year.

Our main goal in placing students into the classrooms is to create the best heterogeneous learning environment possible for all students in our care. Classes are created with input from all educators in the school: classroom teacher(s), school counselor, resource teacher, and administrator. As a result, once classes have been configured, the movement of students from one class to another is not common practice. All factors (listed below) are carefully considered by school personnel at the May/June class placement meetings.

If you have specific information related to the factors listed below, you are encouraged to contribute this information **in writing to your child’s current classroom teacher by April, previous to the new school year**. We will make every effort to consider your valuable feedback as we collaboratively build our classes for the next year.

The final responsibility for student placement rests with the school principal.

The factors taken into consideration in placing students in classes includes all of the following. This list is not in order of priority:

* Male/Female ratio
* Behaviour patterns
* Interpersonal issues
* Academic capacities
* Total number of students in each class
* Siblings (avoid competition and foster independence)

**Due to the complex nature of this process and to be fair and equitable to all parents we cannot accept parental requests for students to be placed with specific students or teachers.**