

# Procedures for Input Regarding Placement

The procedures at Mountain View are as follows:

1. Parents are welcome to put in writing their placement concerns before classes are formed for the next school year. Written notes should **ONLY** be about special concerns. It is **NOT** necessary for each parent to write. Notes will be received beginning March 22, 2010 through April 23, 2010. Once placement decisions are made, **BELATED** notes will **NOT** be used for placement considerations.
2. Parents may request a particular learning environment or state specific characteristics about their child that need consideration.
3. Parents may **NOT** request a specific teacher. Placement or non-placement will not be based upon what you may have heard about a teacher. Just as each child is unique, so is each teacher. An experience that other parents may have had with their child's teacher most likely will be totally different from what another child would have with the same teacher.
4. A written request, or lack of such request, will have **NO** effect on the care given to each child's placement. Each child will be carefully considered.
5. Consideration of all educational factors, both academic and social, is the primary determinant in placement decisions. The **FINAL** decision on **ALL** placement assignments rests with the administrative team.
6. Requests for a child not to be placed with another student, for whatever reason, should be put in writing. We make every effort to honor these requests. However, parents need to be aware that other considerations may prevent this.
7. All parent notes will be carefully considered, but there will be **NO INDIVIDUAL RESPONSE**.

Please submit your input to Mrs. Smith. She will be previewing notes to ensure that they meet all of the elements described above. Please know that our goals are to have children experience great success in school, and to offer them a variety of experiences with teachers that will help them grow and gain confidence. As always, I appreciate all you continue to do to support Mountain View Elementary.