

MH4K Standard Operating Procedure

Placement Process

Objective

To place students at 4K community sites that honor families' wrap care placements and/or previous connections with sites (legacy families), maintains commitment to community sites in terms of maintaining consistent enrollment, and honor families' top two (2) preferences when possible while maintaining class sizes at 18 students or less.

Responsibilities and authorities

- *Community sites are responsible for accurately communicating legacy families to MHASD.*
- *MHASD is responsible for accurately recording families' top four (4) preferences as indicated on the MH4K enrollment addendum.*
- *MHASD and community sites are responsible to work cooperatively during the March placement meeting to meet the above stated objectives.*
- *MHASD maintains final authority in all placement decisions.*

Procedure

1. *In mid-February, community sites send legacy family information (with teacher assignment as appropriate) to MH4K Coordinator.*
 2. *MH4K Coordinator will bring legacy family lists and documentation of preferences of unconnected (non-legacy) families to the March placement meeting.*
 3. *MH4K Coordinator will work in conjunction with community sites to create site assignments that honor legacy family placements and maintains site and MH4K program sustainability/viability.*
 4. *Following placement meeting, MH4K Secretary will roster students in Infinite Campus.*
 5. *MH4K Coordinator will provide initial rosters to community sites for confirmation by the next Monday following the placement meeting*
 6. *The MH4K Coordinator and MH4K Secretary will send site placement notification letters to MH4K families.*
 7. *The MH4K Coordinator will place late enrol lees based on above objectives and send appropriate placement notifications to families.*
 8. *The MH4K Coordinator will provide the community sites with updated rosters as needed during the first week in June and immediately following district registration in August.*
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