

Policy 3.9.1

Cassidy School  
Student Placement Policy

The purpose of this placement policy is to insure that all students currently enrolled and all new students enrolling in Cassidy School are placed in a well balanced classroom and provided with the best possible environment for children to learn and succeed.

A. Procedure for placement of students currently enrolled and those pre-registered in Cassidy School at the close of the school year:

This placement shall be determined through the collaboration of the students' current teachers and will follow the criteria outlined in the document entitled *Criteria for Achieving Balanced Classrooms*. Students in multiage classrooms will normally remain in the same classroom until they progress to the next level.

B. Procedure for placement of new students enrolling in Cassidy School:

When students enroll in Cassidy School after the close of a school year and prior to the beginning of a new school year, they shall be placed by the principal according to the outlined in the document entitled *Criteria for Achieving Balanced Classrooms*.

When students enroll on the first day of school or thereafter, they will be placed in the classroom of their appropriate age group according to the criteria outlined in the document entitled *Criteria for Achieving Balanced Classroom*.

C. Procedure for placement of out of district students:

Out of district placements must be reviewed annually and will not be placed until after July 1. When enrolled, out of district students shall be placed in accordance with the procedures described in section B.

D. Procedure for placement of students when a level reaches capacity:

When reaching two students below capacity at any level, the principal will call a meeting with those teachers involved to determine future placement procedures.

#### E.

When students qualify for services under federal law, specifically, the Individuals with Disabilities Education Act (IDEA) conflicts may arise with our student placement policy. In such cases, the federal law will take precedence, and students whose individual education plans call for collaboration may be placed in classes together in order to accommodate the necessary scheduling of services.

#### F. Notification of Placement:

A letter will be mailed to the family of all students enrolled in Cassidy School indicating their child's placement for the coming school year no later than three weeks prior to the first day of classes.

#### G. Appeals Procedure:

If parents wish to appeal their child's placement, they shall notify the school office in writing. An appointment will be made for a faculty review committee to review the student's placement within ten working days of the written request.

Each faculty review committee will be made up of three teachers selected by the principal, based upon availability. The principal will attempt to select a teacher from primary, intermediate, and auxiliary areas. The principal, placing teacher, and parents will be asked to attend the meeting for informational purposes. Only the faculty review committee will have the authority to overrule the original placement of the child. A final placement decision will be made by the committee, and parents will be notified of the decision.

## Criteria for Achieving Balanced Classrooms

Our goal in the placement of students is to create the most positive environment for students for the coming school year. In so doing, every effort is made to create classes that are balanced according to the criteria listed below.

- A. Appropriate age group
- B. Academic performance and special needs including, but not limited to:
  - \* QUEST
  - \* special education programs
  - \* behavior problems
  - \* heterogeneous ability grouping
- C. Interpersonal relationships including, but not limited to:
  - \* student / student
  - \* student / teacher
  - \* sibling / sibling
- D. Ethnicity
- E. Sex
- F. Class size
- G. Students qualifying for waiver

### **PARENTAL INPUT**

If open communication between parent and teacher is maintained throughout the year, teachers will not only be aware of each child's special needs, but also parent's concerns about their child's needs. Therefore, each child will be placed in a positive environment for the coming school year. However, if there is a specific need for a child, a letter addressing this need may be sent to the principal. Specific teacher requests will not be entertained. This form must be submitted to the principal by April 15th, and will be reviewed by faculty prior to final placement of the student. The need for balance in every classroom will be upheld when considering this information.

**Cassidy School  
Parental Input Form  
(NON-CONFIDENTIAL)**

The purpose of this form is to afford parents the opportunity to express special needs/concerns for their child. Specific teacher requests will not be entertained, and this form will be returned.

Child's Name \_\_\_\_\_

Birth date \_\_\_\_\_ Sex \_\_\_\_\_ Ethnicity \_\_\_\_\_

Parent or Guardian \_\_\_\_\_

Address \_\_\_\_\_

Home Phone \_\_\_\_\_ Office Phone \_\_\_\_\_

Please describe the special needs/concerns for your child. (Attach an additional sheet if necessary.)

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Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

This form must be submitted to the principal by **April 15th** and will be reviewed prior to final placement meetings. Parents enrolling students after April 15th may submit this form on the date of registration. The principal will uphold the need for balance in every classroom

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when considering this information, with the final decision regarding a student's placement being made by the principal and the teachers.