

Dear Sunset Families,

The classroom placement process is VERY complex and many factors enter into the decision making process. It would be wonderful if we knew in advance how many classes we could offer at each grade level and who would be teaching each of those classes. However, we are still awaiting staffing numbers for next year as the district sorts through the impact of enrollment, budgets, etc. Enrollment numbers are not considered accurate until August and even then they can change. We strive to create and maintain classroom environments that are warm, structured, nurturing, caring, supportive, and challenging for every child.

Our staff takes class placement very seriously. The task for each grade level team is to develop balanced classrooms based on the knowledge they have about the students; therefore, teams will not consider specific classroom teachers when creating class rosters. We assure you that each grade level team (with assistance of specialists, counselor, guidance team, etc.) take much time, effort and care in developing class rosters that result in offering all children a quality educational experience. Following are factors that are taken into consideration:

- the program needs of the child
- a balanced ratio of boys to girls
- a balance of academic achievement levels and/or clustering for Highly Capable
- behavior factors regarding each student
- social needs and the compatibility of students with others in the classroom
- independent work habits and leadership skills
- information provided by the current teacher

Parent Input Letter

Parents have the opportunity to write a letter to provide input for placement. If you write a letter, it is believed that you have information that the current teacher does not have or may be unaware of. A letter is **optional**. If you choose to write a letter, please include your child's name, current grade level, teacher's name, and parents' names. Be reassured that these letters will be kept confidential. I will use the information in the letter to help place students. Letters were OPTIONAL and due by **April 5, 2019**.

Parent Information and Input

Many parents ask what opportunity a parent has in providing input into their child's placement from year to year. As parents you may have pertinent information about your child that you would like considered in the placement process. Examples of information staff find helpful are: "Please separate my twins, Justin and Jason," or "Please do not place my daughter Mary in the same class as Jane, since we are neighbors and they are together all of the time," or "My child has only been in the United States one month and needs ELL support." Since our number one goal is to create balanced classrooms, we are not able to honor requests for students to be placed with special friends. **Please note we do not accept letters that specify individual teachers by gender, experience level, or name.**

Once balanced rosters are created and staffing is finalized, teachers will be assigned by principal.

Thank you in advance for your understanding and support of this process and be assured we will do all we can to ensure thoughtful placement of each child. Again, we strive to create and maintain classroom environments that are warm, structured, nurturing, caring, supportive, and challenging for every child.

Sincerely,
Mandy Dorey

Sunset's Process for a Request of Placement Review

Step 1	First Two Weeks of School	NO changes considered until the 3 rd week of school. Class rosters and student placement remain.
Step 2	After "Two" Weeks	Arrange a formal meeting with the teacher, if serious concerns still remain. The goal would be to work together to resolve the issue(s) and create an intervention plan, if needed.
Step 3	Review of Placement Form	If it appears a change is still desired at this point, the parent needs to complete a <u>Review of Placement Form</u> .
Step 4	Principal receives <u>Review of Placement Form</u> Request and a completed <u>Review of Placement Questions</u>	The principal reviews the form and contacts the parents and teacher to set up a plan of action in which any or all of the following may take place: Class observations of the student by parents and school staff, additional conversations between parents, teacher, and possibly the principal, a Guidance Team meeting comprised of the Guidance Team members, consultations with other grade level teachers. In addition, the student may be involved at any point in the process.
Step 6	Decision Made by Principal	After reviewing the above steps and consulting with all stakeholders the principal determines if and when a placement change may be made. The principal will then notify all stakeholders the status of the request.

Sunset Elementary School

Sunset Review of Placement Form

Please refer first to the Class Placement: Sunset's Process for a Request of Placement Review

Date:
Name of Student:
Grade:
Teacher:
Your name:
Email address:
Phone Number:

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To Begin the “Review of Placement”

- Have you followed Sunsets process outlined above?
- Have you formally arranged to meet with the teacher to discuss concerns?
- Have you and teacher discussed and/or implemented interventions to address concerns?
- If after meeting and discussing interventions with the assigned teacher it appears a request for change is still desired, carefully respond to each “Review of Placement” question. Attach your complete responses to the “Review of Placement Form” and return it to the office. Please understand completion of the form is NOT a guarantee that a change of placement will be made.

Review of Placement Questions

1. What is your primary reason for requesting a change of placement?
2. What specific event, if any, prompted your request?
3. What has your child expressed about his/her classroom assignment?
4. What specific behavior(s) has your child demonstrated to indicate his/her feelings about his/her placement?
5. To what extent have you spoken with the teacher about your concern? What problem solving strategies have you agreed to implement? How long have the strategies been implemented and what are the results?
6. Without naming a specific teacher, what type of learning environment do you believe would be more appropriate for your child?