

SOUTHERN ELEMENTARY STUDENT ASSIGNMENT POLICY



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. Works to ensure student diversity (i.e. gender, race, ability level) will be evenly distributed among teachers.
2. Takes each student's developmental needs into account.
3. Facilitates the implementation of our School Improvement Plan.
4. Supports the goal of not exceeding the state class size cap when possible, 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.
5. Class assignments are subject to change based on special circumstances.

By May, teachers in each grade will meet to recommend placement 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 give thoughtful consideration to recommendations made by the teachers. As a general rule, specific teacher requests from parents or guardians will not be granted. The principal (or principal's designee) will assign students who enter the school after the recommendations are complete.

By July, the principal (or principal's designee) will decide on final assignments for the next year and notify parents.

POLICY EVALUATION

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

Date Reviewed or Revised: June 27, 2016

Date Reviewed or Revised: _____