

First Reading: 7-30-20
Second Reading: 8/26/20
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CROFTON ELEMENTARY SCHOOL COUNCIL POLICY

District: Christian County

School: Crofton Elementary School

Council Policy Type	Policy Number
<input type="checkbox"/> By-Laws (Council operational policies)	2.06
<input checked="" type="checkbox"/> Function (School Operational Policies)	

Policy Topic Description

Assignment of Students to Classes and Programs Policy

Statutory Authority –KRS 160.345(2)(i)3

Policy Statement

This policy is intended to act as a guide for ensuring equitable access of curriculum for all students at Crofton Elementary School.

Purpose:

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

Procedures:

Primary Program and Intermediate Grades:

Students will be assigned a homeroom teacher. Students will rotate to classrooms where teachers will provide subject based instruction. Students will either remain with their homeroom class or rotate in mixed groups. Students will receive instruction in Reading/English Language Arts, Math, Science and Social Studies. Writing will be embedded in the instructional core.

Grouping:

Two weeks prior to the last instructional day of school, teachers will submit placement notes on each of their students. These notes may include, but are not limited to, student's academic progress, assessed reading level, MAP scores, behavioral issues and individual education plan (IEP)/504 plan. The guidance counselor will gather this information along with team drafts of recommended homerooms, compile and assign students to classrooms based on the data. Students will be equitably distributed among

the classes based on gender and ability. Priority for placement will be for those students that have specific needs on an individual education plan (IEP) as determined by the Admission and Release Committee (ARC).

Student class assignments will be made at least 30 calendar days prior to the first instructional day of school. Homeroom teachers will send home letters to each of their homeroom students at least one week prior to the student's first day of school. Student placements may be adjusted throughout the year as needed to address student needs.

Evaluation

Annually, between February and April, certified staff (i.e., teachers, guidance counselor and administrator(s)) will complete an online survey on the assignment of students. Data from this survey will be presented by the principal to the school council for discussion during the May meeting. Questions on the survey may include, but are not limited to, collaboration and team teaching, ratio between boys and girls, class size and effectiveness of students receiving instruction from multiple teachers.