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**SMES Policy 1.1- Students Changing Classroom Teacher**

To move your child to another classroom after school begins for the year can cause a disruption in the academic life of a student and should **ALWAYS be a last resort**. All parents requesting their child to move to another teacher’s classroom MUST follow this protocol:

1. They must conference with the current teacher about their concerns regarding the change of placement. A “Partnership Plan” with the teacher and parent(s) will then be created on how the needed changes will occur for their student. **Keep in mind this plan is developed between the parent and the teacher for the purpose of putting the student first.**
2. If after a period of time (a minimum of 2 weeks), the same concern continues, then a meeting with administration and the teacher will be required to determine next steps.
3. Consideration for next steps will include:
   1. What is best for the student
   2. Class size
   3. **ONLY** administration will determine next placement if needed.

\*Updated on 6/20/2017