



Jericho Middle School

A New York State and National School to Watch since 2009

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January, 2020

Dear Parents,

We would like to explain to you some of the particulars of the scheduling process so that you will understand how students are placed in classes and how this information impacts many aspects of the school program.

How is the schedule created?

The 6th grade classes are formed by teachers, support staff and administrators, using information from a variety of sources including teacher input, report cards, gender and elementary school. Placement of 7th and 8th grade students into classes and on teams is done via our student management system; that is, it is done by computer. The master schedule for grade 7 and 8 is built to allow all students to get their required courses and achieve balance in class sizes across the grades.

Many important aspects of the school program are based on the information you provide to us and the decisions you make about your child's schedule. Once we determine how many students are requesting each course, this information is used to determine staffing levels, order materials and resources, assign rooms and create the master schedule for every student. This information is **all** included in the budget that is prepared for public approval and voted upon by the community in May. So you can see how complex this process is and how financially laden are the implications of the information you provide. It is for this reason that we must adhere to the deadlines that are used.

We will ask you to give us any information that will be helpful to us in scheduling/placing your child. We want to know if your child, or a sibling, had a negative experience with a particular teacher that you were not able to resolve through the school. We ask that you keep an open mind and recognize that the experience of one child with a particular teacher may be different from another child's; one child's least favorite teacher may be your child's favorite.

With regard to requests for placement with friends or requests for a particular teacher or team, we cannot accept requests of that nature. Sixth, seventh, and eighth graders will maintain relationships with valued longtime friends as they spend time together in lunch, exploratory classes and after school activities. . . even though they may not be placed in the same classes together. Our mission to promote social/emotional literacy places a high value on acceptance, cooperation and tolerance.

We encourage students to make many new friends. Middle school offers many opportunities for this, and going to multiple classes each day means your child is surrounded by more potential friends.

On a more practical level, it is not possible for us to place children with other students of their choice and create balanced classes in which students are able to get the courses they need to fulfill the New York State requirements. Moreover, it is not fair to all students when we honor the requests of some students to be placed with a particular teacher or child.

If there are extenuating circumstances regarding your child's academic, social or emotional needs, please submit these concerns in writing to your child's guidance counselor or the Assistant Principal. We will acknowledge all written correspondence. If you do not receive an acknowledgement, please call extension 3270. The deadline for all scheduling input is March 6, 2020. We cannot consider any input we receive after this date.

We are eager to help children who experience adjustment problems. Our social/emotional literacy programs and our adherence to best practices at the middle level help us achieve a school culture in which students feel secure, valued, and respected as significant contributors to the school community. We provide a network of trained professionals including administrators, teachers, and pupil personnel staff to assist those who have extraordinary needs and/or require some assistance in negotiating the challenges of early adolescence.

We are proud of the fine staff at Jericho Middle School. While we always hope that every match between student and teacher is a productive one, certainly there are instances in which a relationship needs to be nurtured. Our support staff and administration, as well as the teachers themselves, are eager to address any issues which may arise in a child's school experience that would interfere with their success. I encourage you to contact the teacher and take advantage of our support staff and administration for any assistance you require.

The entire process described above is designed to best serve our students and the school program as a whole. Please do not hesitate to contact us with any questions you may have. Thank you for your attention and your support of Jericho Middle School.

Sincerely,

Donald F. Gately

Donald F. Gately
Principal

Chad Gleason

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Assistant Principal

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