STUDENT ASSIGNMENT POLICY

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. Prepare all students to be ready for college level work during their high school careers.
4. 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.

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 *May 31st.* The requests will be considered on a case-by-case basis by the principal, and decisions will be final.

STUDENT ASSIGNMENT PROCEDURES

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 (Acadience scores, behavior data, etc.) 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.

In June, the principal (or designee) will consider those recommendations before making final assignments of current students, with a target date of completion by July 1st. The principal will assign students who enter the school after the recommendations and/or final assignments are complete.

POLICY EVALUATION

We will evaluate this policy through our annual policy review process.

Date(s) Adopted, Reviewed, or Revised:

March 20, 2024