



# Simons Middle School



## 20.0 – Student Assignment Policy

### CRITERIA FOR STUDENT ASSIGNMENT TO CLASSES AND PROGRAMS

The principal (or designee) will assign students to classes and programs in a manner that will:

1. Take each student’s developmental and academic needs into account.
2. Facilitate the implementation of our School Improvement Plan.
3. Prepare all students to be ready for college level work during their high school careers.
4. Support the goal of not exceeding the state class size cap except temporarily to accommodate a newly enrolled student or for the current school year with the approval of the SBDM Council.
5. Support the School’s Continuous Improvement Priorities, including the Intervention Protocol and other SBDM Policies

### PRIVACY RIGHTS

Information about students under the Rights to Privacy Act shall be held in confidence by the administration and staff during the student assignment process.

### TEAM AND CLASSROOM ASSIGNMENT PROCEDURES

Prior to the end of the school year, the following procedures will be followed for assigning students to groups or teams and classes:

1. With teacher input as necessary, students will be randomly assigned to teams by the principal(s)/counselor(s) (or designees).
2. Once students are assigned to teams, the teachers may be asked for further input and adjustments may be made if necessary. The teams will be checked for a balance of gender, race, and ability.
3. Once students are assigned to teams, the principals/counselors (or designees) will then assign students to specific content area classrooms after considering all relevant data including but not limited to test scores, grades, behavior, student class choices, ILPs, and teacher suggestions/requests.
4. The target date of completion of all students being scheduled into classes will be June 30<sup>th</sup>.
5. Notify parents and students of schedules for the upcoming school year prior to the start of the school year.
6. Changes in the student schedules will be handled on a case-by-case basis.

### POLICY EVALUATION

We will evaluate the effectiveness of this policy through our school Improvement Planning Process.

First Reading: January 22, 2018

Second Reading: February 19, 2018

Date Adopted: February 19, 2018

Signature: 

Date Reviewed or Revised: \_\_\_\_\_

Council Chairperson’s Initials: \_\_\_\_\_

Date Reviewed or Revised: \_\_\_\_\_

Council Chairperson’s Initials: \_\_\_\_\_