

LOCUST GROVE ELEMENTARY COUNCIL POLICY

ASSIGNMENT OF STUDENTS TO CLASSES

9002

TOPIC

STATEMENT

a. Student Assignment

Student assignment shall be defined as placement of students based on specific needs.

b. Development of Class Lists

The development of class lists shall begin during the spring and shall include the following social/emotional and data driven activities:

- Regular Education and Special Education teachers shall complete data cards that include pertinent social, emotional and educational information.
- The Principal, and Counselor shall review a variety of data.
- Parents shall have the opportunity to provide input regarding the type of environment in which their child functions best.

The Principal, and Counselor shall review the data and begin to formulate class lists that are heterogeneous in nature. Notification of class assignment shall occur no earlier than August 1<sup>st</sup> via a letter from the Principal. Policy 9002 shall be included in the letter.

c. New Students

As new students enroll, the Principal, and Counselor shall be responsible for student assignment utilizing enrollment information and student records. Class balance and the needs of the student shall be taken into account.

d. Confidentiality

Student assignment information shall be held in confidence by all school personnel under the "Family Education Rights and Privacy Act."

e. Requests

Requests for specific teachers will not be considered. Requests to have a child removed from a class will not be accepted until 30 days after the start of school following procedures stated below:

- The parent shall be required to confer with the teacher prior to requesting the change

- The teacher shall submit in writing a conference summary which indicates the reasons for the request to the Principal, or Counselor
- In the event that the matter is not resolving itself following the conference, the parent shall contact the Principal, or Counselor who will conduct a conference with the parent and the teacher to discuss the situation.
- If the problem still cannot be resolved, the Principal shall determine an alternative placement.

The Principal shall maintain the authority to determine alternative placement in situations where it is in the best interest of the teacher.

f. Students with Disabilities

Nothing contained herein shall conflict with the rights of and obligations to students with identified disabilities. The Admissions and Release Committee (ARC) shall make all placement decisions regarding such students. To the extent any requirements under this policy result in a conflict with the Individuals with Disabilities Education Act (IDEA), the IDEA shall govern.

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