



February 7, 2020

Dear Parents,

One of the most critical and time-consuming tasks for teachers, and for me, during this time of year is class placement for next year. The procedure we follow to ensure the best classroom environment possible for each child has several steps and takes several meetings. This task is even more challenging when we receive a large number of parent requests in the spring. Before we developed a policy on class placement requests, we would receive up to 140 requests for specific class placements each spring. When teachers began to make class lists, we found it impossible to have these requests and still maintain the balance in each classroom that is necessary for kids to have the optimum environment in which to learn.

Fortunately, Werner's class placement policy, developed some years ago by our Werner Council, has worked well for us. Please take the time to read the policy. My hope is that it will answer your questions or concerns. If it doesn't, please call or stop by my office.

Please do not feel that you need to give us written input. In other words, do not feel obligated to write a letter unless you have a specific reason to do so. You can be sure if a teacher has questions about class placement for your child, they will ask you for information. We believe that input is any information about your child that will help us know their situation better. **Input is not a request for a specific teacher. Input asking for a specific teacher will not be included in the Class Placement Process.** All Input Forms will be shared with current and next year's teacher.

If you do choose to give us written input, the window this year is February 7-21. *The form is available in the office and must be returned there by 4:00 on February 21.* Emails and other notes will not be accepted. If you are not able to stop by to pick up the form, please call the office and we will gladly send it home with your child.

Sincerely,

*Hayden Camp
Principal*



WERNER CLASSROOM PLACEMENT POLICY

Section I: Classroom Placement Process

The Werner team of teachers, staff, and administration provides professional expertise and experience to create an optimal learning environment for the continuing academic and personal success of all students. Each classroom teacher completes individual student profiles with information pertaining to their academics, behavior, social and emotional development, work habits, leadership skills, and gender. Also considered are the combinations of students who do or do not work well together. The classroom teachers then work together as grade level teams to create the best possible classroom balance for the coming year. Input is also provided by the specials' teachers (art, music, PE, resource, media) and other Werner staff. The Werner team is confident that by following this process we can provide and maintain the best possible classroom balance for all students and teachers.

Section II: Parent Input to Classroom Placement Process

*Werner parents may provide written input to the annual Classroom Placement Process when they feel that specific needs of their child are not addressed by the current process. There shall be a two-week opportunity each spring, identified by a letter from the principal, during which time written letters from parents will be accepted. **The Parent Input Forms must be returned to the main office and addressed to the principal.** These letters should provide information to help the Werner team make a placement decision best suited to your child's needs. The information provided by the parents and by the Classroom Placement Process will be evaluated together to create the best classroom environment for all students and teachers.*