

## **DIXIE MAGNET ELEMENTARY SCHOOL STUDENT ASSIGNMENT POLICY**

**PURPOSE:** To place students in complexes to maximize learning potential by meeting individual student needs.

The overriding consideration in the class placement process depends on the specific needs of individual students. Every effort will be made to balance students based upon gender, race, behavior, achievement in math and reading levels, and Gifted & Talented.

The following procedures have been established:

1. Each teacher shall fill out a profile card comprehensively and accurately as possible for each child by the date established by the principal.
2. Parents shall be given the opportunity to fill out a Student Placement form for their child. The parent forms will be turned in by the specified date to the principal.
3. All teachers involved with each student will have the opportunity to provide input on the profile card to get an accurate and comprehensive picture of the student.
4. The Principal and designees shall make up class groupings using the Teacher and Parent input forms. The Principal, after consultation with staff, shall finalize the lists for the coming year.

Changes in placement will be made only by the principal after reviewing input from teachers and/or parents. Parents will be notified of any changes by phone or written communication prior to the change.

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

The principal or principal's designee with assistance from teachers 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. Assure service offerings for students identified in areas of gifted and talented.
4. 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.

### **PRIMARY ASSIGNMENTS**

In April, the primary teachers will meet 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.

In May, the principal or principal's designee with assistance from teachers 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**

In April, 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 with assistance from teachers 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**

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

Date Adopted: 3/5/02

Date Reviewed or Revised: 10/21/08

Date Reviewed or Revised: 6/5/14

Date Reviewed or Revised: 5/9/16