

## Newport Elementary School

### Class Placement Process and Procedure

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#### Executive Summary

The class placement process begins in April and extends through the last day of the school year. Classroom teachers, our guidance counselor, special educators, and administrators work collaboratively to ensure the very best composition of classes for the coming year. Parents may participate in the process by submitting letters that provide specific information about the learning style and needs of their child or children. Parent input is valued and given consideration throughout a rigorous placement process.

The following pages provide information about the placement process, the general time-line for the process, the criteria by which classes are balanced, and guidelines for parent participation.

#### Guidelines for Parent Participation

Parents who wish to participate in the class placement process may do so by submitting a letter to the principal by April 15<sup>th</sup> of each school year. The following paragraphs are intended to support parents in providing information that will assist placement teams as they strive to ensure the best placement for every student.

The overarching goal of the placement process is to create classes that support the learning and well-being of all students. Given that this is a child-centered process, parent letters should focus on providing the placement team with specific information pertaining to their children.

Parents/Guardians who wish to participate in the class placement process may do so by submitting a letter to the principal by April 15<sup>th</sup>. **We are interested in learning specific information pertaining to placing your child as opposed to receiving requests for specific teachers.** We ask that you submit these thoughts in writing prior to April 15<sup>th</sup> in order to help us with our placement process. This information will remain confidential and will be considered by administration during the process. With our priority of “balanced” classrooms, we ask that you do not place restraints on the process by requesting specific teachers by name; we cannot honor specific teacher requests. However, if you do have special circumstances, such as your child needs to be separated from another student, your child has special learning needs, or you have past experience with a staff member, please include this information in your letter to the principal so they may be considered. **Letters received after April 15<sup>th</sup> cannot be accepted because of the tight timeline of the complicated placement process.**

#### Criteria for Balancing Classes

Every child is unique and brings specific needs and characteristics to the classroom. Creating balanced classrooms that maximize the experience and learning of all students is a top priority for the Newport faculty. To facilitate effective balancing, many variables and factors are considered when creating classes. The follow list details the criteria by which every proposed class list is reviewed and revised:

- Kindergarten screening results (Kindergarten placements only)
- Reading and Math Performance
- Organizational needs
- IST Referral (Instructional Support Team)
- IEP (Individual Education Plan)
- 504 Accommodation Plan
- Guidance Services
- Medical needs
- Behavioral and Social/Emotional needs
- Gender

**Placement Process and Timeline**

<u>Process</u>	<u>Timeline</u>
<p><i>Parent/Guardian Input:</i></p> <p>Parents/Guardians submit placement letters no later than 4/15.</p>	April 15
<p><i>Initial Placement:</i></p> <p>Homeroom and special education teachers meet to create draft lists.</p>	End of April
<p><i>Initial Screening:</i></p> <p>Specialists (PE, Art, Library, Music, Computer Science, etc.) review initial placement draft lists.</p>	Beginning of May
<p><i>Secondary Screening:</i></p> <p>Principal, Counselor, and IST review lists.</p>	Beginning of May
<p><i>Final Screening:</i></p> <p>Homeroom and special education teachers review revisions and class lists are finalized. Principal assigns teachers to class lists.</p>	Mid-May
<p><i>Parent/Guardian Notification:</i></p> <p>Placement for Kindergarten through 4<sup>th</sup> grade students is written on final report card of year.</p>	May/June