

**ASSIGNMENT OF STUDENTS TO CLASSES  
PARENTAL INPUT**

The School Committee has established the following policy regarding student placement in classes or programs. Parents/guardians are encouraged to contribute to the process of placing their child in the most appropriate educational setting.

- A. A standard form for parental input in the student placement decision will be available at each building principal's office. These must be picked up by parents/guardians desiring to have input into this process.
- B. The form must be returned to the building principal. Each building site will post their respective dates for pickup and return.
- C. The Superintendent/designee will be responsible for annually informing the parent(s)/guardian(s) of the availability of this opportunity for parental input.

The process of student assignment to classes or programs will be determined by a combination of the educational needs of the student, teacher recommendations, parent input forms, and space available. The final determination for student assignment is made by the building principal.

Any parent/guardian who is dissatisfied with the decision of the principal shall have the right to appeal the decision to the Superintendent. If dissatisfied with the Superintendent's decision, the parent(s)/guardian(s) may appeal to the School Board.

After reviewing any and all documentation and meeting with all parties concerned, the final decision pertaining to a student's assignment shall rest with the School Board.

Adopted: 1/8/14