



SOUTH ELEMENTARY SCHOOL

831 Main Street
Hingham, MA 02043
781-741-1540

March 11, 2019

Dear South Families,

We are beginning the process for the placement of students for next year. We are looking to gather all pertinent information in order to create the most **balanced** classrooms possible. Please complete the reverse side of this form and return it to school **before Friday, March 29, 2019**.

The forms will be privately reviewed as part of the placement process and kept on file in our office. The information will be kept confidential and released only to pertinent staff. **You are welcome to include any information you feel is important for us as we build each class, however, please do not include specific teacher requests as it would be impossible for us to take them into consideration.** We are fortunate to have a very accomplished teaching staff with exceptional credentials, so you can be assured that your child's needs will be met by all of them! It is important to keep in mind as we go through this process that it is best to *prepare the child for the path, rather than the path for the child*.

It is also important to know that although you may have previously shared concerns with other staff during conferences, you need to ***record it here*** as only concerns submitted on this form will be considered as final input. **The plan for the placement process is:**

- The class lists are started by the current teacher teams **without** a specific teacher's name attached. The goal is to create a balanced classroom and not to customize a class to fit a particular teacher.
- Teachers review their current list to determine the needs of the current students. They consider combinations of students that have or have not been productive.
- Grade levels meet with specialists to make tentative class lists for the next year. The factors that guide this stage are student strengths, balance of gender, learning styles, class size, number of sections for each grade and the pertinent information from the parent input form. Again, the goal is to create a **balance**.
- The lists are reviewed by staff members and by administration to verify that the classes are balanced and appropriate.
- The final step is for the administration, with input from counselors, current grade level teachers and the receiving grade level teachers to assign specific teachers to each class. All current K-4 students will receive their teacher assignments in **mid-August by mail. Thank you for understanding that requests/ changes will not be made after the mailing.**
- The principal, assistant principal and counselors will also further review all classes to ensure they are well-balanced before sending class assignments to students.
- Fifth graders (rising sixth graders) will receive their teacher assignments/schedules from **Hingham Middle School** in August by mail.

Thank you so much for your help with this process... The ultimate goal is to create the most balanced classrooms which enhance learning for all students! This will help us to prepare all of our children for the path of life. If you have any questions or concerns, do not hesitate to contact us!

FYI...Our current plans for classroom configuration for 2019-2020 includes the following list at this time. However, please be aware that due to possible changes in numbers of students, the budget process and change in general... that things can change from now until August, so please be aware that this is the current expected configuration and by no means the definite final.

Kindergarten – four sections of Full Day (with imbedded half-day option)

Grade one – four sections (One section is shared by two teachers who each teach half of the day and half of the subjects). They collaborate constantly with each other.

Grade two – four sections Grade three – four sections Grade four – four sections Grade five – four section

Sincerely, Mary Eastwood and Lori Jacobs

Student Name: _____ Current Grade: _____

Parent Name: _____

Current Teacher: _____

1. What do you think would be the best learning environment for your child as you have seen him/her grow and develop over the past year?

2. What are the factors you want the school to consider when completing the placement process (dietary needs, health concerns, unproductive student pairings, etc.)?

3. We are in the process of collecting data about our military families. Is there an immediate member of your household who is in the military? Yes or No (Please circle)

If yes, please list their name and branch: _____

Feel free to use the back if you need more space... Thank you for taking the time to fill out this placement form! (: