

**Policy number 06.03**

## **Student Assignment Policy**

**Purpose:**

Caverna Elementary vows to put students first, “Every student, every day, building leaders.” In doing so, students will be assigned where they are best suited for a “win-win” situation.

**Procedures:**

Teachers will:

- Collaborate with each other for their current students and assign them to the next grade level teachers (teacher a, teacher b, teacher c) based on the following:
  - Academic performance
  - Learning style of the student (high, medium low)
  - Behavior of student
  - Instructional needs of student
  - Class size/boy-girl ratio
  - School schedule (special ed needs)

Parent requests will be considered, if the parent has a legitimate reason and for educational purposes with the best interest of the child. The principal will inform the parent of the final decision when dealing with parent requests.

Once prepared and submitted to Principal, additions or amendments to the student assignment lists shall be made by the principal no later than July 1. The principal will then post student assignments at least two weeks before school starts.

**Evaluation:**

Annually, the SBDM Council will review the policy and timeline and make necessary changes so CES can meet the needs of all students by putting them first.

First Read Date \_\_\_\_\_ 5/10/16

Policy revised \_\_\_\_\_ 5/25/16 \_\_\_\_\_

Second Read Date: 5/25/16

Policy reviewed 3/17/18, 10/23/18, 11/12/19

