



Sir William Osler Elementary School

PROUD SCHOOL OF HAMILTON-WENTWORTH DISTRICT SCHOOL BOARD

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School Organization and 2019/20 Class Building

It is that time of year when we take a critical look at what our classes will look like for September. The purpose of this memo is to:

1. Share our 2019/20 school organization with our school community, as provided by the School Board.
2. How we approach building classes.

This information was presented and discussed with School Council at our May meeting.

SWO School Organization - 2019/20

JK/SK x 4 classes	5A	6 FI
1A	5/6A	6/7 FI
1/2A	6A	7/8 FI
2A	6/7A	8 FI
2/3A	Gr. 7 x 2 classes	ExSL System Class
3/4 x 2 classes	Gr. 8 x 3 classes	
4/5A		

Classes have been listed without teachers attached. At this time, we are unclear as to our final teaching assignments as we currently are in a system staffing round where teachers can apply for positions in other schools, retirements and medical leave occurs, etc., which may result in a vacancy at SWO. The last day of school will find the most up-to-date staffing/class information available for SWO families...keep an eye out!

Class Building

In my first two days at SWO (the last two days of the 2018/19 school year), we received 60+ queries from parents with class requests for their children. In the last few weeks, we have begun to field numerous requests regarding parent preferences for class placement for their children. We would like to take this opportunity to provide parents with a window into how classes are built. Each teacher is required to complete the following information for each student (applicable criteria only). This provides us with **600 individual snapshots** to support our class building:

Present Grade	Math Level	Gender
Individual Education Plan (IEP)	Language Level	Reading Level
Attendance Considerations	Identified Student - Exceptionality	Conflicts With
Self Regulation Considerations	Behaviour Considerations	Attendance Concerns
Programming Modifications	Programming Accommodations	Documented Medical

This is the criteria used to support class placements. As you can imagine, it is an in-depth process to blend and design classes to provide environments that best support the learning needs of our students. Please note a class placement criteria that is not listed - **Friend Requests**.

Class Building occurs in three phases.

1. Classroom teachers collaborate to build classes based on the above criteria.
2. Learning Resource teachers and school administrators review tentative classes after teachers have contributed. This is done to allow for a different lens with respect to special education and other programming considerations.
3. School administration may adjust or approve classes after phase two. In a school of 600 students, there are numerous issues and considerations that teaching staff will not be privy to, and may require administrator class adjustment. If there are any unclarified or outstanding issues that have come out of phase one and two, school administration will make final decisions regarding student placement.

As we cannot speak to past practice and will be using the outlined process as we move forward, I thought it important for parents to have an opportunity to see how classes are built. If you have any questions, we would love to hear from you.

Many thanks.

G. Smith
Principal

J. Schinkel
Vice Principal