

WEST BABYLON SCHOOLS
John F. Kennedy Elementary School
175 Brookvale Avenue
West Babylon, NY 11704

March 18, 2019

Dear Parents/Guardians:

The process of determining students' class assignments for the 2019-2020 school year will begin in May. Placement decisions involve a significant amount of information and input from a variety of sources. It is our goal to create classes on each grade level that provide an optimal learning experience for all students.

It is possible that there will be movement of staff from school to school and/or grade to grade between now and next September. Therefore, teaching assignments and students' class placements will not be finalized until August. Your child's class assignment will be posted on the parent portal in late August. **Class assignments are final, and no changes will be made once placements are determined.**

If you wish to provide input to be considered in your child's class placement, please adhere to the following guidelines:

- **Requests for a specific teacher will not be accepted**
- Only **first-hand previous experience** with a teacher, with one or more of your own children, constitutes grounds for voicing a concern about a teacher. Concerns based upon hearsay or other factors will not be considered.
- Integrated classroom placements are determined the same as any other classroom. There will be **no specific consideration** given to a request for a child to be included or excluded from an integrated classroom.
- Separating students from one another will be considered based on the circumstances.
- Separation requests are not carried through from year to year, so please make another request if it is still a concern.
- Teachers cannot guarantee a particular placement for any child, so please refrain from these requests.
- Placement of twins (separated or together) is solely based on parental preference.
- All input must be submitted in **writing to the principal and must be received by Tuesday, April 30, 2019. Requests after April 30, 2019, will NOT be considered. Email with return receipt is preferred because I do not respond to class placement requests. My email address is gcunningham@wbschools.org.**

JFK Elementary School is fortunate to have a team of outstanding educators whose mission is to provide the best possible learning experience for each child. We will take the utmost care to see that your child is placed in the most appropriate setting for the upcoming school year.

Respectfully,
Mr. Gregg Cunningham,
Principal