



Policies and Procedures  
Section Five – Admissions

**504 – STUDENT PLACEMENT**

**Introduction**

Dialoguing as a community of professional educators, the school is the best arbitrator of a child's optimal grade and/or classroom placement. In grade placement meetings, factors such as academic readiness, social development and psychological readiness are prayerfully considered. In class placement meetings, factors such as gender balance, learning strengths and weaknesses, behavioral issues, special needs, friendships, teaching and learning styles are prayerfully considered. Each child is viewed as an individual and as a member of a diverse class.

The school recognizes that parents can be a valuable part of the placement process and will provide opportunity for their input.

**Policy 504.1**

**The Principal, after providing appropriate opportunity for input from parents and school staff, will make the final decision for the grade placement of students.**

**Policy 504.2**

**The Principal, after providing opportunity for input from parents, and after receiving input from school staff, will determine class placement for students.**

**PROCEDURES**

1. Student handbooks and Course Selection Guides will contain specific information about grade placement and/or admission into specific courses or programs.
2. Student handbooks will contain specific information for parents on how to provide input to the class placement process.
3. Near the end of each school year, teaching staff will convene meetings to discuss class placements for the upcoming school year. Similarly, high school counselors will facilitate the course selection process for high school students.