

PLACEMENT OF NEWLY ENROLLED STUDENTS

The School District values the appropriate placement and reception of the student within the school. The opportunity to review the student's educational program with the parents and the previous school and to consider this information in the placement of the student is an important one.

Students of parents who register their child after the start of the school year will be placed in a class or program a full school day following registration thereby enabling the receiving school to contact the previous school for student records and student placement needs.

Registration requires proof of citizenship, date of birth and previous schools attended, and completion of the school registration form.

Unless there are extenuating circumstances, parents will be informed that their child will be welcomed and placed in a class a full school day following registration. In extenuating circumstances, the School Principal will contact the parents to inform them of the delay in the placement of the student and the reasons for the delay. Extenuating circumstances will be restricted to situations in which the student requires significant support not immediately available in the school, is under suspension or is ineligible for registration.

On the day of registration, the School Principal will determine the appropriate placement of the student and inform the receiving teacher so that plans for the student's entry to class can be completed for one full school day following registration. Following registration, the receiving school will contact the previous school by phone to request records, review student placement and determine if the student has any special needs.

Where appropriate, the School Principal will contact the parents to set a date to meet with the School Based Team to review the Individual Education Plan which would include a safety plan, if needed, or to discuss student placement. Additionally, if it has been determined that the student poses a threat to the health and safety of any worker or student, every worker who is likely to come into contact with the student will be advised of such risks.