

April 2014

## Class Placements for the 2014-2015 School Year

Dear Parents:

Each spring teachers meet with administrators and support staff to discuss each child and to determine the best class placement for the following school year. Attention is given to creating classes that are equally balanced for size, ratio of girls to boys, academic abilities, leadership, social groupings, behavior patterns, and special individual learning needs. Balanced classes not only create an equitable student-teacher ratio, but also provide the best learning environment for all students.

Sometimes parents feel that their son or daughter has special needs to be considered. If you feel that the school staff is not aware of your child's special needs, please feel free to write a letter or send an email to the school principal. This information will be taken into consideration, along with the other factors described above. *Please note that we do not honor requests for specific teachers.* Our school staff has had many years of experience in using our knowledge of children and our understanding of education to develop successful class placements.

Class lists are posted prior to the opening of school. We wait to post these lists because many changes occur over the summer, such as new students enrolling, other students moving, the addition or elimination of classes if required by numbers of children, and adjustments made in class lists to maintain balanced classes. We will post the class lists on our web site, with each family receiving a secure log-in to access the lists. The lists will be available at 4:00 PM on August 19 for Kindergarten (Kindergarten Orientation is August 20 from 1:00 to 2:00 PM) and at 4:00 PM August 20 for grades 1-8. The first day of school is August 21.

If, after students complete two weeks of the school year, parents have serious concerns about a child's placement, you may set up a conference with your school principal to discuss your concerns. Changes in placement are *rarely* necessary, would be made at the principal's discretion, and would be made *only for exceptional educational circumstances* and if the balance between classes can be maintained.

Please feel free to call your school principal if you have questions about the placement process.

Sincerely,

Dr. Steven Herzog  
Superintendent