A Message From Your Principal….
Topic: Class Placement Procedures

Dear Catoctin Families,

We are beginning the process of looking ahead, planning for next school year, and preparing class placements. The purpose of this letter is to explain to you the overall process of class placement and the careful thought that goes into forming classes.

The process begins with a parent input form that goes home to parents. This is a vital communication tool for parents to give me input. I review these forms carefully and take into consideration the parent’s input. Requests for specific teachers cannot be accommodated.

Grade level teams then meet with the Dean, Assistant Principal & me to form classes. In addition to grade level teachers, we are joined by any staff that may work with the grade level. These members include special education staff, English Language learning Teachers, school counselors, & reading specialists. We take each child individually, discuss their needs and try to match them with a teacher that we feel will be best for them. There are several other factors that also need to be taken into consideration including: ethnic balance, female/male ratio, academic levels, social mixture of students, special education, ELL, allergies, and gifted needs.

I liken the process to a very delicate puzzle and it is always our goal to strive to create classes that produce the optimal dynamics so that each child has a successful year.

Class placement information will be available through ParentVue just prior to school starting. Because this process is so open to communication and input from all involved beginning early in the spring, classroom placements are final after the teacher’s names are available to parents through ParentVue.

Parent Input Forms can be completed and sent through the backpack or you can email your input at Janet.Platenberg@lcps.org. I am always available by phone or to meet with parents personally to discuss class placement needs. If you have any questions or would like to contact me, please feel free to give me a call at 571-252-2940.

Warmest Regards,

Janet Platenberg
Principal