

## Administrative Responsibility for Student Placement

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The Board of Education affirms that the placement of students into classes is the responsibility of the administrators at each school. Many factors will be considered in the placement decision. One factor is the student's learning style and academic needs, in conjunction with the teacher's instructional style. For grades K-5, another factor is the establishment of classes grouped heterogeneously with respect to academic skills / performance and social and emotional characteristics.

### Procedures for Placement

#### A. Prior to Commencement of the School Year

Prior to placement, school administrators have the responsibility to gather input about placement from parents / guardians, teachers and support staff. This input must be directly related to the learning needs of each student. It should address learning styles, social and emotional development, and academic needs. Placement decisions will be determined by the administrator.

If, after receiving written commitment of a placement decision, but prior to the commencement of a school year, a parent / guardian has concerns about the suitability of the placement, he / she should contact the school principal to arrange a discussion about the placement issue. The principal shall address parental / guardian questions / concerns and explain the rationale for the student's placement.

#### B. After Commencement of the School Year

After the commencement of the school year, a parent / guardian with concerns about the suitability of the placement should follow these procedures:

### #2260 (continued)

1. The issue or question shall be brought to the attention of the teacher so that the parents / guardians and teacher can work cooperatively toward its resolution.
2. If efforts to resolve the issue with the teacher are not successful, the principal shall be contacted. The role of the principal is to assist in the cooperative effort toward resolution.
3. The administration has the responsibility to use all available resources to cooperatively resolve the issue. This process shall include meeting with the teacher and parents / guardians. Support staff may be requested by the administrator to observe and / or meet with the student, parents / guardians of the student, and / or teacher to better determine the full scope of the issue or concern.
4. The administrator shall meet with the appropriate parties and give a final decision.

### **Parental / Guardian Appeal Process**

If parents / guardians do not agree with the placement decision, they may appeal to the Superintendent. The Superintendent shall obtain all necessary information regarding the placement, shall conference with all parties as appropriate, and shall give a final recommendation to the school administrator.

Cross References:	5070	Assignment of Students to Classes and Grade Levels
	5070.1	Assignment of New Students to Classes and Grade Levels
	5070.2	Assignment of Former Home-Based Students to Classes

Date of Adoption: February 3, 1998

**Regulation #2260  
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No regulation required.