

Sejong Academy

## Grade Section Transfer/Teacher Request Policy

Note: Teacher requests in advance of student placement will not be accepted.

Many factors are considered when assigning students to a section/particular class – equitable distribution of students by gender, achievement levels, and behavioral concerns; consideration of English language learners and students with special needs; class size; teacher-family relations due to older siblings; how new the student is to Sejong Academy, and more.

Despite the careful process, sometimes a family/guardian/student may not find the section assignment to be the right fit. If this is the case, the family/guardian is encouraged to **speak with the section teacher**. If the parent is not comfortable doing this or doing so has not improved the situation, and if there is space in another section, the family/guardian may **request a section transfer after the first week of school**.

In order to do so, a family/guardian must

**Step 1: email the Executive Director** and specify the following:

1. Student name/grade/section
2. Requested section
3. How is the current section not meeting your student's needs?
4. How has this impacted your child?
5. Have you spoken with the teacher about this?
6. What, if anything, have you done to improve the situation?
7. What, if anything, do you think the teacher has done to improve the situation?

Step 2: The Executive Director may intervene and take steps to improve the situation and keep the student in the current section. This may include evaluating the situation, class observation, suggesting things to work on, etc. This may take **up to one week** (5 school days).

Step 3: If after one week, an agreeable solution has not been reached, the Executive Director may refer the case to a Section Transfer Committee.

The committee may be made up of administrative staff (e.g., the Executive Director, Instructional Coach), the School Counselor, a SPED teacher, EL teacher, other homeroom/subject teachers and/or a board member.

An attempt will be made to have 3-5 members on the committee.

The Executive Director will email all staff/board members and request for volunteer members (the student's name/grade/section shall remain anonymous during this step.)

People will be given **24 hours to reply**.

The first 3-5 people to reply (with no conflict of interest) shall serve on the committee.

Note: the committee shall be formed on a case-by-case basis - as there may be a conflict depending on the student/section involved.

A committee head will be selected by the committee to serve as point of contact for the Executive Director and parent.

The committee will have **up to two weeks** to review the case and make a decision. This may include asking for a meeting between the teacher and family/guardian, reviewing documentation, etc. By the end of two weeks, the committee head, Executive Director, family/guardian member and teacher will meet to review the decision of the committee.

Policy Adopted: 09/15/2020