

**Brenda Cowan Elementary  
Student Placement Policy**

**Teacher Recommendations:** The Principal, in collaboration with teachers, shall develop a procedure by which recommendations for the assignment of students for the following school year are made.

**Placement Criteria:** Staff shall work together to create balanced classroom assignments. To create balanced classroom assignments, staff shall consider the individual child and the following placement criteria (in no particular order):

- Balance of students based upon gender, race, behavior, socio-economic status, and learning styles.
- Balance of students based upon achievement in reading and math and upon enrollment in special programs, including, but not limited to: Quest, ESL, and special education. Collaboration needs must be considered.
- Separation of particular students as deemed necessary.
- Number of students in each classroom.

**Notification of Assignments:** Classroom assignments shall be reported to students in writing by US Mail approximately ten days prior to the first student day of the school year. No information regarding student assignments is to be released prior to this mailing.

**Student Placement Considerations:** Parent/Guardian input concerning student placement shall be made in writing using the Student Placement Form and received by the principal by the deadline indicated on the form. The Student Placement Policy and Student Placement Form will be sent home with students and placed on the BCE website. Parents/Guardians will have a two week window in which to complete and return the student placement form. In order to keep balanced classrooms based on the previously stated criteria, **no specific teacher requests will be entertained.** Concerns will be handled on a case by case basis by principal or her/his designee.

**New Enrollees:** The principal, or her/his designee, shall assign students enrolling on the first day of school and during the school year to the age appropriate classroom based on the child's needs, taking the above placement criteria into consideration.

**Changes in Assignment:** Once classrooms have been established, discussion on changes in any student assignment should be requested in writing by the parent/guardian only after the student has been in the current class for a minimum of at least one week. The principal will meet with the teacher(s) and parents to discuss issues concerning the student assignment. If reassignment of the student is considered, the final decision ultimately rests with the principal or her/his designee.

# Brenda Cowan Elementary School Student Placement Form

Students at BCE are placed in classes based on criteria stated in the SBDM Student Placement Policy. We recognize that every child is unique, possessing particular characteristics that may need to be considered in the placement process. Remember, **No specific teacher requests will be entertained.**

Please use the space below to provide any information that will assist us in the classroom placement of your child for the upcoming school year.

Student's Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Current (2018-19) Grade and Teacher: \_\_\_\_\_

Grade Level for the 2019-20 School Year: \_\_\_\_\_

Parent/Guardian Name and Signature: \_\_\_\_\_

Your Child's Learning Style: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Other Considerations:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

We will not be returning to BCE. \_\_\_\_\_

**Please return to the Ambrose Building 120 Walton Ave (Attn: Jessica Greene) no later than Tuesday, June 17, 2019. No late forms will be accepted. Forms not adhering to the guidelines will not be considered.**