

# INSTRUCTION

## 600.01 STUDENT PLACEMENT

The school principal has administrative and instructional responsibility for the planning, management, operation and evaluation of the total educational program. Included as part of this responsibility is the placement of students into classes.

In grades K-8, the principal shall ensure that classes are heterogeneous. The principal shall consider such factors as special needs, academic achievement, individualized education program, teacher recommendation, elective choices, maturity, social skills, behavior and learning style, along with any other relevant factors, to determine each individual student's classroom placement.

In grades 9-12, the principal shall utilize computer scheduling pursuant to each student's program of study and graduation requirements. The principal may make manual adjustments to a student's schedule, if necessary, because of scheduling conflicts, or in consideration of one or more of the factors listed above.

If a parent desires that their child's placement into a particular class be changed, the parent must address such request in writing to the principal. The written request must include reasons for the requested change. The principal shall hold a conference with the parent to resolve the student's placement.

LEGAL REFERENCE: WVA Code 18A-2-9  
State Policy 2510

ADOPTED: January 11, 2001

NEW POLICY