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.

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.

PARENTAL REQUESTS
Parent/guardian requests should only be submitted if there are unusual academic, social, or emotional circumstances. In these cases, the request must be in writing and returned personally by the parent to the office no later than April 1st. The requests will be considered on a case-by-case basis by the principal and counselor, and decisions will be final.

(ELEMENTARY) STUDENT ASSIGNMENT PROCEDURES

Primary
In April, the primary teachers will meet together to develop recommended class groupings for the next year using classroom observations of current students and any available data on pre-registered new students. Each grouping will include students performing at a variety of levels. Individual students will be placed to help each one make continuous progress.

In May, the principal (or designee) will consider those recommendations before making final assignments of current students and notifying parents with a target date of completion by the last day of school. The principal will assign students who enter the school after the recommendations and/or final assignments are complete.

Intermediate
In April, teachers in each grade will meet to recommend groups for their students for the next school year. The recommendations will fit the standards for student assignment listed in the first section of this policy and also ensure multi-ability classrooms.

In May, the principal (or designee) will consider those recommendations before making final assignments of current students and notifying parents with a target date of completion by the last day of school. The decisions will meet the criteria for student assignment listed in the first section of this policy, provide multi-ability classrooms, and give thoughtful consideration to the recommendations.
made by the teachers. The principal (or designee) will assign students who enter the school after the recommendations and/or final assignments are complete.

**POLICY EVALUATION**

We will evaluate the effectiveness of this policy through our school improvement planning process.

Date Adopted: _____

Date Reviewed or Revised: _____
Date Reviewed or Revised: _____

**NOTES ON USING THIS POLICY**

**PROGRAM REVIEWS:** This policy contains language that aligns with the program reviews proficient characteristics. *This language is in italics.*
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