

STUDENT ASSIGNMENT POLICY

FLORENCE ELEMENTARY

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. Take each student's developmental needs into account.
2. Facilitate the Implementation of our School Improvement Plan.
3. Throughout K-5 education, FES will prepare all students to be equipped with 21st century skills and to be college and career ready.
4. Assure service offerings for students identified as gifted and talented in music, dance, drama and/or visual arts.
5. 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.
 - Determination by the council to raise the state class size cap.

PRIMARY ASSIGNMENTS (ELEMENTARY)

At the conclusion of the school year, the primary teachers will meet together in grade level teams under the guidance of the administration and guidance department 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.

The principal (or principal's designee) 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 (ELEMENTARY)

At the conclusion of the school year, the intermediate teachers will meet together in grade level teams under the guidance of the administration and guidance department to develop recommended class groupings for the next year. The recommendations will fit the student assignment listed in the first section of this policy and also ensure multi-ability classrooms. The principal (or principal's designee) will assign students who enter the school after the recommendations are complete.

NOTIFICATION OF CLASSROOM PLACEMENT

No later than one week prior to the first day of school of each school year, the principal (or principal's designee) will determine final classroom assignments and will notify certified staff of student placement. Parents will be informed through the Back to School Event, letter, or telephone within but not earlier than the one week window prior to the school start date. 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.

PARENT REQUESTS FOR PLACEMENT

Parents who are concerned about their child's placement may request a teacher. Requests will be considered, but not guaranteed. Requests must be made in writing to the school Principal no later than July 1 for the upcoming year.

POLICY EVALUATION

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

Date Adopted: _____

Date Reviewed or Revised: 3/10/14 Council Chairperson's Initials JK

Date Reviewed or Revised: 3/23/17 Council Chairperson's Initials JK