



Josiah Haynes School

169 Haynes Road
Sudbury, MA 01776

(978) 443-1093
(978) 443-7513 (fax)

Susan M. Carlson, Principal
April 10, 2008

CLASS PLACEMENT INFORMATION FOR 2008-2009

Throughout the months of May and June, the Haynes staff will be devoting considerable time and energy placing children into classrooms for the upcoming year. It is both the district's policy and the Haynes School philosophy to create heterogeneous classes that support learning for all children. Therefore, the primary goal of the placement process is to produce classes that are balanced, as much as possible, in terms of gender, abilities, social maturity, and peer relationships that are likely to foster healthy and productive learning environments.

The following information will give you a sense of the process and how we use the information you provide to us:

- Placement is a complex process requiring the synthesis of a great deal of information and variables. The placement team consists of your child's grade level teachers, school counselor, special educators, and me. You can greatly help by trusting that our knowledge and familiarity with your child's cognitive, social, emotional and physical needs will lead to good decisions and appropriate groupings for all students.
- Parents are invited to share specific information regarding your child's needs on the attached form. Please be concise and limit your comments to only those three areas listed on the form. You do not need to complete the form in order for your child's needs to be appropriately considered in the placement process. The teachers know your children well, and will ably represent their needs throughout the process.
- Requests for individual teachers **will not** be considered. *However*, some of our current teachers will likely be teaching at different grade levels next year. If there is a teacher with whom your child worked extremely well this year or in the past, or a teacher that you would prefer your child not have again, you may make mention of that under the section entitled "Student Learning Style". It is too early in the school year to know exactly who will be teaching at each grade level next year. If you mention a teacher your child or your family *has not* worked with before, that section of your parent input form will be blacked-out and not considered.
- To embrace the diversity that we value in our school, our students need to learn to accept and relate to a variety of people. While we will carefully consider peer relationships as one important variable in the placement process, children who learn to relate to a variety of children are more likely to succeed academically and socially. *Please do not list names of students you do not want placed with your child.* We already know students who may not work well together and we will bring that information into our decision-making.
- Teachers and Teacher Assistants have been asked **not** to discuss placement with individual parents. This places inappropriate expectations on a teacher and

- compromises the fairness of the placement process. Conferences and conversations this spring are opportunities to discuss your child's progress and growth during the school year.
- Class lists are sent home approximately two weeks after the end of school.
 - Several years ago we began "looping" classes in grades one and four. A looping class means that a teacher remains with the same group of students over the course of two years. *At this time, we do not yet know whether or not we will be offering looping classes for next year.* There is a spot toward the bottom of the parent input form where we ask for your preference as to whether or not you would like to see your child in a looping class IF this option is available. If you would like to read more information about looping classes, material is available through the front office.

Please remember that your input is welcomed and valued, but it is only one element considered in the process. There are sometimes diverse opinions as to what is best for each child, each class and the school. In the end, the faculty creates classes that will most benefit each child, and will contribute to the smooth operation of the school as a whole. If you choose to complete the attached "Parent Information for Student Placement" form, you must have returned it to the office by **Thursday May 1, 2008**. Once we have begun the classroom placement process, it is very difficult to make new revisions to classes based on parent input. Please complete this form in a prompt manner if you plan to submit the form. Place the form in an envelope that should be returned to the front office.

Sincerely,

Susan Carlson

