

ASSIGNMENT OF STUDENTS AND TEACHERS TO CLASSES

The responsibility for assigning students and teachers to classes rests with the school administration. The principal will create a master schedule of class offerings using summaries of student requests, teacher and facility availability, and a minimum conflict time schedule.

Teachers will be assigned to courses and class periods by the principal. Although recommendations from the department chairperson may be used in assigning teachers, the principal has sole authority to make assignments.

Students will be randomly assigned to specific teacher/class period assignments through the use of scheduling software. The principal may modify individual student schedules in order to attain class size balance or gender balance, to avoid student/teacher/parent conflicts, and to promote harmonious peer relationships in class.

Parent/guardian requests for assignment of students to specific teachers, sections, or class periods will be considered and decisions will be made according to the merit and unique circumstances surrounding each situation. Requests must be made in writing to the principal and must include the rationale for the request. Approval of such requests will be carefully limited to assure an equal opportunity for all students.

Recommendations for student placement in specific classes may be generated by curricular departments and/or the eighth grade faculty, in the case of incoming freshmen. When faculty recommendations differ from the wishes of the parent/guardian, the parent/guardian will be required to sign a waiver signifying that they have chosen not to accept the faculty recommendation. If parents choose not to accept the course recommended by the faculty, students will be placed in the course preferred by the parent if there is space available.

LEGAL REFERENCE:

CROSS REFERENCE: IHD, Student Schedules and Course Loads

POLICY ADOPTED: April 19, 1999

POLICY REVISED: