

# Student Placement

**Purpose:** The purpose of the policy is to place students in classrooms to maximize learning potential by meeting individual student needs.

**Policy Statement:** The overriding consideration in the class placement process depends on the specific needs of individual students. The principal shall develop a method by which all teachers make recommendations for the assignment of students for the following school year. Procedures will be established to include the following criteria but not limited to:

1. Each teacher will fill out a placement form comprehensively and as accurately as possible for each child.
2. Parents will be given the opportunity to submit a written request detailing the learning environment that would best meet the needs of their child.
3. All teachers involved with each student should have the opportunity to provide input on each placement form to get an accurate and comprehensive picture of the student.
4. Forms and written requests should be submitted to the principal by the last school day.
5. The principal and teachers will make up class groupings using the teacher and written parent requests. The principal will finalize the lists for the coming year.
6. Changes will not be made in the class roles unless the principal, involved teachers and parent(s) agree that it is a necessary change for student learning.
7. Students enrolling between the times the principal completes the class lists and the end of the school year will be assigned by the principal to a classroom with respect to the demographics outlined above.
8. Students enrolling during the summer will be assigned prior to the start of the school year. If information is received from the sending school, this information will be used in making the placement with respect to the demographics outlined  
Postcards will be mailed to ALL families in early August advising them of their child's homeroom teacher for the upcoming year.
9. Students enrolling during the school year, or those students enrolling in the summer about whom no information is received, will be placed in the appropriate class with the fewest number of students unless, in the principal's judgment, there are circumstances where such a placement would not be in the best interest of the child's education.