

Millbrooke Elementary School

Assignment of Students to Classes and Programs

KRS 160.345(2)(1)3

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

Procedures: Student placement policy will include the following factors in order to ensure heterogeneous grouping of homerooms:

- Gender equity
- Ethnic diversity
- Equitable distribution on basis of achievement
- Special needs

Following distribution of students according to the above criteria, consideration will be given to refining class lists as pertaining to these additional criteria.

- Need to separate certain students because of other past interactions

Other stipulations:

- The principal and/or guidance counselor shall be responsible for assigning new students to teachers. Any request for change in student placement during the school year will be at the principal's discretion.

Grouping: At least 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, the student's academic progress, assessed reading grade level, achievement data, behavior issues, and Individual Education Plan (IEP) / 504 plan. **The principal, school counselor, and special ed team lead will gather** this information, compile and assign students to classrooms based on the data. Students will be equitably distributed among classes based on the above procedures. Priority for placement will be for those students that have specific needs on an Individual Education Plan (IEP) as determined during an Admission and Release Committee (ARC) meeting.

Student homeroom assignments will be completed prior to the first instructional day of school. Student assignments will be shared with homeroom teachers. **Teachers will contact families in some way to welcome their assigned students.**

After the school year begins and throughout the year, student grouping is flexible.

Evaluation: Annually the school council will review student placement procedures to determine effectiveness.

Reviewed November 13, 2024