



Toronto
District
School
Board

**ESSEX JR. & SR. P.S &
HAWTHORNE II BILINGUAL ALTERNATIVE JS**

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J. Harry Quon, Principal L. Tunangday, Vice-Principal

May 3, 2017

Re: Placement of students in classes for 2017-2018

Dear Parents/Guardians:

As we head towards the close of the school year, we are also planning for 2017-2018. Our school organization is based on the Staffing Model which is created by our Staffing Committee. With staff, Leslie and I will be holding placement and promotion meetings in the month of June. This is a thoughtful and time consuming process for the staff. The following are some of the criteria used in placing your child and creating next year's classes:

- A balance of pupil achievement levels
- A balance of gender
- Students' abilities and strengths
- Students' needs and learning behavior
- Student interaction patterns that enable them to work and learn together productively.

Should you feel that there are some unique qualities of your child that we are not aware of and which might affect his/her classroom placement, please submit a brief letter outlining this information to Leslie or myself by **Friday, May 26th**.

The information you provide will be shared with staff at our placement meetings. **Please be aware that requests for placements with specific teachers or straight versus combined classes cannot be accommodated.** Parents should remember that asking teachers to comment on another teacher's program, places them in a professionally untenable position.

Placement decisions will be final and parents will be notified in the June report card which will be sent home on Monday, June 26. Due to the uncertainty of class organization next year, student placements are subject to September actual enrolment/realignment.

Teaching assignments will be announced when all staffing is finalized including transfers and hiring of new teachers.

The decisions of these placement meetings are the professional responsibility of the staff. The final placement of any particular student rests with the principal and must be made bearing in mind what is best not only for each individual, but for the school as a whole.

Thank you for your partnership with the school.

Sincerely,

Handwritten signature of J. Harry Quon.

J. Harry Quon
Principal

Handwritten signature of Leslie Tunangday.

Leslie Tunangday
Vice Principal