

## A. TEAM REQUEST POLICY

Parents/Guardians will not be permitted to request their child be placed on a particular team during the registration process. The team leaders of each grade level will conduct all team assignments in the following manner.

All teams will have an equal number of students in the following categories:

1. G/T
2. Rank order of academic ability. Example (# of one's, two's and three's)
3. Gender
4. Discipline Problems
5. Special Education
6. 504 plans
7. Pre-algebra (for 7<sup>th</sup> grade only)

After the registration process has been completed and the students have been assigned to a team, the parents may request a team change if there is a legitimate problem with the placement. All requests for a team change must be submitted no later than two weeks after open house of the grade level in question. The process of a team change will consist of the following appeals process.

- The Parents/Guardians will write a letter to a committee consisting of the three team leaders of the grade in question. The letter must state and explain a legitimate reason for the team change. If the team leaders accept the change, the student's schedule will be changed as soon as possible.
- However, if the team leaders deny the request the Parents/Guardians have the right to take their appeal to the Site based Council for a final decision. Parents/guardians must present their reason for a team change to the Site Based council in a closed door meeting in person, **written requests will not be accepted.** The Site based Council's decision will be final on all team changes.

All students entering South Laurel Middle School after the registration process has been completed will be assigned to a team by the principals or guidance counselors in order to maintain an equal number of students on each team.