

## Change of Classroom Placement Request Process

The classroom assignment process is very comprehensive each year. Staff have put in time, effort, and care developing classroom groupings that result in offering every child equal consideration in the assignment process. Many factors play a part during this process including:

- Developing balanced classes that reflect the full range of academic abilities
- Distributing number of students equally within the grade level
- Balancing the varying level of students academic, social, emotional and cognitive needs
- Parent input forms

The first three days of the school year are set aside for Family Connection Meetings. These are wonderful opportunities to share about your child and their strengths and provide families the opportunity to get to know their child's teacher.

If you request to have your child moved to a different class, the following process will be used:

### Tier 1:

1. If a family has a concern about the placement, families are required to meet with their child's current classroom teacher. We want to ensure your concerns are shared directly with the teacher who has been supporting your child. At the conclusion of that meeting, the family and teacher should:
  - a. Set timeline to reconvene to determine if concerns have been addressed (2-4 days later)
  - b. Teacher will meet with administrators to update the student's progress (within 1-3 days of the initial meeting with family)

If family concerns are still not resolved at the conclusion of the second meeting with classroom teacher, the family moves to the step in the process.

### Tier 2:

2. Family informs Carson administration that original concerns have remained unresolved
  - a. Family is provided the Change of Placement Form (Due Monday, September 16, 2024, 1:00 PM)
3. Family fills out the Change of Placement Form
  - a. There is a one-week trial period that begins once the completed form is returned to administration. The student will remain in their current classroom with observations of the student, the classroom environment and the implementation of strategies designed to address family concerns.
  - b. After the trial period has concluded, a team comprising of administration, school counselor, classroom teacher, and family will meet to discuss the change of placement.
4. The administration will make the final decision within 48 hours after the change of placement meeting, beginning the week of September 23<sup>rd</sup>, 2024.