

			LE: Ensign Learning Center			Packet Ref#
			Model/App: Ensign Learning Center			I.04
			PS: ____ PKT: Policies and Procedures			1 of 1
			Policy Title: Student Placement Policy I.04			
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Children are placed by Ensign Learning Center administration in a specific class level based on their May RISE/SET score, class scores, and teacher recommendations.						
Any student recommended for retention will be reviewed by Administration and a decision made. Any student that is retained or placed in a grade two or more years behind their age, will be placed temporarily and moved as quickly as possible through our catch-up plan and resource program to their age-appropriate grade level. If the student is not capable of working at the pace needed to move to within one grade level of their peers, they will be asked to make other arrangements that will better serve their needs. Any student that is placed two or more grades ahead of their age group will be placed in the class on a probationary period. Advanced student policy applies. If the student continues to excel they will remain in their academic grade level. If they are emotionally challenged because they are not developmentally ready, they will be asked to move to a different setting; either home schooled or back to a grade closer to their age range.						
No student should be placed in any one grade level for more than 2 years. If the student is not succeeding in a grade level they have repeated, a meeting with parents and patriarch must be held to determine whether a student should attend a school with a more specialized learning environment tailored to the student's needs.						
Student Rolls						
Registration forms are due the last school day in April. We will begin accepting Registration forms in January. If a student plans to skip they may only register for the grade they are supposed to be in until they qualify to skip. Teachers will be announced as soon as the information is available. Parents may turn in a teacher preference for their student(s) only. If a teacher has too many requests, student names will be drawn at random to place students into the class. Preferences must be written on a Preference form. The school will decide where each student is placed. The preferences will be used as a tool only. Our rolls will be made in the best interest of all students. All forms must be turned in before a preference will be considered. All students must have an immunization or exemption form on file. A preference for teachers will not be considered on any registration forms that are turned in late, for parents who have a balance of unpaid tuition or for any parent that has not completed their parent involvement or make up time.						
Preliminary rolls will be completed by July 15th. If a parent wishes to make a change after July 16th and before August 1st, they may call Ensign Learning Center and kindly request a change. The request for change will be recorded and carefully considered. All changes will be made within 2 business days after August 1st. The rolls will be final two business days after the second Monday in August. Any changes that are made after the second Monday in August and before the first day of school will be subject to a \$25.00 change fee. After school begins, if a change must be made, the parent must sit in their child's class for 1 hour, and in the class they want their child to be in for 1 hour. Before moving a student from one class to another, both parents will be notified and must agree with the move. A schedule change form must be filled out and signed by all parties involved. (Schedule change forms are available in the office.) Teachers will be given their rolls when they are complete and are not allowed to make changes.						
ENSIGN LEARNING CENTER RESERVES THE RIGHT TO MAKE ANY CLASS CHANGES NECESSARY REGARDLESS OF PARENT PREFERENCE IN THE BEST INTEREST OF ALL STUDENTS AND TEACHERS.						
PURPOSE:						
To place students in the correct classes.						