

**The Assignment of Students
to Classrooms
in the
Hudson City School District
Grades K - 5**

At the Hudson City Schools, we strive to provide an educational environment in which every child can be a successful learner. The assignment of children to classrooms involves an analysis of a great deal of information about each child as an individual learner.

This brochure provides an explanation about how student class placement decisions are made and how you as a parent can provide input into that process.

Who decides which teacher a student will have?

The building administrator at the building where the student will be attending for the upcoming school year makes student class placement assignments. Each building principal works with teachers on a daily basis and best knows the individual teaching styles of the faculty. He/she is in the best position to match student learning styles with the classroom setting that best meets the student's needs. Recommendations regarding the teaching style that a former teacher or parent feels would best meet the needs of the student are carefully considered by the building principal when making placement decisions.

Requests for specific teachers by name are not accepted or considered.

How are class placement assignments made?

In the spring of each school year, the current classroom teacher gathers information about each student. This information includes student achievement levels and any special information that the teacher feels needs to be considered in making placement decisions for the next school year. The teachers meet with the building administrator of the school the student will be attending in the fall. The teachers have the opportunity to share recommendations regarding the classroom setting that they feel would best meet the needs of each student. Once again, requests for specific teachers by name are not accepted or considered.

What is considered in making class placement assignments?

The building administrator considers the following factors in making class assignments:

Achievement levels

Study skills
Current classroom teacher input
Social/emotional levels of functioning
Student learning styles
Services required to meet an IEP or 504 plan

The goal is to assign students so that each class has a heterogeneous group of students; i.e., a balance of academic strengths and needs and gender. An attempt is made to place each child with a classmate from the previous year. A mix of student ability levels is the desired outcome.

For ease of scheduling supplemental instructional programs, certain classrooms will have clusters of students; e.g. REACH, Special Education Inclusion/Resource, Individual/Small Group Instruction, etc. The teachers assigned to teach specific clusters of students may change from one year to the next.

How can the parent provide input into student class placement decisions?

The best way for a parent to provide input is to share that information with the child's current teacher. In most cases, this will be sufficient in helping the school to make the best decision regarding the placement of a student.

In special situations, there may be information beyond the classroom teacher's knowledge and/or which is confidential in nature. This information may be shared with the building administrator on a special parent input card available in each school office. We ask that this special card be used in lieu of letters. Only requests on the parent input card will be considered due to the large number of students being placed each year. Parent input cards need to be returned to the office of the principal making the place-

ment decision by **MAY 1**; i.e. the building the child will attend in the fall.

Parent information should include:

the type of classroom atmosphere that would be the best match for their child's learning style, special family concerns, other students the child needs to be separated from due to situations outside the school of which the teacher has no knowledge, and other information that the current teacher doesn't already possess.

Once again, requests for specific teachers by name will not be accepted or considered.

When are class placement decisions made?

Due to the mobility of our community and changes in staff teaching assignments, class placement decisions are ongoing throughout the summer and are finalized in mid-August. Class lists are posted close to the opening of school due to last minute registrations and changes in teaching assignments. No changes will be made in class lists once they are posted.

We are looking forward to having your child as a student in our school. We hope that this explanation will help you to understand that many factors are considered in making classroom assignments. You can be assured that our administrators and teachers join you in wanting an environment for your child in which he or she will be a successful learner.