

Lebanon Elementary School  
Student Assignment Policy



**At the end of the school year, teachers from each grade level will meet together to make recommendations for the best placement of students for the next school year.**

**ALL persons involved in the placement of students in a classroom WILL FOLLOW the District Confidentiality Policy.**

**Student Placement**

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, academic performance, learning style, behavior, and instructional needs when assigning students.
2. Consider teacher recommendations.
3. Facilitate the implementation of the School Improvement Plan.
4. Provide the school's learning opportunities to all students.
5. Support the goal of not exceeding the state class size cap except under the following circumstances
  - a. Temporary exceptions in order to provide an appropriate assignment to a student newly enrolled in school
  - b. Permanent exceptions made after reviewing all possible solutions and determining that there are no reasonable alternatives to meet student's need.

**Criteria for Student Assignment to Classes and Programs**

The following guidelines /criteria will be used when placing students in classrooms:

1. Equalization of boys and girls, as much as possible.
2. Equalization of the number of students in each class at all grade levels, as much as possible.

3. Equalization of students with behavioral needs in each class per grade level, as much as possible.
4. Equalization of students in a Multi-grade classroom, as much as possible (i.e. 12 2nd grade students/12 3rd grade students in a 2 / 3 classroom)
5. Before any classroom in a grade level is over cap size, all other classrooms must be at the cap.
6. New enrollees will be distributed based on enrollment numbers among the classrooms in the grade level.

### **Placement of ECE Students**

The following guidelines/criteria will be used in placing students that qualify as ECE students:

1. ECE teachers will make a recommendation for the placement of a student, based on need.
2. If it is necessary to go over cap size, it will not be in an ECE classroom unless all other classes at that grade level are over cap size.

### **Parental Requests in Student Placement**

Parental requests for specific student placement shall be considered on an individual basis by the principal (or principal's designee). The following guidelines/criteria will be used in making placement decisions:

1. Parent placement requests will be considered, but will not be guaranteed.
2. All parent requests must be made in writing on the official Parent Request Form and submitted to the school office.
3. A hard copy must be submitted to the school office. No email/FAX/Text requests will be accepted.
4. Parent requests for transfer students during the school year will be evaluated on an individual basis by the principal (or principal's designee).

As new students enroll during the school year, the principal (or principal's designee) will be responsible for student assignment.

Information about students under the rights to privacy shall be held in confidence by the teachers, staff, and school council.

**Policy Evaluation**

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

Date Adopted: January 15, 2019

Date Reviewed/Revised:

Council Chair Initials:

Date Reviewed/Revised:

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