



April 26, 2016

Dear Parents,

This time of year is both exciting and challenging. The excitement comes from seeing how much the kids are growing, from the planning of spring activities, and from staying focused on lessons that keep learning a priority. The challenge comes with realizing that with only a few weeks of school left, we need to begin planning for next year!

One of the most critical and time-consuming tasks for teachers, and for administration, is class placement for next year. In an effort to maintain the goal of balanced classrooms that support optimum learning environments for all children, we have developed a specific, detailed process that will allow parents the opportunity to provide written input about the specific needs of their child. The information provided by parents and by the classroom placement process will be evaluated together to create the best classroom environment for all students and teachers.

The process we follow to ensure the best classroom environment possible for each child has several steps and takes several meetings. There are multiple factors that teachers consider when placing a child. These factors include *but are not limited to* identified learning needs (both strengths and deficits), student behaviors, and ratio of males to females. Our goal when making class lists is to *maintain a balance* in each classroom that is necessary for kids to have the *optimum environment in which to learn*.

TPCA CLASSROOM PLACEMENT PROCESS

Section I: Parent Input to Classroom Placement Process

Twin Peaks Charter Academy's parents may provide written input to the annual Classroom Placement Process when they feel that specific needs of their child may not be addressed by the current process. (See Classroom Placement Process below) There shall be a *two-week* opportunity each spring, identified by a letter from administration through the weekly newsletter (HOWL), during which parents will be able to complete a parent input form. **The form must be returned to administration within the designated window.** The parent input form should provide information to help the TPCA team make a placement decision best suited to your child's educational needs. The information provided by parents and by the Classroom Placement Process will be evaluated together to create the best classroom environment for all students and teachers.

Section II: Classroom Placement Process

Twin Peaks Charter Academy's team of teachers, staff, and administration provides professional expertise and experience to create an optimal learning environment for the continuing academic and personal success of all students. Each classroom teacher completes individual student profiles with information pertaining to their academics, behavior, social and emotional development, work habits, leadership skills, and gender. Also considered is the interaction between combinations of students. The classroom teachers then work together as grade level teams to create the best possible classroom balance for the coming year. Input is also provided by the specials' teachers (art, music, PE, interventionists, special education) and other relevant TPCA staff. The TPCA team is confident that by following this process we can provide and maintain the best possible classroom balance for all students and teachers.

Section III: Final Placement

After the evaluation of parent input and the conclusion of the Classroom Placement Process, school administration will review placement recommendations and determine final placements by August registration. All placement disagreements must be brought through a resolution process in August with school administration.

Please do not feel that you need to complete a parent input form. In other words, you do not need to feel obligated to complete a form unless you have a specific reason to do so. You can be sure if a teacher has questions about class placement for your child, they will ask you for information. We believe that input is any information about your child that will help us meet their educational needs most appropriately. Also, **input is not a request for a specific teacher. Requests for specific teachers may not be honored.** If the information you write needs to be confidential, please note that on your form. Generally, I will share the information with the teachers involved.

If you do choose to complete a parent input form, **the two-week window this year is May 9th through May 20th. In order for input to be considered in the placement process, we need it by the end of the school day on May 20th. Please turn in your completed form to the west campus main office. Forms may be picked up starting on May 9th from the west campus main office.**

Thank you for your continued involvement and support of your child's education and Twin Peaks Charter Academy.

Sincerely,

Teal Maxwell Richards
Dean of Academics