

G. C. Burkhead Elementary School

SBDM Council Policy

Policy Number 10.00

Student Assignment/Primary Program Policy

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STANDARDS FOR STUDENT ASSIGNMENT TO CLASSES AND PROGRAMS

The principal (or principal's designee) shall assign students to classes and programs in a manner that will.

1. Take each student's developmental needs into account.
2. Create collaborative groups of teachers responsible for the same students and with common planning time so that they can share planning and thoughts on individual students needs.
3. Make it easy for those teachers to make flexible adjustments to their schedules and student groupings when they believe that will support higher learning for students.
4. Implement the Consolidated Plan
5. Not exceed the state class size cap except under certain circumstances described further in this policy.

STUDENT/CLASSROOM ASSIGNMENT PROCESS AND PARENT REQUESTS

Student homeroom assignments will be based on the number of students divided by the number of teachers at each grade level. Homerooms will be equally balanced as much as possible by total number of students and by the number of boys and girls in each class. Individual performance levels and individual developmental needs will also be evenly distributed. Current teachers (Pre K – 3) will randomly place students in homeroom for the following school year, 5th grade students will be randomly placed in homeroom by their 4th grade teachers.

As new students enroll in school during the school year, they will be placed in homerooms in such a way as to keep the homerooms the same size. During the school year, less attention is given to the equalizing of male and female numbers. Occasionally students with special needs are placed in certain homerooms to better address that need.

Teacher, counselor, and ARC committee recommendations and requests will be considered to facilitate the aforementioned equalization of boys to girls and developmentally appropriate placement. Final placements will be made at the discretion of the principal. Class rosters will be completed in May for the upcoming school year.

PRIMARY ASSIGNMENT

All teachers of kindergarten through third grade will participate in the primary program. According to KRS 158.031, the "primary program" is defined as the part of the elementary program in which children are enrolled from the time they begin school until they are ready to enter the fourth grade. The primary program will include the following attributes: developmentally appropriate educational practices; multiage/multiability classrooms; continuous progress; authentic assessment; qualitative reporting methods; professional teamwork; and positive parent involvement.

STUDENT SPECIAL AREA ASSIGNMENT

G.C. Burkhead shall provide all students instruction in the areas of art, music, fine arts, physical education, (including health and safety), and math/science process lab.

EXIT FROM PRIMARY: OFFICIAL DECISIONS

Our school will make every effort to engage the students' parents as active partners in planning to ensure that the students' full needs are well addressed.

In January teachers will review their students' performance to identify those students who appear ready to move on to the next grade level and those students who MAY NOT be ready.

The parents of student a teacher feels MAY NOT be ready to move on to the next grade level will be invited by the teacher to discuss the student's strengths and weaknesses. The purpose of the meeting is to discuss concerns and strategies to help the overall learning of the student and make a tentative decision on grade placement for the upcoming year. Some students may progress in abilities before current school year is over and move on to next grade level.

In the event that a consensus is not possible the group will schedule another meeting to discuss the issue in 4-6 weeks. This meeting may include the child's current teacher and one possible teacher for the next school year to share thoughts on the student's needs, expectations, and curriculum. If a consensus fails after the second meeting, the principal will determine what steps will be taken.

Amended: January 17, 2006

Amended: July 14, 2003

Amended: December, 2010