

# DEER PARK UNION FREE SCHOOL DISTRICT

## John F. Kennedy Intermediate School

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Deer Park, New York 11729  
Main Office: (631) 274-4300 • Fax (631) 274-4301

Susan M. Bonner  
Principal

May 2019

Kelly Benson  
Shaun McLeod  
Associate Principals

Dear Parents/Guardians,

At this time of year, many parents have questions concerning the class placements of their children for the upcoming school year. This letter explains the procedures used to construct classes in our elementary school and answers the questions most often asked by parents concerning the class placement process.

The priority in creating classes is to offer all children the opportunity to have their individual needs addressed. This is best accomplished by constructing well-balanced classes, which reflect a wide range of abilities and talents. To this end, classroom teachers as well as other teachers, and specialists report any important information about each child. Classroom teachers then gather this information to use in a series of meetings with the building principal to carefully create well-balanced classes.

Input from parents as to what they feel is the best learning environment for their children is also given consideration. I must request, however, that the avenue for this input be in written communication. It is important for parents to understand that it is not necessary to discuss their children's needs with me in person. If you would like to share a special concern, please send a letter to my office describing any unique problem or circumstance relative to your child's class placement. **Your letter must be received by Wednesday, May 15, 2019. Only written requests will be accepted. No emails will be accepted.**

The teachers and I are sensitive to the importance of proper class placement, and approach this difficult task with great care and much deliberation. **Please understand, however, that individual requests due to preference or convenience cannot be honored because our earnest commitment is to the collective needs of all our children. Therefore, please do not mention individual teachers' names in your correspondence.**

Below please find the questions most frequently asked concerning class placement:

### 1. What is the goal in constructing classes?

Children thrive best in well-balanced classes, which reflect a range of abilities and talents. To assure heterogeneity in all classes, we consider:

- Gender balance
- Academic balance
- Distribution of previous year's classes
- Distribution of students with special needs

### 2. How is class placement determined?

Classroom teachers, reading teachers, resource room teachers, special area teachers, the school psychologist, the school social worker and the school nurse supply input and attend meetings with the principal to construct class lists based on a variety of factors.

**3. What factors are considered when establishing classes?**

In assigning children to classes, consideration is given to each student's:

- Overall ability
- Achievement level
- Organizational skills
- Behavior and maturity
- Effort and attitude towards school
- Social, emotional and physical needs

**4. May parents request specific teachers?**

Individual parent requests for specific teachers are not appropriate and will not be entertained. Granting such requests would make it impossible to construct class lists according to the criteria outlined above.

**5. Should I speak to my child's teacher about a particular teacher for next year?**

While you should always keep in close touch with your child's teachers regarding academic and social progress in school, engaging teachers in discussions concerning teachers on the next grade level places them in a difficult position professionally; therefore, discussions of this type should not take place. Please be assured, however, that your child's academic, social, emotional, physical, and behavioral needs will be given thoughtful consideration by teachers when they participate in the class placement process.

**6. What if an older sibling had a specific teacher?**

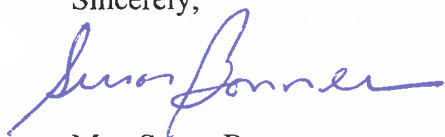
If a family already had a specific teacher, there is no need for another child in the family to have the teacher again if there was a less than satisfactory relationship. Please state this in a letter to the principal.

**7. What should a parent do who has a child with particular special needs?**

When a parent feels that a unique problem or circumstance exists that is directly related to class placement, that parent is encouraged to provide the school with information relative to the situation. **It is requested, however, that this be put in writing and sent to the principal no later than Wednesday, May 15, 2019.**

Thank you in advance for your cooperation.

Sincerely,



Mrs. Susan Bonner  
John F. Kennedy  
Principal