

March 2, 2018

Dear Parents,

It's hard to believe, but it is the time of year when our thoughts turn to class placements for next year.

The teachers and I take the placement process very seriously. With our understanding of each child, we will plan for classes that are heterogeneous; a combination and balance of boys, girls, abilities and learning styles.

The procedures at Chalker Elementary are as follows:

1. Parents are welcome to put in writing, to me, their placement concerns before classes are formed for next school year. Written notes should be about special concerns. It is **NOT** necessary for every parent to write a letter. Notes will be received beginning **March 2, 2018 – April 20, 2018**. After April 20th, letters will **NOT** be used for placement considerations.
2. Parents may request a particular learning environment or state specific characteristics about their child that need consideration.
3. Parents may **NOT** request a specific teacher. *Placement or non-placement* will not be based upon what may have been heard about a teacher. Just as each child is unique, so is each teacher. An experience that other parents may have had with their child's teacher most likely will be totally different from what another child would have with the same teacher. We will **NOT** accept any request where a specific teacher is requested.
4. A written request, or lack of such request, will have no effect on the care given each child's placement. Each child will be carefully and caringly considered.
5. Consideration of all educational, academic and social factors, are the primary determinants in placement decisions. Our teaching staff is actively involved in this process. The final decision on all placement assignments rests with the administrative team.
6. Requests for a child **not** to be placed with another student, for whatever reason, should be put in writing. We make every effort to honor these requests, however; parents need to be aware that other considerations may prevent this.
7. All parent notes (received **before April 20th**) will be carefully considered, but there will be no individual response.

Please know that our goals are to have children experience great success in school, and to offer them a variety of experiences with teachers that will help them grow and gain confidence. As always, I appreciate all that you continue to do to support Chalker Elementary.

Sincerely,

Mrs. Arduino

Principal