

Policy to Consider a Change in Placement/Teacher (requested by student or parent)

When student schedules are created, the following factors are carefully considered:

- Core requirements (and what class periods they are available)
- Classroom size/ balancing classroom size across the building
- Available courses
- Registration course requests
- Specific student needs (examples: Special Education, Safety Net, English Language Learner)
- Dynamics of students within a specific classroom

STEP 1: Student or parent expresses a concern about placement and schedules a meeting with the teacher, counselor, and student.

STEP 2: At the meeting, concerns are identified and the student, parent, teacher, and counselor help determine solutions to rectify the situation. Following the meeting, the teacher and student would implement classroom-based solutions and partner on adjustments for at least 2 weeks.

STEP 3: If concerns are still present after 2 weeks of *consistent implementation of solutions*, the parent and student may schedule a meeting with the appropriate administrator. To request a meeting, the parent should email the administrator and cc' the teacher and counselor.

- 6th grade- Mrs. Paul
- 7th grade- Ms. Schilaty
- 8th grade- Mrs. Paul (Last names A-K), Ms. Schilaty (Last names L-Z)

STEP 4: At the meeting, the admin will review identified concerns and help determine additional solutions to rectify the situation. The admin, teacher, and student would partner together on classroom implementation of solutions for at least 2 weeks.

STEP 5: After following the above steps, a change of placement may be considered by the administrator if concerns are still present AND unable to be resolved. Other factors need to be considered to make the change possible including specific student needs, class availability (size), and impact on the rest of the student's schedule. Due to this, a change of placement is a rare occurrence.