

Butler Jr. High Placement Change Request Process - *Rising 6th Grade*

**Philosophy:** With the best interest of the child in mind, Butler Junior High provides all students the opportunity to challenge themselves in rigorous coursework and curriculum by placing them in classes that are academically, cognitively and socially appropriate for individual success.

**Guiding Principles:**

- Placement and curriculum decisions are made collaboratively as a team (teacher(s), administrator, family, and student) who respect and value each other's opinion equally.
- Individual school departments will determine entrance and exit criterion (see below); however, all stakeholders' opinions of whether students have fulfilled the requirements will be considered.
- Students will successfully complete all prerequisites before advancing in their placement to ensure their success.
  - Transfer students will initially be placed in standard courses to ensure students the opportunity to gain exposure to skills before changes in placement are made.
- The team will consider placement changes as early as possible to guarantee students' access to appropriate curriculum.
- If a student is struggling in an academic class, the teacher will make all reasonable efforts to help the child succeed and include the parent/student in conversations related to their progress.
- Should a student require instruction beyond general education instruction to maintain basic standards of a given course, the team will reassess placement.
- Placements are not final and student performance will continually be reassessed and discussed.

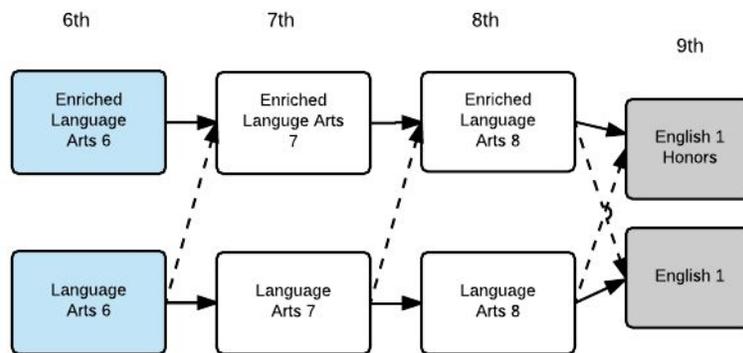
**Placement Timeline:**

First week of May	Rising 6th grade parents will be notified of placements
By June 1st	Audit of Spring NWEA Measures of Academic Progress (MAP)
By June 1st	BJH Placement Change Requests Due for rising 6th
By Aug 1st	Transcripts for courses completed over the summer (must have prior approval)
By Aug 1st	Parents requesting placement changes will be notified of changes

## Language Arts

**Criterion:** Students are formally identified in the spring of their 5th grade year for placement in 6th grade. Students not initially meeting identification criterion in 6th grade but do later in their jr. high academic career are invited each Spring to submit a placement change request for the subsequent school year. Students who meet at least three out of the four criteria are considered for Enriched Language Arts classes in 6th grade:

- Prior Advanced Learning Program (ALP) placement with a consistent average of 90% or higher
- 90th percentile < NWEA Measures of Academic Progress (MAP) Fall Reading (Spring Reading used during the placement change request process when necessary)
- 90th percentile < PARCC from the previous school year
- 90% < in classroom categories of formative reading, independent reading, formative writing, and summative assessments for the first 2 trimesters



Anticipated Language Arts Pathways

**Additional Information:** Any student maintaining less than a 80% average on classroom assessments will have their current placement reviewed.

