



# Milford Middle School

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**COLLEEN M. HACKETT**  
Assistant Principal

**ANTHONY P. DeMARCO**  
Principal

**SUSAN HILLS**  
Guidance Counselor

**ROSE O'NEILL-VERNEY**  
Curriculum Coordinator

**WENDY VAUPEL**  
Guidance Counselor

February 18, 2010

Dear Parents/Guardians of Fifth Students,

Each year, a new master schedule must be built to accommodate and include changes in teacher assignment, alignment of existing teacher teams and the placement of all students onto those academic teams. Gathering student information is a vital element of this process. One of our most difficult tasks is creating equitable classes of students at each grade level. In order to accomplish this a variety of ingredients must be factored in to develop classes that reflect the diverse community in which we live while providing a positive learning environment. To assist us with the transition process we work closely with your child's fifth grade teachers, the elementary school counselors and the elementary school administration to create an appropriate learning environment for the incoming 6<sup>th</sup> grade taking into account input from all these areas.

This formidable task is the responsibility of the school community. An incredible amount of information is gathered on the students throughout the year to assist us in making placements for the upcoming school year. The process utilized in developing the schedule is carefully thought out and planned. Staff continually reviews the class lists making adjustments before the final lists are completed. If and when misplacements occur, they are reconciled by administration utilizing sound educational rationale.

We will be working very hard this year to achieve this goal and hope that you have the confidence in us to accomplish this difficult job well. If you know of any extraordinary factors about your child's learning style which the staff may not be aware of, please put that information in writing to me by **no later than Friday, April 9<sup>th</sup>**. I ask that you not request a specific team for your child but be as specific as needed in describing your child's unique learning needs as you see them and the type of learning environment that you feel would best suit your child's needs.

My staff and I look forward to creating the most appropriate learning environment for your child at Milford Middle School.

Sincerely,

Anthony P. DeMarco  
Principal