

**Squires Elementary School
Lexington, Kentucky**

**Policy Number: 3.1
Policy Area: Assignment of students**

Rationale: Homerooms must have balanced student membership to provide the best educational setting. This policy will address these needs.

Summary of Policy: **March 1st through April 30th**, parents with questions regarding the type of educational setting that best meets their child's needs may conference with their current teacher. No reference to specific teachers is to be included in this conference.

April 15th through April 30th parents may request an appointment with the principal to discuss extenuating circumstances or concerns.

During May, teachers will use a matrix (sample in appendix) to rank their students per the student academic achievement data. Students will be identified, additionally, with the following criteria:

- Gender
- Race
- Special services (such as Quest, Special Education or Extended School Services)
- Time intensive (students requiring above average teacher time or attention)
- Leadership
- Independent work habits
- Social considerations
- Health considerations

Before the end of school year, teachers will gather in grade level teams including special area teachers. From the individual classroom matrixes, class lists for the following year will be constructed, paying careful attention to creating balanced homerooms. All homeroom lists will be given to the principal before summer break.

During the summer, classroom lists will be reviewed by special area teachers to recommend any changes. Additionally, students registering in Squires during the time before the fall semester will be placed in the homeroom with the least number of students, unless specific placement needs are determined.

Teachers will receive his/her list for the upcoming year during the summer. Each teacher will draft a letter of welcome and address an envelope for each class member. A supply list and invitation to the school picnic will be included. These letters will be brought to the school office prior to orientation. Changes in the homeroom list will only be made in the most extreme circumstances.

When new students enroll at Squires Elementary, the office staff will inform the parents/guardians that the placement may be temporary. Once the student's paperwork has arrived from the former school and the student has been evaluated, the student may be moved into a new classroom. This will take place if a new placement better meets his/her needs.

This school council policy shall be consistent with the applicable indicators from the Standards and Indicators for School Improvement.

Reviewed and Revised: October 2003

Reviewed and Revised: July 2008, October 2008