



April 2018

Dear Parents,

Each spring we begin our district-wide process of determining the placements of our youngsters into class groupings for the following school year. The procedure we use is one that assists us in formulating class groupings that are predictably in the best interest of each child, and entire class as assigned. Each elementary school follows the procedure as indicated below:

1. The teachers in each grade level meet to discuss and determine class groupings for the following year. Since our classes are based on heterogeneous groupings (a variety of pupil abilities), areas such as academic progress, ability levels, character/leadership qualities, peer relationships, and class size are considered.
2. The grade level teachers compile tentative class placement lists, which they forward to the building principal.
3. The principal reviews the recommended lists and then meets with each group of grade level teachers to ask questions and give his/her input.
4. In some cases, the input of other personnel (reading teachers, special area teachers, social worker, psychologist, etc.) is requested to give assistance in the placement of particular children.

The process assures us of having a balance in each class in order that each teacher can work as effectively as possible during the course of the school year with every child and that each child has the opportunity for maximum success.

It is our hope that as you review the above information, you will better understand why we cannot honor parental requests to have children placed with particular teachers. Since our placements are based on a thorough insight into what we believe is best for each child, the insertion of parental requests into the process could create a negative imbalance in terms of the final results.

Kindly avoid requesting a specific teacher for your child. We hope that you will understand that if one request is honored, we would be obliged to honor all. Please be assured that the system we have devised has proven to be successful and is one that we believe will meet the needs of all children.

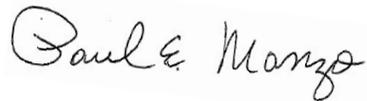
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If you have a child in your family who has already had a teacher and you wish to avoid another child having this same teacher, please indicate this in writing to your child's principal. These requests should be made by Monday, April 30, 2018 and will be honored whenever possible.

**Class placement letters will be mailed out by all four elementary buildings on Thursday, August 23, 2018.**

Sincerely yours,

A handwritten signature in black ink that reads "Paul E. Manzo". The signature is written in a cursive style with a large initial "P" and "M".

Paul E. Manzo  
Assistant Superintendent for Instruction and Personnel