

Assignment of Students to Classes and Programs

[KRS 160.345(2)(1)3]

Purpose:

The Assignment of Students to Classes and Programs Policy for Marie Roberts-Caney Elementary School ensures that all students are provided equitable access to all components of the school's curriculum through the class assignment process.

Procedures:

Primary Program: Students in grades K-3 will be placed in a class homeroom. Students that need an extra year in primary program, after consultation with the teacher, the parent, the guidance counselor and the principal, will complete an extra year prior to promotion to grade 3. Any student completing an additional year will be placed with a different teacher for that additional year (if possible). Parents may appeal the decision; however, the principal shall make the final determination of placement.

Students in traditional grades two and three will be part of a graded program in a self-contained classroom for all core subjects.

All teachers within the primary program (i.e., entry/kindergarten level to grade 3) must address the critical attributes of a primary program established in Kentucky's Revised Statutes [KRS 150.031(3)]. These attributes include:

- developmentally appropriate educational practices;
- multiage and multi-ability classrooms;
- continuous progress;
- authentic assessment;
- qualitative reporting methods;
- professional teamwork; and
- positive parent involvement.

Grades 4-6: Students in grades 4-6 will be assigned a homeroom teacher. Each day, students will receive instruction in English/Language Arts, Mathematics, Science and Social Studies. *Health?*

Grouping: At least two weeks prior to the last instructional day of school, the principal will send a letter asking for parent input into the placement of their child/student. Teachers will also submit placement notes on each of their students. These notes may include, but not limited to, student's academic progress, assessed reading grade level, spring MAP RIT score, behavioral issues and Individual education plan (IEP)/504 plan. The principal will gather this information, compile and assign students to classrooms based on the data and parent input. Students will be equitably distributed among the classes based on gender and ability. Priority for placement will be for those students that have specific needs on an individual education plan (IEP) as determined during the Admission and Release Committee (ARC).

Student class assignments will be complete prior to the first open house. Student assignments will be available to parents during open house prior to the first instructional

day of school. Staff will be available at the school during this time to provide class assignment information on a one-to-one basis.