

RMIS SCHOOL COUNCIL POLICY

Russell Independent Schools

Russell-McDowell Intermediate School

COUNCIL POLICY TYPE (Check One) <input type="checkbox"/> By-Laws (Council Operational Policies) <input checked="" type="checkbox"/> Function (School Operational Policies)	POLICY NUMBER <u>1</u> <u>0</u> . <u>0</u> <u>1</u>
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POLICY TOPIC DESCRIPTION
Assignment of Students Policy

POLICY STATEMENT
See attached policy

Date Adopted <u>4/3/96</u>	Signature _____
Revised <u>2/23/2017</u> Reviewed <u>annually</u>	Council Chairperson

Assignment of Students Policy

Russell-McDowell Intermediate students will be assigned to a team or teacher by: work habits, behavior, gender, heterogeneous grouping, special considerations, and academic needs. Placement of students with specially designed instruction will be determined on a case-by-case basis. All teachers will complete moving up cards so that all classes will be equitable (behavior and academics). The cards will also be used to ensure student separation needs.

Students will be intentionally placed based on the experience of former, present, and future teachers. Students will be placed so that they do not have an inexperienced teacher for two consecutive years. (Experienced teacher is defined as tenured and scoring accomplished or above on summative evaluations.) Also taken into consideration will be the student's current teacher's attendance for the school year. (For example, if the teacher has missed a large portion of the school year due to illness, maternity leave, etc., the student would need to be placed in an experienced teacher's classroom the next year.)

Three weeks before school is out, the Placement Committee will develop homeroom lists for the upcoming year grouped according to the established criteria. If this is not possible due to enrollment shifts, grouping will be assigned during the summer. Students will be divided equally among the classrooms with adjustments according to the criteria. Enrollment in a split-level or split-grade class will be selected according to the established criteria. If a classroom has to be set up after the close of school, the Principal will select the children according to the established criteria from all classes in that level.

The Placement Committee will be an ad-hoc committee consisting of the school administration team and teachers.

Assignment of New Students

As students enroll during the year, a balance of the established criteria should be maintained as closely as possible. Previously enrolled students should be placed if at all possible in their prior homeroom. This same policy will also apply to eliminate classroom units.

Parent Teacher Requests

No change in student placement will be granted until after the first four weeks of school. Requests should then be brought to the principal for consideration after the following steps have been completed: 1) a parent/teacher conference, 2) a parent visit to

the classroom, 3) documentation by teacher interventions, and 4) follow-up parent/teacher conference. **Specific teachers cannot be requested.**

End of the year requests by returning parents can be made in writing to the principal by the end of the school year. The requests should include specific learning traits and styles. **Specific teachers cannot be requested.**

Transferring Students

Students enrolling or re-enrolling in Russell-McDowell Intermediate School will be placed according to one of the following criteria:

- (1) Grade placement may be made according to the transcript information from an accredited or regulated educational institution.
- (2) If not from an accredited or regulated institution, placement may be made based on clear evidence of course content, textbooks used, and time spent in a learning/teaching environment. The criteria to be met shall be equivalent to the minimum standards required of public schools by the Department of Education.
- (3) If either of the above two standards cannot be met, placement may be made according to appropriate mastery or achievement tests that have been administered by RMIS for the purpose of placement.

The decision concerning placement rests solely with the administration of RMIS.