

Adopted: 4/14/93(JG)

Local District Policy

Revised: 5/11/94 (JG); 7/28/96 (JG)

*Orig. 1993
Rev. 2009*

501 1 L ASSIGNMENT OF STUDENTS TO ELEMENTARY AND HIGH SCHOOL CLASSROOMS

I. PURPOSE

The school board recognize that a procedure and process for assignment of students to classrooms for Fall is important to children, parents, families, and the school system. The purpose of this policy is to clarify the processes used at Heart of the Lakes Elementary School and Prairie Wind Middle School (5 6) regarding placement as students advance to the next grade level and for assignment of students to courses in grades 7-12.

II. GENERAL STATEMENT OF POLICY

At the beginning of April, each year, the building Principals will notify parents of students currently in grades K through fifth that class rosters for the next year will be assigned **beginning in May**. Each principal will provide parents with a process and procedure to follow which will provide a vehicle for parents to submit **input for the following year**. These requests shall be made in writing to the building principal prior to May 1. The reason for the request should be presented as clearly as possible and must have a strong educational basis. **The principal will gather additional information by phone, e mail, or by requesting a personal meeting if needed.** Every parent shall have an opportunity to request-teacher **characteristics and classroom structure preferences**. Parents will not be able to choose or request a **particular** classroom teacher for the upcoming year.

Parents will have an opportunity to request that their child not be placed in the same classroom with another student. Again, the educational reason for the request must be stated **clearly**.

The **placement** decision will be **made** by the building principal with the assistance of the teaching staff.

After May 1st, the building Principal will review all requests. Each situation will be considered on its own merits. The building principal will decide if the parent request will be granted. The building Principal will notify all parents of class decisions for the following year by **August 1st**.

III. ASSIGNMENT PROCESS FOR ELEMENTARY:

Each spring class rosters for the next year will be put together by the current grade level teachers, in consultation with the next grade level teachers, building principal and counselor and any other staff member who could provide additional beneficial information about the students. The following guidelines will be considered in the process:

1. Classrooms will contain a balanced variety of academic ability levels.
2. Classrooms will contain a balanced gender mix.
- ~~3. Students who have had past difficulties working together may be purposely separated.~~
4. A student may be placed with a teacher on the basis of that teacher's ability to meet specific needs of that student.

IV. ASSIGNMENT PROCESS FOR GRADES 7-12

Each Spring, students pre-register for elective and required Fall courses with assignment to sections occurring via a random computerized process. Changes to the student schedule require parent, counselor, and principal approval.