JG - STUDENT PLACEMENT WITHIN THE SCHOOLS

It is the goal of the Cape Elizabeth School Department (CESD) to place each student appropriately in a program of study which will best serve the student's academic, social, and emotional development. In order to accomplish this goal, the school administrators, guidance personnel, teachers, and parents are to be involved in sharing information to guide this decision.

School personnel will take an active role in promoting clear communication with parents through a variety of means including open house activities; teacher conferences; written correspondence such as report cards, progress reports, curriculum guides, and teacher summaries of student work; and information available to parents and students on the school website. This process of communication will also include opportunities for parents to give input as to what kind of classroom environment they see as helpful for their child.

Each administrative unit will develop specific procedures that include a variety of means by which school personnel make recommendations for specific classroom placements. After gathering information, the Guidance office and/or department will make the initial placement based on these recommendations. Each unit will also provide for a review process by which a parent may request a reassessment of the placement. After the review process, the principal will make the final determination.

Adopted:

- October 9, 1984

Revised:

- May 11, 1993
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