

Hamilton Unified School District

620 Canal Street
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Hamilton City, CA 95951

Charles Tracy, Superintendent

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July 27, 2015

Mrs. Barbara Bass
P.O. Box 352
Hamilton City, CA 95951-0352

RE: Request for Public Information (CPRA)

Dear Mrs. Bass,

This letter is in response to your CPRA request for board policy or written procedures for transferring students at the elementary school from one classroom to another (Request attached).

There are no board policies that address this issue currently in the HUSD policy manual. We do not have a written policy other than a past practice that has been adhered too at the elementary school that has been in place before unification. The practice is as follows:

1. Class lists are published for all students and class placements usually the Friday before school begins at the end of the business day. The 2015-2016 lists will be posted Friday, August 7, 2015 at the end of the business day.
2. The placement of students within a class depends on that student's needs.
3. Generally, the school asks parents to allow their child to attend the assigned classroom for a week or two to allow students to acclimate to the teacher and fellow students.
4. If after this period of time or for some extraordinary need of the student or teacher, a student may be moved to another classroom if room is available in the requested teacher's classroom. These kinds of moves happen after a parent teacher conference has taken place.
5. The district is obligated to balance class sizes to the best of our abilities.

I do hope this answers your question regarding your CPRA request dated July 23, 2015. If you have further questions regarding this or any other matter, please do not hesitate to contact me.

Sincerely,



Charles Tracy
District Superintendent

