

Adopted: April 10, 2011

Revised:

**DISTRICT POLICY #536 –
CLASSROOM/HOMEROOM PLACEMENT GRADES K-6**

I. PURPOSE

This policy is to describe the process for how the District places students in classrooms for grades K - 5 or in homerooms for grade 6. The District has outstanding teachers who pay close attention to the individual educational, social, and emotional needs of our students. A great deal of thought and time goes into placing children in classes each year. The schools' administrators and staff will take care to assure that each child is placed in a learning environment where they will be most successful. The District will use several factors when completing student placements.

Placement Considerations:

1. Every spring, usually in May, teachers and administrators reflect about our students and how to make classroom placements for the upcoming year. As these placements are made, the understanding is that, as enrollments and other factors change throughout the summer, adjustments may need to be made.
2. Teams of regular classroom teachers, specialist teachers, and administrators meet to determine placements by considering several factors such as the following:
 - a. Balancing numbers of students;
 - b. Balancing academic ability;
 - c. Balancing numbers of boys and girls
 - d. Balancing ethnic diversity to promote multi-cultural and understanding;
 - e. Balancing classes socially to reduce peer conflicts and to encourage new friendships.
 - Considerations will be made to divide current classroom assignments equally among new classroom assignments.
 - f. Balancing learning styles
 - g. Parental requests will be considered, according to this policy, but parental requests are not guaranteed and will not take precedence over the above classroom balancing considerations. Parental requests should be submitted on the request form included in this policy.
3. Principals will review final the classroom lists for making any additional considerations or changes. Principals will consult with one another for

placement of newly enrolled students during the regular school year or during the summer months.

4. Parents will be notified of classroom placements before the start of the new school year. The District will not release class lists before the end of the school year, as adjustments may have to be made during the summer as enrollments and class configurations may change.

5. There are times when, in order to balance the classroom numbers, students will have to be transferred from one elementary school to another. Efforts are made to limit these transfers, but the transfer of students may be unavoidable. In such instances, principals will ask for volunteers. If classes cannot achieve appropriate balance (see item # 2 above) through volunteer transfers principals will notify parents who will need to transfer their children to another elementary school.

Addendum A
Cloquet School District Student Information
Sheet for Classroom Placement
Due Date: May 15, 2021

Student's Name _____ **Student's School** _____

Student's Grade for the Upcoming School Year _____

Parent(s)/Guardian(s) Contact Information

Name (s) _____

Address _____

Home Phone _____ Work Phone _____ Other Phone _____

List your child's strengths. Be as specific as possible.

List any areas of concern you have academically about your child.

Please explain what style of teaching/classroom environment works best for your child.

Are there any other student(s) you would prefer your child not to be with in an assigned classroom? You need to name the student(s) and reason.

Is there anything additional you would like to share about your child?

Classroom/Teacher Preferences

All four choices must be completed before this request will be considered. Preference is not a guarantee of placement.

First Choice _____ Second Choice _____

Third Choice _____ Fourth Choice _____

INFORMATION SHEETS NOT FULLY COMPLETED WILL NOT BE ACCEPTED