

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 for success beyond 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 *[date to be returned]*. The requests will be considered on a case-by-case basis by the principal and counselor, and decisions will be final.

HOMEROOM AND CLASS ASSIGNMENT PROCEDURES EXAMPLE

Beginning in March, the principal(s)/counselor(s) (or principal's designee) will:

1. Assign students to homeroom or advisory periods in alphabetical order, with exceptions being made only when necessary to address unusual physical needs, interpersonal difficulties, or noticeable disproportions by race or gender.
2. Assign individual students to classes after considering all relevant data including but not limited to student class choices, test scores, ILPs, parent suggestions/requests, and teacher suggestions/requests.
3. The target date of completion of all students being scheduled into classes will be June 30th.
4. Notify parents and students of schedules for the upcoming school year.
5. Changes in the student schedules will be handled on a case-by-case basis by the principals/counselors (or designees) with input from teachers and/or parents, if necessary.

As much as possible, participation in one course should not prevent students from having an opportunity to participate in arts, vocational, language courses, etc.

POLICY EVALUATION

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

Date(s) Adopted, Reviewed, or Revised:

LEGAL REQUIREMENTS:

- This policy is required by law.
- Your policy can meet the requirements in ways that differ from KASC's samples, but your policy language can't contradict the law.

LAW IN A BOX:

SBDM Responsibility (SBDM Law — KRS 160.345)

(2)(i) The school council shall adopt a policy that shall be consistent with local board policy and shall be implemented by the principal in the following additional areas:

... 3. Assignment of students to classes and programs within the school ...