



# Traut Core Knowledge School Policy for Student Placement in Classrooms

Approved on May 1, 1997  
(Amended 5/15/06)

## **Preface**

The thorough interview process at TCKS by a selection team that includes both parents and teachers assures that all teachers hired at TCKS have the full support of the school community. Each teacher at TCKS has been carefully selected so that the delivery of the classroom curriculum is of exceptionally high quality.

## **Goals of the Placement Process**

1. To place each student in the learning environment (classroom) that will best match the student's learning needs and style and promote his/her success.
2. To establish within each classroom a balance of academic ability levels, leadership skills, special needs, genders and involved parent partners as to create the optimum environment for all students.

## **Steps of the Placement Process**

1. During the month of May, the sending teachers and receiving teachers will meet to discuss the best classroom placement for each student. The following factors will be carefully considered: academic ability, learning style, social and behavioral factors, peer relationships, age, gender, personality and special needs. The degree of involvement by parent partners will also be considered in an effort to evenly distribute volunteer input among classrooms. Decisions on student placement will be made in such a way as to best meet each student's needs while at the same time creating balanced and diversified classrooms.

Parents are welcome to request *in writing* the classroom environment in which they think their child would do best. Form letters for this purpose are available in the office. Parent letters need to be turned in to the sending teachers by the last school day of April. Each letter will be carefully considered. Requests for particular classroom environments will be honored *if deemed best for the child as well as the class as a whole*.

2. On the first working day in August, class lists will be posted outside the TCKS office. During the month of August teachers will welcome their new students via card or letter.

## **Student Transfer from One Classroom to Another before the School Year**

Circumstances occasionally occur which cause an imbalance in a classroom which had initially been carefully structured (several students moving out of one room, for example). In such a case, the sending and receiving teachers of the affected grade levels will meet and make any necessary



adjustments. Modified rosters will not be considered final until the families of the students who have been transferred to a different classroom have been contacted personally. If and when a classroom roster is changed, an updated roster will be posted outside the office.

### **Grievance Procedure**

In an effort to accommodate each parent's needs and expectations, TCKS will provide a grievance procedure for parents not satisfied with a student's classroom placement.

Parents dissatisfied with a student's classroom placement will meet with the sending and receiving teachers to discuss the issue. If resolution is not achieved, parents will next meet with the sending and receiving teachers and a member of the PAB and TAB. If resolution is not achieved, parents will finally meet with two PAB members, two TAB members and the principal.

In such cases of conflict, final decision on a student's classroom placement will be made by the principal.

### **School Supply Lists**

In order to accommodate those families who are gone for much of the summer, generic classroom supply lists will be made available during the last week of the school year. Please note that certain items required only by specific teachers would need to be purchased after notification of a student's classroom placement.

