

Dear Las Lomitas Families,

Now that kindergarten tours and registration are in full swing, several parents have asked how we create classes for the next academic school year. This article outlines our **placement process**.

In May the faculty spends three afternoons putting together the following year's classes. Each grade level team makes up the classes for the next grade. The Placement Committee members place incoming Kindergarten students into classes.

The teachers work carefully to create classrooms that are evenly balanced in terms of:

- Gender
- Sessions (K-2)
- Academics – high, medium and low performing students
- Special needs – students who work with our many specialists such as Language Lab, Speech & Language, Resource Program, Reading Recovery, Reading Groups and Math Lab.
- Health and other special factors

Teachers' names are not assigned until after the class configurations are complete.

In order to maintain balance in class size we often have multi-graded classes. This year we have a 1st/2nd multi-grade class. We also have job shares on our campus. This is when two teachers decide to co-teach a single class. Multi-grade and job share classes are of the same high caliber as all other classes. These classes are formed using the same process described above.

In August, the teachers on the Placement Committee volunteer to come in to review and finalize class lists with me to accommodate students who have enrolled or moved away over the summer.

We put tremendous effort into creating balanced classes to best meet the needs of all our students. We are continually refining the process and are proud of our results.

If you have important information about your child's placement for next year, please let the classroom teacher know, or submit that information to me in writing **before May 1, 2014**. Any placement information received after this date *may not be considered* due to our placement schedule.

Until next time,

Sue Sartor
Principal