

Policy Title:	Student Placement Policy
Policy Reference:	
Policy Type:	<input checked="" type="checkbox"/> Company <input type="checkbox"/> Position <input type="checkbox"/> Other

Effective Date:	4/9/2025
Print Date:	8/9/2025

## Description:

### Preschool Cut off Deadline

A child must be four years old on or by September 1st in order to start preschool.

### Level Placement

We feel that in order for each student to progress to their potential, they need to be in an environment where they will be challenged but also gain and maintain a confidence in their abilities. Therefore, all students are placed in a specific level according to their academic, social and behavioral level. This will be determined in an interview given by Morning Star Preparatory Academy or on their performance and behavior in their previous grade. Beginning of school level placement is tentative and may change based off of their performance once they have been in school for a few weeks.

### RTI (Response to Intervention; Small Group)

Any student that tests in a level lower than the regular class, will be placed in a regular class in the morning and in an RTI (Response to Intervention; Small group) class with other students their age in the afternoon and will have a ratio of 4 student per 1 teacher. This class is intended for students that are missing basic foundational concepts academically, socially, or behaviorally that will prevent them from progressing. There will be an IEP (Individual Education Plan) and an Event Process Form for each student on that level with a plan of moving them up to the next level class as soon as possible. Parents of students in this class are expected to be heavily involved with the processes that are needed to advance their child to their grade/age level.

### Regular Level

In the Preschool class, the ratio will be 9 students to 1 teacher. The kindergarten class will have a ratio of 12 students to 1 teacher. This class is intended for students that are right on level with their age group. The curriculum we use for this grade takes them through 170 lessons that moves at a slower pace than the advanced class for students who need more review to catch on to concepts. Parents are still expected to be involved in their child's learning and will need to reinforce what they are learning in class by helping them at home with homework and a catch up plan if any concept is not mastered on a test.

### Advanced Level

The ratios will be the same as the Regular level. In order to be placed in this level, the student needs to master the list of concepts that are available on our website. They also need to be able to keep up with the fast pace of this curriculum and have excellent behavior. The goal of this class is to challenge the students that learn at a faster pace. If a student starts to fall behind, the parents will be notified and will have two weeks to help their student. If there is not significant progress, a meeting will be held with both parents, and the student will be placed into the regular level.

### Full Day Students

All students are half day students only unless special circumstances apply. Students will only be allowed full day if academic grades show it is necessary. Grades will be reviewed by the principal and teacher and a meeting will be held with the parents to make a decision. Any other school related reasons will be decided by the principal and the teacher. Full day will not be allowed because of carpool or inconvenient reasons except under emergency situations. If a student is attending full day for academic reasons, full day tuition will apply. A schedule change form must be filled out and signed by all parties involved. Changes do not go into effect until the date approved of by the principal. All exceptions to this rule will be determined by the school board.

### Teacher Preference

In order for your choices to be considered, all students must have an immunization or exemption form on file. Teacher requests will not be taken after registration forms are due or for parents who have a balance of unpaid tuition from previous years. Registration form due dates will be announced. ☒

On the first Monday in July, an electronic teacher preference form with the student's levels will be sent out to parents along with a list of teachers that will be teaching that level. There will be an option for a 1st, 2nd, and 3rd pick (if there are that many teachers in that level). AM/PM requests will also be an option on the preference forms. The deadline for this form to be turned in is the second Monday in July by 8:00 am. **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 and will be completed and announced by the third Monday in July. After the rolls are completed, they are final and the only changes that can be made will be in special circumstances considered by the administration. **Any change made after the second Monday in August before the first day of school will be subject to a \$25.00 change fee.** After school begins, if a change must be made and there is room in the class, the parent must sit in their child's class for 2 hours and in the class they want their child to be in for 1 hour. A schedule change form must be filled out and signed by all parties involved. (Schedule change forms are available on our website.) Teachers will be given their rolls when they are completed and are not allowed to make changes. ☒

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### Purpose:

This policy is designed to ensure that students are assigned to classes and learning groups that best suit their educational needs, abilities, and interests.

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