

BULLITT EAST HIGH SCHOOL
SITE-BASED DECISION MAKING COUNCIL
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 to be ready for college level work during their high school careers.
4. Implement each student's Individual Learning Plan (ILP).
5. Involve parents and students in a process for class/program assignment that involves choice including but not limited to choices in music/dance/drama and/or visual arts, practical living and/or career studies, and world languages and/or global competencies.
6. 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.

PARENTAL REQUESTS TO ALTER A STUDENT'S SCHEDULE

Parent/guardian requests should only be submitted if there are unusual academic, social, or emotional circumstances. The requests will be considered on a case-by-case basis by the principal, counselor, and teacher. Decisions will be final.

In May, the principal (or designee) will consider those recommendations before making final assignments of current students and notifying parents with a **target date of completion of one week prior to the start of school.** 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. The principal (or designee) will assign students who enter the school after the recommendations and/or final assignments are complete.

STUDENT CLASS ASSIGNMENT PROCEDURES

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

1. Assign individual students to classes after considering all relevant data including but not limited to test scores, student class choices, ILPs, parent suggestions/requests, and teacher suggestions/requests.

2. The target date of completion of all students being scheduled into classes will be July 30th.
3. Notify parents and students of schedules for the upcoming school year no later than one week prior to the start of school.
4. 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.

POLICY EVALUATION

We will evaluate the effectiveness of this policy through our school improvement planning process.

Date Adopted: _____

Date Reviewed or Revised: _____

Date Reviewed or Revised: _____

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