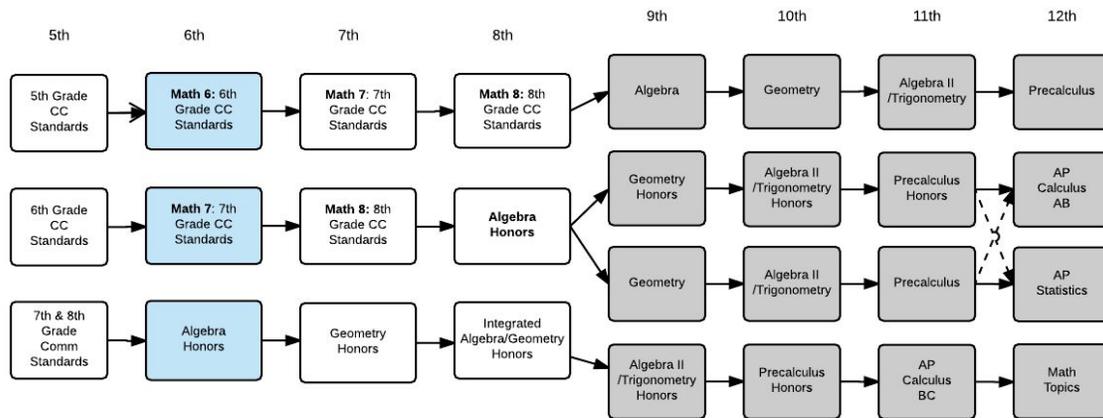
## Mathematics

**Criterion:** Students are formally identified in the spring of their 5th grade year for placement in 6th grade. Students not initially meeting identification criterion in 6th grade for a particular pathway are invited in the Spring to submit a placement change request for the subsequent school year. Eligibility of placement is determined using the following measures:

- NWEA Measures of Academic Progress (MAP) math and reading scores
- Performance on classroom assessments from prerequisite course

\*To request to “skip,” a prerequisite level of math the following is required:

1. Prior principal approval of outside coursework from an accredited institution; and
2. Successful completion of course resulting in receiving an “A” or “B”; and
3. Demonstration of mastery of prerequisite skills on placement exam



Anticipated Math Pathways

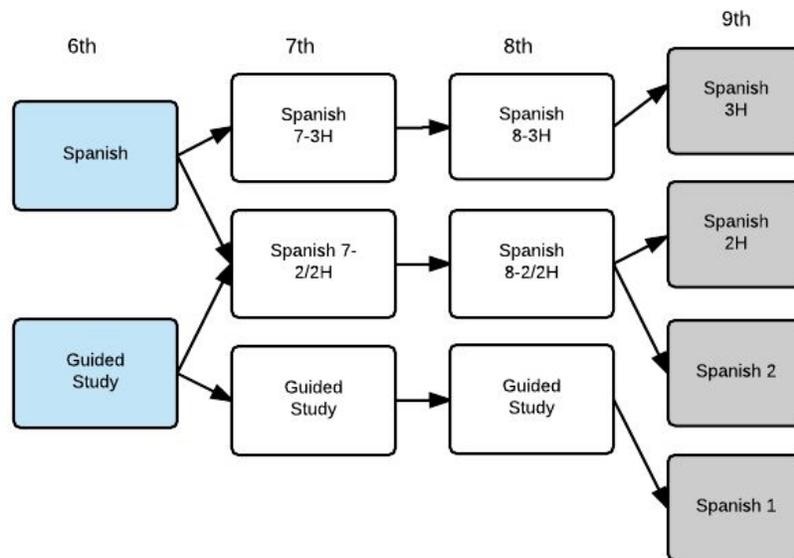
**Additional Information:** Any student maintaining less than an 80% average will have their current placement reviewed.

## Spanish/Guided Study

**Criterion:** Students are formally identified in the spring of their 5th grade year for placement in 6th grade and again reviewed in the Spring of their 6th grade year. Students not initially meeting identification criterion in 6th grade for a particular pathway are invited in the Spring to submit a placement change request for the subsequent school year.

Eligibility of placement in Spanish 6 is determined using the following measures:

- 75th percentile < NWEA Measures of Academic Progress (MAP)
- 80% < Overall classroom performance grades in all content areas



Anticipated Spanish & Guided Study Pathways

**Additional Information:** Teachers will review progress for all students in Spanish earning below 75% at the mid-quarter and quarter to determine which placement is appropriate to ensure student success in all courses. Overall performance in all academic courses will also be considered.

*\* additional information regarding placement available through Spanish department*



## Butler Jr. High Placement Change Request Form

Submit all placement change requests to the principal by May 1st

Student Name:	Grade Level:
Parent/Guardian Name:	Parent/Guardian Email:
Parent/Guardian Phone:	Date:
Subject in consideration for change: <input type="checkbox"/> English Language Arts <input type="checkbox"/> Mathematics <input type="checkbox"/> Spanish/Guided Study <input type="checkbox"/> Science (8th grade only)	Application submitted by: <input type="checkbox"/> Parent(s)/Guardian(s) <input type="checkbox"/> Teacher
Current Course:	Requested Course:
Reason(s) for change request:	
Note: If appealing for ELA placement, submit a graded writing sample with this form.	
_____ Parent Signature	_____ Teacher Signature
_____ Date	_____ Date
For Office Us Only	
Request received date:	Placement decision:
Parent/Guardian notified:	