

*McCarthy Middle School
250 North Road
Chelmsford, Massachusetts 01824
978-251-5122
Fax 978-251-5130*

*Kurt D. McPhee, M.Ed., M.A.
Principal*

*Kerry A. Calobrisi, M.Ed.
Assistant Principal*

April 29, 2022

Dear Parent/Guardian of an Incoming McCarthy Fifth Grader:

We are excited to have your child joining us at the McCarthy Middle School next year. The following will explain the upcoming transition activities that will help acclimate your child and yourself to the McCarthy community. It will also discuss our placement process and how you may choose to give your input into this process.

Transition Information

We have activities in place for fourth graders and their families to ensure a smooth transition to middle school. We have put together [a Google slide presentation which introduces middle school to parents and offers information regarding the fifth grade curriculum](#). It includes all contact information for Department Coordinators, school counselors as well as Assistant Principal, Mrs. Calobrisi, and me.

This year, we are happy to announce we will be able to offer the spring tours/field trip to McCarthy Middle School (week of May 31-June 3) and we do plan to have two open house/ walk-arounds in August once students have their placements and schedules. Please check the McCarthy Website over the summer to see when those open houses are scheduled. We will also email out that information once the dates are confirmed. They will probably be scheduled the weeks of August 15 and 22. Additionally, if there is a Chelmsford Community Read-In event this year, we hope to visit fourth grade classrooms.

Placement Information

The process of placement has already begun. During the months of April, May, and June, the McCarthy faculty and I work together to organize students into classes for the next school year. We begin to gather information about each child that will be helpful in making the best student-classroom match for the following year. You will soon be asked to make an arts block selection as part of this information. A form should be coming home from your child's fourth grade teacher. It is due back to school May 23. Also, please [click HERE for a link to the Letter from Dr. Whittlesey](#), our Department Coordinator for Fine and Performing Arts.

In preparing class lists we also focus on ensuring that individual classes are balanced whenever possible by boys/girls, overall range of abilities, learning styles, special needs, and various behavioral concerns/combinations. Classroom teachers at your child's elementary school are an integral part in student placement. They provide valuable information gained by working closely with your child all

year. The elementary schools' reading specialists, special educators, nurses and guidance counselors make important recommendations as well.

The role of the parent in this process is important. We want and respect your insight as it pertains to any additional information you can provide for us in this process. If you choose, a note providing this information should be sent to me at the McCarthy Middle School **prior to May 20**. Letters sent to the Principal may be shared with the Assistant Principal and fifth grade school counselor, as they are essential in determining final placement. This information can be about your child's learning style, strengths, weaknesses, etc. I will incorporate this information into the decision-making process. **However, requests for a specific teacher or team cannot be honored.** If there is a team you have experience with an older child whom you feel would not be a good match, please let us know. Please realize that if your child receives a specific support service, their placement may be directly impacted.

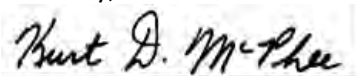
If there is information that you have given to your child's current school in the past, and want it considered again, please include it in a letter this year. For example, you may have requested that your child not be placed with another student. Information given in a previous year is not forwarded to us as it may be outdated.

Parents of incoming fifth graders will receive placement information via the X2 Aspen family portal by early to mid-August that will indicate their child's team assignment. The student's schedule will also be available.

Constructing class lists for the following year is a long and sometimes arduous process, but one which we take very seriously. You can be sure that throughout the placement process our goal is for all children to be placed in a classroom and on a team where they will have the opportunity to achieve their fullest potential.

If you have questions about any of these transition activities or the placement process, please feel free to reach out. In these times, email is probably the best way to communicate with us. We look forward to meeting you and your child very soon. If your child will not be attending McCarthy next year, we wish them well but also ask you to inform your child's current teacher of where your child will attend during the 2022-23 school year.

Sincerely,

A handwritten signature in black ink that reads "Kurt D. McPhee". The signature is written in a cursive style and is contained within a rectangular box.

Kurt D. McPhee, M.Ed., M.A.
Principal