

Student Assignment Policy

KRS 160.345 (2)(i)3

Purpose: The Student Assignment Policy ensures that all students are provided equitable access to all components of the school's curriculum through the class assignment process.

Policy Statement:

In order to maintain the optimal learning environment within each classroom, each teacher will identify their students in the following manner within the last month of school:

- Males / Females
- Gifted and Talented Students
- Special Education Students
- Students with a 504 Plan
- Students with Discipline Issues
- Rank in order achievement (1=High) (2=Medium) (3=Low)

It will be the role of the principal to assign an equal ratio of the described subgroups to all classrooms at Hopkins Elementary School. Parents/Guardians may submit a written "Non-Request Letter" to the principal no later than the last day of the school year. The written request must state which individual teacher's classroom they do not want their child in. The Parents/Guardians must give detailed reasons clearly stating why their child's education would be compromised if their child was placed with that particular classroom. A non-request letter DOES NOT guarantee that a child will be placed in a specific teacher's classroom. Requesting that your child not be placed in a particular classroom, so they might be in the same classroom as their friends, is not a legitimate request. Students will be placed in classrooms based upon the aforementioned criteria and consideration will be given to parent concerns before final student placement is determined.

Appeals Process:

If the Parents/Guardians do not agree with the placement of their child within a particular classroom, they may submit a Parent Concern Form to the principal after students have been in attendance in their original classroom placement for ten instructional days. All classroom placement changes are at the sole discretion of the principal.

Date Adopted: 5/15/07

Date Reviewed or Revised: 1st reading 1/14/20

Council Chairperson's Initials: HPS

Date Reviewed or Revised: 2nd reading 2/7/20

Council Chairperson's Initials: HPS