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### **Student Placement**

It is necessary for the agency worker to provide appropriate information to the school in order **that the best placement decision be made. This includes:**

- a) communicating with the principal prior to the student registering at the school;
- b) providing information regarding:
  - last school attended
  - guardianship
  - foster parent(s) - name, address, phone number; supports available
  - expected length of stay in placement, pending referrals for other placements
  - other agency involvement
  - specific physical, medical, or educational needs
  - other pertinent details that would affect the child's school activities

*Prior to the student's entry to school, sufficient time is required to access necessary information to determine school placement, develop an Individual Education Plan (IEP), and access and train appropriate resources. School entry will occur once appropriate planning has taken place.*

### **Guidelines for Registration of Students Placed in Foster Homes by Social Agencies**

The following guidelines and school registration procedures relating to children placed in foster homes by Child & Family Services Agencies are designed to facilitate the transition process to the new school, and to ensure that appropriate educational programming and required services and supports are put in place to best meet the needs of the student.

The registration process will also ensure that school personnel have the necessary information, time, and resources to plan and implement these special programs and services.

A collaborative approach with school and agency participation will best ensure that the special needs of the student are met in a safe, secure and growth-promoting learning environment.

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## I. REGULAR CLASSROOM STUDENT PLACEMENT

### No Exceptional Needs

If the student being registered:

- a) does not require any special program modifications, and
- b) documentation from his/her former school does not indicate the need for special assistance, materials, supports or services,
- c) registration may be made at the school level by the agency worker or the foster parent.

**If The Principal Does Not Have Sufficient Information To Determine That There Are No Special Needs, The Student's Entrance To School May Be Delayed Until Such Information Is Provided.**

## II. SPECIAL NEEDS STUDENT PLACEMENT

### Program Modifications and Supports Required

If the student being registered requires program modifications, special assistance or additional material and staffing supports, the following procedures need to be followed.

### It is necessary for the Child and Family Services' Worker to:

1. Communicate with the Principal before student registration. 11 Feb 97(99)
2. Provide all necessary documentation to assist the school division in:
  - a) providing appropriate placement and educational programming, and
  - b) obtaining the required low incidence funding for required supports, materials and staffing.
3. Collaborate (social worker and foster parents) with the school team and other professionals to ensure a smooth transition and to plan appropriate global educational programming for student.
4. Provide ongoing support and ensure the provision of necessary medical and/or therapeutic interventions needed by the student. 11 Feb 97(99)

### Principal's Role

The Principal will:

1. Contact the Student Services Coordinator advising him/her of the pending enrolment of a student requiring program modification and/or supports.
2. Collaboratively with the Coordinators of Student Services and the school team, Child and Family Services Worker, and Foster Parent, determine the type of supports required and length of time required to prepare for the student's entry.