

DAYTON HIGH SCHOOL
STUDENT ASSIGNMENT POLICY 3.01



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. (Elementary and Middle Schools) Prepare all students to be ready for college level work during their high school careers.
4. (High School) Prepare all students for success beyond their high school careers.
5. 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.

(OPTIONAL) PARENT REQUESTS

Parent/guardian requests should be submitted only 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 *[date to be returned]*. The requests will be considered on a case-by-case basis by the principal and counselor, and decisions will be final.

CLASSROOM ASSIGNMENT PROCEDURES

Starting in March, the following procedures will be followed for assigning students to groups or teams and classes:

(HIGH SCHOOL) HOMEROOM AND CLASS ASSIGNMENT PROCEDURES EXAMPLE

Beginning in March, the principal(s)/counselor(s) (or principal's designee) will:

1. Assign individual students to classes after considering all relevant data including but not limited to student class choices, test scores, ILPs, parent suggestions/requests, and teacher suggestions/requests.
2. Target date of Master Schedule to be shared will be June 30th.
3. The target date of completion of all students being scheduled into classes will be August 1st.

4. Notify parents and students of schedules for the upcoming school year by *Student Orientation - August*.
5. 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.
6. As much as possible, participation in one course should not prevent students from having an opportunity to participate in arts, vocational, language courses, etc.

POLICY EVALUATION

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

Date Adopted: 11/16/2020

Date(s) Reviewed or Revised: 10/26/2020, 11/16/2020

Council Chairperson: 