

Southgate Elementary

2018-2019 Placement Information

April 30, 2018

Dear Parents:

It is hard to believe we are already starting to make plans for an exciting 2018-2019 school year.

Student placement is one of the most important things we do. A lot of time and effort is put into this process to provide a situation in which each child will learn best and experience success; as well as provide heterogeneous classes of equal size, each of which can function as a positive group.

We will continue with placement procedures that are similar to the ones we've used for many years, taking into consideration numerous factors: 1) staff input 2) student performance 3) behavior patterns 4) special needs of the student 5) compatibility with other students 6) equalization of class loads 7) overall class balance and 8) parent input.

Parental input can be valuable in the student placement process. It will continue to be our policy not to accept requests for specific teachers. If you feel the need to provide information regarding your child's learning styles and/or special needs, these issues will be considered. Please put your information regarding learning styles and/or special needs in writing. A template for this information is available from Mrs. Frantti our school secretary or on our school's webpage. Only information submitted on the template and received by Friday, May 18th will be considered.

Please be assured that we will review each child's needs individually and select the classroom in which we believe he/she will learn best. We are in an excellent position to evaluate all the data available to make the best possible placement for your sons and daughters. On the back of this letter you will find procedures and timelines used for placing our children in their classroom for the 2018-2019 school year. Southgate has an exceptional teaching staff that does an outstanding job of educating all of our students with your collaboration and support.

Thank you so much for your collaborative support in your child's educational journey at Southgate. We couldn't do this without you! If you have any questions about this process, please feel free to call me at 222-5904.

Sincerely,

Dr. Bob Smart,
Principal

PLACEMENT PROCESS INFORMATION

PARENT/S NAME: _____

CHILD'S NAME: _____

GRADE ENTERING 2018-2019 SCHOOL YEAR: _____

Does your child have an Individualized Educational Plan (IEP) through our Special Education Department? If so please describe the goals, objectives, and special accommodations that are currently in place. What should be considered as your child is placed in a classroom for the 2018-2019 school year?

Does your child have a 504 plan? If so, please describe the special accommodations that are currently in place. What should be considered as your child is placed in a classroom for the 2018-2019 school year?

Has your child ever been retained? If so when and what were the circumstances?

Has your child ever had out of school tutoring? If so what are the details of this?

If possible please separate my child from the student noted below due to conflict or family relationships. (Twins, cousins, siblings, neighbors)

What other information should we be aware of regarding your child that will help with their placement for next year?

Many factors go into the placement of students to match the learning environment with your child's needs and formulate successful learning groups. Your child's current teacher is well equipped to make placement decisions for your child for next year *in consultation with* a team made up of the principal, program specialists, and the counselor. Due to the complexity of this process it will continue to be our policy not to accept request for specific teachers. Requesting specific teachers creates challenges for the school community. First of all, staffing frequently changes. Secondly, not all requests can be granted. It is difficult to explain why one request was granted while the request of a neighbor wasn't. Finally, we are a public school that will not discriminate regarding student placement. We hope you can understand why we will not accept requests for specific teachers. **Only information submitted on the template and received by Friday, May 18th will be considered.**