

## Milton Town School District

### Policy

#### **F108: STUDENT PLACEMENT (K-8)**

The Milton Town School District recognizes that a student's successful school experience can be directly related to careful and deliberate assignment to classes. Class size, gender balance, behavioral considerations, individual student and teacher relationships, and scheduling limitations all impact class assignments and the creation of a successful learning environment. Placement decisions will reflect an attempt to accommodate the academic, emotional and social needs of students and to create well-balanced heterogeneous classes.

#### **Recommended Time Line (Grades K-8)**

1) By April 1 (for grades K-5), parents/guardians will be provided with a copy of this student placement policy, a cover letter, and a parent/guardian input form/questionnaire. Parents/guardians of 6<sup>th</sup> and 7<sup>th</sup> grade students can request a copy of the input form/questionnaire from their student's teacher/team. The deadline to return the parent/guardian input is May 1, with the exception of incoming Kindergarten and new student registrations where dates may vary.

- 2) To ensure balanced classroom, the student placement process will include the use of the following data:
- Student's academic progress
  - Student's performance on local and state assessments
  - Student's behavioral considerations
  - Student's attendance
  - Student's completed Parent/Guardian Input Form (See F108-F)
  - Student's gender
  - Student's socio-economic status

3) By April 1, the Superintendent will approve the K-8 placement process. Principals will articulate the placement process to faculty and parents/guardians.

4) During May and June, the placement team (consisting of sending classroom teachers, consulting teachers, the principal, specialists, and guidance counselors) will meet to plan student placements. Additional school/district personnel (possibly including, but not limited to, unified arts teachers, the school nurse and the Data and Assessment Coordinator) will be invited as needed to be part of the process.

5) The deadline for completion of potential student placement is July 31. Potential student placement decisions will be shared with the receiving teachers no later than August 1. Student placement decisions shall be mailed to students and their parents/guardians no later than August 1.

6) Requests for reconsideration of any student placement decisions are to be directed to the appropriate principal no later than August 15. Reconsideration requests are to be submitted in writing, indicating the reason(s) for the request. After consulting with the placement team, the principal will make the final placement decision.

7) Unless there are extenuating circumstances (as determined by the principal), requests for reconsideration will not be accepted after August 15. The decision of the principal is final.

*Date Warned: 04/28/2014*

*First Reading: 04/28/2014*

*Second Reading & Date Adopted: 05/12/2014*