

**District: Boone County  
Council Policy #5.4**

**School: Burlington Elementary  
Standard: Resources**

**POLICY TOPIC DESCRIPTION  
Assignment of students to classes**

**POLICY STATEMENT**

**Student Assignment Defined**

Student assignment shall be defined as appropriate placement of individual students.

**Development of Class Lists**

Each spring teachers in grades Kindergarten to fourth will complete a "Student Class Assignment Card" for each student in their class. The card will consist of information about the child that will assist with the most appropriate class assignment for that child. The teacher will record the child's name, grade, gender, academic ability, class ranking, areas of concern, and participation in special programs. The principal or designees will develop class lists that are heterogeneously balanced. Placement of Special Education students will be made in consultation of the ARC Chairperson for that grade level. Classroom assignments will be made available for parents no later than ten (10) days before the first day of school.

**Parent Requests**

Requests for specific teachers will not be granted due to the inability to grant all requests. However, requests not to have a specific teacher will be considered and discussed. Parents will submit in writing to the principal the educational reasons (i.e. personal experience with teacher through tutoring or older siblings) for requesting that the student not be assigned a particular teacher. Any other pertinent information regarding the placement of students in classes including information on the child's personality, academic strength weaknesses, and learning style should be included on or before two weeks prior to the end of the school year. A conference between the principal and the parents will be conducted to discuss the validity of the request within a two week time period upon receipt of request. The teacher will be notified and given a copy of the request.

In the event that a parent wishes to request their child be removed from a specific teacher's class during the course of the school year, the parent shall be required to submit in writing the educational reasons for requiring the change. The principal will notify the teacher and will

conduct a conference with the parent and the teacher to discuss the situation. If the problem cannot be resolved, the principal may determine an alternative placement.

### **Class Size Caps**

Class assignments will not exceed the state class size caps except temporarily while a new allocation from the district office is being requested. A class may also temporarily go over cap in order to provide an appropriate assignment to a student newly enrolled in the school. Permanent exceptions to the class size cap rule may be made after meeting with the affected teacher(s) in order to meet the needs of an individual student after all other alternative have been explored.

### **New Students**

As new students enroll, the principal shall be responsible for student assignment.

### **Confidentiality**

Student assignment information shall be held in confidence by all school personnel

### **Formation of a new class**

In the event that a new class is formed after the beginning of the school year students will be moved to the new class based on the following criteria:

- 1) Volunteers
- 2) Registration date
- 3) Transportation needs
- 4) The need to maintain a balanced class

### **Policy History:**

Date adopted: April 30, 2001

By: Robert Warnick, Council Chairperson

Amended: May 25, 2004

By: David Sammons, Council Chairperson

Amended: February 23, 2005

By: David Sammons, Council Chairperson

Amended: August 21, 2014

By \_\_\_\_\_  
Council Chairperson