

## **Assignment of Students to Classes and Programs**

KRS 160.345 (2) (i) 3

### **Purpose:**

The Assignment of Students to Classes and Programs Policy for Pembroke Elementary School ensures that all students are provided equitable access to all components of the school's curriculum through the class assignment process.

### **Procedures:**

Teachers will complete student placement sheets on all students in grades K - 5. Student placement sheets will be completed and teachers will meet as a grade level to create a draft heterogeneous class rosters by closing day.

The guidance counselor, assistant principals, and principal will set up classes. Students will be grouped heterogeneously. Classes will be set up so that the number of males, females, and minorities are divided evenly in classes. Students with disabilities will be placed in classes first in order to meet the needs of their IEPs.

Each grade level team may exercise the use of flexible grouping strategies in order to meet the individual needs of each student.

Students that are being considered to repeat a grade must have the proper district level retention paperwork completed according to the date set by the district. This paperwork will be reviewed by the parent, teacher, guidance counselor, and principal to write a statement of recommendation based on the data before it is turned into the district. The district will make the final decision to determine retention of any student. Any student completing an additional year will be placed with a different teacher for that additional year.

### **Evaluations:**

Annually the principal will gather information from teachers through PLCs, committee meetings, and rounding to discuss student placement. Questions may include, but are not limited to the following: collaboration and team teaching, ratio between boys and girls, class size, and effectiveness of students receiving instruction from multiple teachers or staying in homeroom.

Date Adopted: Sometime prior to 2015

Date Reviewed/Revised: June 8, 2020

Date Reviewed: 11-29-21

Date Reviewed- 3-28-22

Date Reviewed- 11-28-22

