

**Buckingham Elementary School**  
**Important Information about Student Placement for 2017-2018**

Dear Buckingham Parents,

The purpose of this letter is to help you understand the process we will be using at Buckingham Elementary School when deciding upon your child's placement for the next school year. This is an important and challenging task. Our professional staff considers many factors and gathers as much information as possible on each child so that we can create well-balanced and productive learning groups in each classroom. My job, as principal of the school, is to match those balanced groupings with a specific teacher. We will work hard to ensure that each child is in a class that has an appropriate balance of students. We will assess each child using the data collected from the present classroom teacher(s) and the input of the Student Support Counselor, Reading Specialists, Special Education Teachers, School Psychologist, and Principal. We appreciate the trust you place in our professional judgment, and we will work hard to provide the most appropriate class placements possible.

The placement process works on three levels:

- **Step 1: Parent Involvement (Optional) – Parent Input Form**
- **Step 2: Professional Staff Involvement**
- **Step 3: Principal Involvement**

The information on the reverse side of this letter is designed to explain each stage of the process. There is a **Parent Input Form** for you to provide us with information about your child, which can be located on the Buckingham School Website or upon request in the Main Office. Most parents have already been involved as a result of ongoing parent-teacher conferences and communication throughout the school year. In fact, many parents **do not** feel the need to fill out the form because their child's teacher has all the information needed. We welcome your input and value the information about your child. **However, please be aware that we will not honor any requests for a specific teacher or that specific students be placed with your child.**

If you have information you would like to share, and you choose to fill out the form, please return it to the Main Office **no later than Friday, May 19<sup>th</sup>.**

As always, thank you for your support and cooperation.

Sincerely,



Karl T. Funseth, Principal

**\*\*\*Important Additional Information\*\*\***

- Similar to last year, students and parents will be informed of their 2017-2018 teacher assignment on Monday, July 17<sup>th</sup> using the Central Bucks Parent Portal System. On that day, parents will be able to access the *Parent Portal* system by logging onto their account and accessing your child's name and schedule. If needed, please learn how to obtain a Parent Portal Account so you can access student placement at Buckingham for next year by visiting the **PARENT RESOURCES** link on the CBSD webpage or access the link below:  
<http://www.cbsd.org/Page/26932>
- **Move-Up Day** will be conducted similarly to past years. As a grade-level, students will visit with their new team of teachers June 12<sup>th</sup>. The purpose of Move-Up Day is to be introduced to the members of the grade-level and to learn about next year!
- As a note, Buckingham will not distribute class lists due to confidentiality requirements. However, the PTO will continue to publish a student directory in the fall. Families will continue to be able to request not to disclose directory information about them or their children. A reasonable amount of time will be provided in advance for those requests to the PTO.
- **Grade-Level Supply Lists** will be posted on the Buckingham Website in early July.

# **An Overview of the Classroom Placement Process**

**Buckingham Elementary School**

**2017-2018 School Year**

## **Step 1: Parent Involvement (Optional)**

The Parent Input Form (located on the Buckingham Website or upon request in the main office) is designed to gather parent input about your child. You are not required to fill out this form, but are welcome to do so if you have any information you would like to share. In light of the complexity of the class placement process for almost 500 students, requests that specify a particular teacher, rather than the characteristics of an optimal learning environment, **will not** be honored.

## **Step 2: Professional Staff Involvement**

The professional staff is very involved in placement decisions for our students. Classroom teachers are asked to summarize the academic and social growth of the students in their classes in preparation for placement meetings. The entire grade-level team meets with the Student Support Counselor, PEN Teacher, Reading Specialists, School Psychologist, and Principal to discuss each individual child's progress. The whole team then begins the delicate process of creating combinations of children to form a balanced classroom grouping. The classes are designed to be heterogeneous with a wide range of academic, social, and emotional abilities. We carefully examine the balance of needs and personalities within each homeroom group. Once class groupings are evenly balanced and individual student needs are considered, the professional staff has completed its part of the placement process.

## **Step 3: Principal Involvement**

Following the completion of the parental and professional staff phases, the principal provides a final review of the class groups from a school-wide perspective. It is the responsibility of the school principal to match the class with a specific teacher. Notification of your child's class placement will be communicated through the Central Bucks Parent Portal on Monday, July 17th, 2017.

## BUCKINGHAM ELEMENTARY - PARENT INPUT FORM 2017-2018

*We work to ensure that each class has an appropriate balance of students with academic success as the prime factor. Each child's placement will be based on data collected from the present classroom teacher(s) along with input from the Student Support Counselor, Reading Specialists, School Psychologist and Principal.*

Please note that you are **not required** to fill out this form.

\* \* \*

Student's Name: \_\_\_\_\_

Current Grade: \_\_\_\_\_ Current Teacher: \_\_\_\_\_

**In light of the complexity of class placement, requests that specify a particular teacher and/or childhood friendships - rather than unique learning needs of the student - will not be considered or honored.**

Please include information in the areas below that you feel might be helpful for the school team during our class placement process:

**Academic:** (During the past year, my child has learned best when the following techniques, strategies, ideas and approaches have been part of the school day...)

**Social and Peer Relationships:**

**Emotional Needs:**

**My child does best in a classroom that...**

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Parents, if you choose to fill out this form –  
Please return to the Buckingham Elementary School Office by FRIDAY, MAY 19<sup>th</sup>, 2017**