

## **BFES STUDENT PLACEMENT**

BFES makes every effort to ensure student placement in a class where his/her needs will best be met. A variety of items influence classroom placement including the number of boys and girls, the total number of students, test results, different services, and Reading/Language Arts and Math levels.

Due to the complexity of this process, parent requests for specific teachers cannot be honored. Any concerns regarding student placement should be directed to the CST. Occasionally, in order to meet state class size guidelines, new classes need to be formed or existing classes need to be collapsed requiring the reassignment of students to a new teacher. We will make every effort to ensure that such transitions are smooth.

While parents are welcome to share general information regarding their child and their learning, specific teacher requests by name will not be accepted under any circumstances. Should a parent have a concern regarding a student placement, the following procedure will begin after the first 15 days, allowing the student time to settle into the new environment. This class placement process generally lasts 3 to 4 weeks to allow a success plan to be developed and implemented with fidelity.

- A minimum of 2 teacher-parent conferences directly focused on the area of concern with administrative support and presence.
- At that initial and follow up conference, a written plan to address concerns from that point forward will be drafted and agreed upon by all parties to protect the child from unnecessary transition.
- Follow up by administration over the coming weeks, via contact with both parents and teacher, to ensure the sustained efforts and success of the plan are moving forward.
- Final assessment of progress during this period regarding the area of concern will be completed the principal.