

Wellington Elementary Student Assignment Policy

Teacher Recommendations: The Principal, in collaboration with teachers, shall develop a procedure by which recommendations for the assignment of students for the following school year are made.

Assignment Criteria: The principal (or designee) and staff will work together to assign students to classes and programs in a manner that will:

1. Take each student's developmental and academic needs into account. Consideration must be made based upon enrollment in special programs, including but not limited to: Gifted and Talented, English Language Learners, and Special Education. Collaboration needs must be considered.
2. Seek to create a balance of students based upon gender, race, behavior, socio-economic status, and learning styles.
3. Separate particular students as deemed necessary.
4. Support the goal of not exceeding the state class size recommendation 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.

Notification of Assignments: Classroom assignments shall be reported to students in writing by US Mail and/or email notification by the start of the upcoming school year. No information regarding student assignments is to be released prior to this communication.

Student Assignment Considerations: Parent/Guardian input concerning student placement shall be made in writing using the *Wellington Student Placement Form* and received by the principal by the deadline indicated on the form. The Student Placement Policy and Student Placement Form will be placed on the Wellington website. Parents/Guardians will have a two week window in which to complete and return the student placement form. In order to keep balanced classrooms based on the previously stated criteria, no specific teacher requests will be entertained. Concerns will be handled on a case by case basis by principal or her/his designee.

New Enrollees: The principal, or her/his designee, shall assign students enrolling on the first day of school and during the school year to the age appropriate classroom based on the child's needs, taking the above placement criteria into consideration.

Reviewed: April 29, 2021

Revised: April 29, 2020

Reviewed: April 18, 2019

Revised: March 21, 2017

Adopted: March 13, 2012

Draft: February 21, 2012

Reviewed: April 29, 2021

Revised: April 29, 2020

Reviewed: April 18, 2019

Revised: March 21, 2017

Adopted: March 13, 2012

Draft: February 21, 2012