

WAYLEE ELEMENTARY SCHOOL CLASS PLACEMENT PROCEDURES

Most parents/guardians are very concerned that their child is placed with a caring and competent teacher. It is little wonder parents/guardians often feel strongly about having a voice in the selection of their child's class placement. However, there are many things that need to be considered in order to create successful classrooms. I would like to share the process we ask all our teachers to participate in when assigning class placement for the upcoming school year. Hopefully, this will provide you with a better understanding of how complex a balancing act this can be.

Parent/Guardian Input

Via the *Parent/Guardian Placement Input Form*, parent/guardians are invited to share in writing observations regarding their child's learning style and any educational needs that should be considered. Written requests for specific teachers will not be accepted. Passing conversations with teachers will also not be formally considered. A child's current teacher is open to hearing your concerns, however, the teacher cannot guarantee placement, particularly in an informal conversation. *Parent/Guardian Placement Input Forms* will be available in the school office and on the Waylee Elementary School Website between January 7, 2008 and February 11, 2008. All Parent/Guardian Placement Input Forms to be considered for the upcoming school year are due to the school office on hard copy paper format by February 28, 2008. Email and/or faxed forms will not be accepted.

Current Teacher Input Regarding Student Placement

All grade level and resource teachers go through their list of current students and provide input on student academic performance, behavior, and special learning characteristics. Teachers identify if a student is academically strong, average or challenged by grade level curriculum. This identification is based on performance scores as well as general impressions. Teachers also identify students who may need special assistance, whether it is remediation or extension of the grade level curriculum. In addition to academic performance, teachers also make note of student behavioral skills, identifying those who are strong leaders with peers, in need of peer support, or challenged by group interactions. Teachers also consider those children who need to be separated.

Balanced Classrooms Make the Best Classrooms

When the initial information gathering tasks have been completed, your child's current grade level team of teachers, resource teachers and the guidance counselor meet with the principal to draft the upcoming year's classes. The objective is to match student learning styles to teacher strengths and areas of talent, while creating classrooms that have a balanced number of students who are strong, self-directed learners, with those who need some support. It is important that students learn to work and socialize in environments of diversity. This not only prepares them for "the real world" but also allows individual talents to shine. As staff work together in developing balanced classrooms, they factor in all student information gathered from the variety of sources. ***Creating balanced classrooms focused on meeting all students' needs is our top priority!***

After the first draft of class lists has been developed, they are shared with the current year's and the previous year's grade level teacher and specialists. This is done to gain even further input regarding student learning style. Upon receiving this additional input, the principal reviews the class lists and all available information regarding student placement. If concerns exist, further input will be sought.

Why the Change?

The Portage Public Schools and all public schools throughout the country have a legal and ethical requirement to provide students with balanced classrooms based on gender, race, ethnic and language groups, and academic achievement. In previous years, Waylee staff have felt inundated with requests for

specific placements. A number of parents have also felt they were supposed to submit requests for specific teachers and were not “good parents” if they did not. Thus, the Waylee Site Based Team decided to make the class placement review and revision process one of its major goals this school year. The Waylee Site Based Team believes the unique needs and talents of all students should be considered in class placement. Our goal was to develop a class placement procedure that included input from a variety of sources, created balanced classrooms and alleviated class placement stress for the entire Waylee School Community.

I hope that by sharing this process, you will understand parent/guardian input is one of the many sources used to make informed decisions regarding class placement. Please trust the Waylee staff’s interest in your children and our knowledge of each other. Waylee elementary School strives to create vibrant, excellent classrooms that serve the needs of all children.

DATE RECEIVED _____
WAYLEE ELEMENTARY SCHOOL
PARENT/GUARDIAN INPUT FORM – FIRST THROUGH FIFTH GRADE STUDENT
PLACEMENT
2008-2009

A variety of teaching styles and structures are available in the Portage Public Schools. Our goal is to place all children in classrooms well suited to their learning needs. **Parent/Guardian Input Forms are due in the Waylee Elementary School Office on hard copy format by February 28, 2008. Parent/Guardian Input Forms will not be accepted after this day.** Consideration is given to all information supplied by parents/guardians; however, it is not always possible to meet every request. **Forms returned with a request for a specific teacher will not be considered.**

Student’s
 Name: _____

Student’s _____ Current _____ Teacher: _____

Grade you child will be entering next school year: ___1st ___2nd ___3rd ___4th ___5th

What do you feel are your child’s:

Academic _____ Strengths _____

Area _____ of _____ Concern _____

In what kind of learning environment does your child respond best? Explain. (ex: *Structured, Moderately Structured, Flexible*)

Student Characteristics: How do you view your child? Check all that apply.

Shy Sensitive Quiet Follower Easy Going
 Aggressive

Creative Leader Outgoing Active

Is there a student(s) with whom your child should not be placed? Explain.

List any other concerns you have regarding your child's placement:

Parent/Guardian
Signature:

If you have specific unique concerns that you feel can not be addressed on this form, please contact the Waylee School Office and make an appointment to meet with Mr. Jones