

PUPIL CLASS PLACEMENT PROCEDURE

School personnel will plan carefully when assigning students to the next year's teacher/class. Academic ability, social considerations, boy/girl ratios, and special needs/circumstances will be reviewed. Parental requests should be submitted to the building principal in writing by May 15th of the current school year. All requests will be considered based upon the academic, social, and emotional needs of the student.

The school administration, in consultation with the staff, reserves the right to make final decisions regarding each student's class placement. In circumstances involving students with special needs, the school principal will seek the input of the student services team and act in a manner consistent with special education, the American with Disabilities Act, and other State and Federal legislation.

Should the parent/guardian wish to appeal a placement decision, the request and basis for the appeal should be made in writing to the Superintendent of Schools, who will make a final determination as cited above.

Adopted: December 1, 1998