



## St. Mary Parish School Teacher Request Policy

Student placement is taken seriously and is initiated according to a process involving time and careful thought concerning the best interest of every child in each classroom.

Improving student achievement and forming well-balanced classes across the grade-level is our primary focus, as such, teacher requests will only be considered on a rare exception basis and only if accompanied by a written request letter.

These exceptions will have the following criteria:

- The student or parent has specific concerns about a particular teacher
- Parents of multiples (twin, triplets, etc.) may submit having their children in the same class
- Issues relating to medical need or physical impairment
- Issues relating to learning disabilities
- Emotional issues
- Peer relationships

Parent written student placement **letter must include all of the following:**

- Valid academic concerns
- Social/emotional needs of the student
- Personality/motivational concerns
- Requests must be based on specific teacher traits
- Must be submitted to the principal by May 15 of each school year.

Although, parent requests will be taken into consideration for student placement it does not guarantee placement of the student into a particular class or teacher. The principal will make final class placement of a student.

*Policy adoption 2/16/18*