

STUDENT ASSIGNMENT POLICY #3



CRITERIA FOR STUDENT ASSIGNMENT TO CLASSES AND PROGRAMS

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. 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
4. Planning meeting to schedule assignment of special population of students facilitated by special education staff will occur prior to the start of the school year. Master scheduling team meets to plan assignment of special population of students and develop the school's master schedule. The planning should include a representative from each grade level and special area, all special education teachers, ELL teacher, administration, Intervention teacher, and support staff.
5. Current 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. Individual students will be placed to help each one make continuous progress.

Prior to the first 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.

6. Current intermediate 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.

Prior to the first 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

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

Date Adopted: 5/7/2015

Date Reviewed or Revised: 3/9/2015 Council Chairperson's Initials _____

Date Reviewed or Revised: 5/7/2015 Council Chairperson's Initials _____

Date Reviewed or Revised: 5/3/2016 Council Chairperson's Initials _____

