



OCCA Student Placement/Teacher Request Policy

While parent input is highly valued at OCCA, we want to ensure that a fair and purposeful process of student placement takes practice at OCCA consistently. Parents have the opportunity to provide information regarding their child and any special circumstance that might need to be considered. We ask that you carefully read this information and make a note of the deadline for submitting your letter, if you choose to do so. Only letters that have followed the guidelines below will be considered.

OCCA Student Placement Policy Student placement letters are neither encouraged nor discouraged but provide parents a means of expressing special circumstances that might need to be considered. Student placement is taken seriously and is initiated according to a process involving time and careful thought concerning the best interest of every child in each classroom. Classrooms are heterogeneously grouped to mirror our society. In order to create balanced classes of students, the following factors are considered: gender, ability levels, student needs, and special program needs.

Please note that the final decision on all student placements rests with the administration. In order for letters to be considered, please submit to the Headmaster (semi.park@orangecountyclassicalacademy.org) no later than by May 1st which is before our admin and teachers finalize the Student Assignment. Students will be notified in the summer about class placement.

ACCEPTABLE LETTERS INCLUDE:

- Issues relating to trauma or emotional distress which dramatically impact the learning environment will be considered (testing from a psychologist and/or doctor diagnosis required and test results on file in the student's permanent record).
- Issues relating to medical need or physical impairment will be considered. (Documentation required in health room records).

LETTERS WHICH WILL NOT BE CONSIDERED:

- Requesting or "unrequesting" a teacher by name.
- Requesting that two students be placed in the same class unless there is a documented, valid need for special consideration.
- Requesting an "experienced" teacher or "first year teacher" (all teachers are highly qualified at OCCA).