

**POLICY #17**  
**STUDENT ASSIGNMENT POLICY**



**CRITERIA FOR STUDENT ASSIGNMENT TO CLASSES AND PROGRAMS**

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The principal (or principal's designee) will assign students to classes and programs in a manner that will:

1. Take each student's developmental 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. Assure service offerings for students identified as gifted and talented in music, dance, drama and/or visual arts (e.g., high school specialization in the arts).
5. Support the goal of not exceeding the state class size cap, except under the following circumstances:
  - Temporary exceptions in order to provide an appropriate assignment to a student newly enrolled in the school.
  - Permanent exceptions made after meeting with all the teachers for the appropriate student level and topics to discuss student needs and possible solutions and after determining that no reasonable alternative will meet the student's needs. SBDM must approve classes to exceed cap-size.

**PRIMARY ASSIGNMENTS (ELEMENTARY)**

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In May, 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. No student will be placed in a group or kept out of a group based on age. Individual students will be placed to help each one make continuous progress.

By the last day of school, the principal (or principal's designee) will consider those recommendations before making final assignments of current students and will also assign students who enter the school after the recommendations are complete.

## **INTERMEDIATE ASSIGNMENTS (ELEMENTARY)**

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In May, 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. The principal (or principal's designee) will assign students who enter the school after the recommendations are complete.

By the last day of school, the principal (or principal's designee) will decide on final assignments for the next year and notify parents. 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.

## **POLICY EVALUATION**

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We will evaluate the effectiveness of this policy through our School Improvement Planning Process.

Date Adopted: February 21, 2012

Date Reviewed or Revised: September 19, 2017 Council Chairperson's Initials JS

Date Reviewed or Revised: \_\_\_\_\_ Council Chairperson's Initials \_\_\_\_\_