

# MCALISTER INTERMEDIATE SCHOOL

*Karen E. Carpenter-Snow, Principal*

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April 2, 2018

Dear Parents and Guardians:

During the month of May, our school staff will begin to formulate class groups for the 2018-19 school year. As we approach this task, we think it is important to share with you the process we follow.

The placement process begins with your child's present teacher, who reflects on your child's learning needs, school performance and educational progress during the current and past school years. He/she will then consult with other grade-level teachers and us to develop groups that will be as balanced as possible based upon the following: heterogeneous groupings, social interaction, academic performance, special education needs, number of boys and girls, and total class enrollment. We also communicate with other staff members, as appropriate, such as art, music, library media, physical education, Spanish, special education, reading and math specialists, our school psychologist, and speech/language clinician for further consultation and analysis of group composition and dynamics. As you can imagine, the entire process is a very complex, thoughtful and deliberate one.

To further enhance the process outlined above, we welcome parent input with regard to what you feel are your child's learning needs and learning style. If you would like to share your input with us, we ask that you share it with one of us in writing no later than Monday, April 16, 2018. Please know this information must be provided on an annual basis. Any information you provided for this current year's placement will not automatically be considered in developing next year's placement. We hold all letters confidential and for "our eyes only." For this reason, if you have positive feedback you'd like to share with your child's current teacher, please forward the teacher a copy, or send this under separate cover.

In offering your input, we ask that you refrain from requesting specific teachers, and that you rely on the professional expertise and judgment of our school staff to place your child in an educational setting we feel will most appropriately provide for optimal learning and growth of all students, based upon all information to be considered. We are sorry that specific requests for individual teachers cannot be honored, and we thank you for your understanding of this.

Finally, class lists continue to be fine-tuned into the last weeks of the school year before they are finalized. For this reason, parents will receive class placement letters on the last day of school.

Thank you for your cooperation and support. We appreciate both your input and your understanding that final decisions must reflect class placements that are beneficial to all students. If you have any questions or comments, please feel free to share them with us.

Sincerely,

*Karen E. Carpenter-Snow*

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Principal

*Jack Ferraro*

Jack Ferraro  
Assistant Principal

*The McAlister Way - kind, respectful, responsible and safe!*