**SCHOOL: BOYD COUNTY MIDDLE SCHOOL**

**POLICY: 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/GUARDIAN REQUESTS**

Parent/guardian requests for schedule and/or team changes should be submitted only if there are unusual academic, social, or emotional circumstances. In these cases, the request must be in writing and returned to the office. The requests will be considered on a case-by-case basis by the principal and counselor, and decisions will be final within ten regular school days. Parent/guardian will be notified of the decision.

**TEAM AND CLASSROOM ASSIGNMENT PROCEDURES**

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 groups/teams by the principal(s)/counselor(s) (or designees).
2. Once students are assigned to groups/teams, the teachers may be asked for further input and adjustments may be made if necessary. The groups/teams will be checked for a balance of gender, race, and ability.
3. Once students are assigned to groups/teams, the principals/counselors (or designees) and the group/team teachers 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, parent suggestions/requests, and teacher suggestions/requests.
4. Changes in the student schedules will be handled on a case-by-case basis by the principals/counselors (or designees) with input from teachers and/or parents if necessary.

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**POLICY EVALUATION**

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

Date of First Reading: 8/7/19 Chairperson: Kimberly Fitch

Date of Second Reading:

Date(s) Reviewed or Revised:

Date(s) Reviewed or Revised: