

FRANKLIN LAKES PUBLIC SCHOOLS

High Mountain Road School
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Jaclyn Bajzath
Principal

April 1, 2019

Dear Parent(s)/Guardian(s):

As Spring approaches, we are turning our attention to the important work of class placement for next year. In our district we pride ourselves on having a thoughtful, multi-step process for class placement, which involves the principal, the classroom teachers, special education teachers, and the guidance counselor. We recognize that placement requires a thoughtful review of your child's academic and social-emotional needs that impact learning.

The process begins with classroom teachers describing in detail specific student placement needs. The aforementioned team meets to discuss these needs at length and collaboratively places each student. Through this process, many factors are considered in creating classes to include balanced student achievement levels, behavior considerations, student relationships, gender and program scheduling needs. Rest assured that the placement of each child and considering the make-up of each classroom is an intricate process that is taken very seriously. This is thoughtfully done to ensure that each child is set up for success.

While this process begins in late April, some of the information required for final placement is not available until the summer. As a result, the June placements are considered preliminary, pending final data on special programs. In addition, the final number of sections at a grade level can sometimes increase over the summer requiring us to change student placements. Due to these two important reasons and a variety of other factors, students cannot be notified of their class placement until late in August.

Given the thoroughness of our placement process, we believe we have all the pertinent information to appropriately place our students. However, if you believe that there are extenuating circumstances, which should be brought to the principal's attention, please send an email directly to your building principal with this information. Please keep in mind that these extenuating circumstances should not lead to specific teacher requests.

The information you provide will be taken into consideration and shared during the placement discussions, however it is not always possible to honor requests. Please note that individual parent/guardian requests for specific teachers cannot be honored. In addition, previous requests are not implemented without an updated letter from you. While sharing additional information regarding extenuating circumstances is optional, these **emails with a subject line of "Class Placement" must be received April 22nd and will not be accepted after this date.** Receipt of your email will be acknowledged.

Thank you for your continued support and cooperation. We very much appreciate your trust in our class placement process.

Sincerely,


Jaclyn Bajzath, Principal

