

"Celebrating 75 years of Excellence!"



MALCOLM S. MACKAY ELEMENTARY SCHOOL
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Dear Mackay Parents,

It is hard to believe that we are now entering the month of May and the school year is coming to a close. We have already begun thinking about the new school year and how we can continue to strive to be the best. With that in mind, I would like to share information about class placements and how you can help in the process.

Student Placement

When classes are structured we follow a clear set of guidelines. Classes are formed into deliberate heterogeneous groups with the following in mind:

- A balanced gender ratio
- A full range of aptitudes within each class ·
- An even proportion of abilities and learning styles across the classes in each grade
- An equal number of pupils in each class on a grade level
- An even proportion of children with varied English language Proficiency
- Relevant school concerns that require certain students to be in a given class

Once these factors have been considered, our team begins to “build a class” of children who show promise of working well together. Quite naturally, these decisions are based upon observations made by the teachers during the course of the year. After the groupings are complete, teachers are assigned to the classes that have been formed. While we seek your input, we trust that you understand that **the final decision about class placement will reside with the school.**

Teacher Placement

Please be aware of the fact that the school may choose, when the need arises, to change the grade level of teachers for any coming year. Fluctuations in enrollment, teacher transfers, and life events may lead to changes in a teacher’s grade placement. To avoid disappointment a school can never make a promise about a particular teacher for any given year.

You are welcome to share some insights about your child, **particularly information regarding their peers in other classes.** Information presented in writing will be helpful and accessible during class placement meetings. **Teacher requests will not be honored** however, if any of your children have already had an experience with a teacher and you would prefer a new and unique experience, please convey that to me as I will take this into strong consideration.

Warmest Regards,

Thank you,

Ms. Yoo