



# MIRALOMA ELEMENTARY

175 Omar Way · San Francisco, CA 94127 · www.miralomasf.com · (415) 469-4734

March 1, 2010

Dear Parents /Guardians,

Miraloma Elementary School has an outstanding group of teachers who are always willing to work with parents to support their children's education and to provide a high quality program for our students. We have recently revisited the "No Request Policy", which states that we do not take parent requests for their child's teacher and class placement for the ensuing school year. The staff has revised the policy to include staff members that are parents or prospective parents of children attending Miraloma. The decision to do such was based on the fact that we, as teachers *and* parents, trust in the system, which we have created. We feel secure in knowing that our children will flourish in any of the classroom environments which each of our teachers work hard to create and maintain.

Throughout the school year, teachers become familiar with each child's personality and strengths within an academic and social setting. Near the end of the year, teachers collaborate in grade level teams and employ their knowledge about each child to decide the next year's class assignments. This is an extremely complicated and time-consuming process that is taken very seriously because each teacher wants to ensure the best possible experience for each and every child. In order to create the best possible experience for each student, many factors are taken into account. These factors include, but are not limited to, academic strengths and challenges, gender, ethnicity, after school program participation, social and academic behavior, special needs, and parental involvement. In addition, teachers are given time in grade level meetings to have detailed discussions in regards to the factors listed above about students on their roster and pass along each students' portfolio, with past and current work samples and assessment information.

Throughout the school year, parents and teachers have many opportunities to talk about the strengths, needs, and concerns for each student. We realize it is important that parents and teachers connect in this way and we value the insight that parents have into their child's learning strengths and needs. That being said, this "No Request Policy" is in place to support a fair system of class placement. Please do not put teachers in an uncomfortable and unfair position by formally OR informally mentioning a preference for a specific teacher. They each work diligently and thoughtfully to determine class assignments for your children for each year and truly are the best at what they do!

Sincerely,

A handwritten signature in black ink that reads "Ron Machado". The signature is written in a cursive style.

Ron Machado