

FILE: JECD

MEDFORD AREA PUBLIC SCHOOL DISTRICT

DATE ADOPTED: April 19, 1994 **FILE SECTOR:** STUDENTS
DATE REVISED: October 21, 1999 **POLICY TITLE:** ASSIGNMENT OF STUDENTS
DATE REVISED: March 20, 2008 **TO CLASSES**
DATE REVISED: November 20, 2014

Assignments of students to classes within schools in the Medford Area Public School District shall be the responsibility of the building principal working in cooperation with the professional staff. The Medford Area Public School District Board of Education has the authority to assign students to grade level, teacher and class. Parents should be involved as appropriate.

CROSS REFERENCE: JECD-R, Employee Handbooks
LEGAL REFERENCE:

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A. KINDERGARTEN PLACEMENT CRITERIA

1. Students will be assigned to kindergarten sections based on transportation, random heterogeneous selection, class size balance, and gender balance.
2. Assignment of students to specific classes/teachers will be decided by the building principal. Requests for specific classes/teachers will not be honored, but the administration will consider parent requests for students not to be assigned to a specific classroom. These requests must be in writing, state the reason for the request, and submitted to the building principal by **June 1**.

B. PLACEMENT CRITERIA FOR GRADES 1-6

1. Students will be assigned to classes/teachers based on teacher and administrative recommendations and the following criteria:
 - a. Special educational needs of students;
 - b. Heterogeneous selection;
 - c. Gender balance;
 - d. Avoidance of potential conflict (*i.e., parent/teacher, student/teacher and sibling rivalry*), and
 - e. Reduction of conflict between students which is harmful to the learning environment.
2. Assignment of students to specific classes/teachers will be decided by the building principal. Requests for specific teachers will not be honored, but the administration will consider parent requests for students not to be assigned to a specific classroom. These requests and an explanation of the unique circumstances must be in writing and submitted to the building principal by **June 1**.
3. Parent/guardian requests for students not to be assigned to specific teachers will be carefully limited to assure an equal opportunity for all students and other factors, such as class size balance, availability of space, educational resources, etc.

C. **PLACEMENT CRITERIA FOR GRADES 7-12**

1. A master schedule of class offerings will be produced using summaries of student requests, teacher and facility availability, and a minimum conflict course schedule. Teachers will be assigned to courses and classes by the principal and/or designee.
2. Students will be randomly placed into specific teacher/class hour assignments as follows:
 - a. Grades 9-12 will be scheduled by computer.
 - b. Grades 7-8 students will be scheduled by computer or hand scheduling by principal/designee.
 - c. The principal and/or designee may modify individual student schedules of classes in order to attain class size balance, gender balance in the class, to avoid student/teacher/parent conflicts, to allow for special educational needs, and to promote harmonious peer relationships in class.
 - d. Students will be able to obtain copies of their schedules during a pre-registration period determined by the principal.
3. Parent/guardian requests for students not to be assigned to specific teachers/sections will be carefully limited to assure an equal opportunity for all students and other factors, such as class size balance, availability of space, educational resources, etc. Requests and an explanation of the unique circumstances must be in writing and submitted to the building principals by **June 1**, or in the case of grades 9-12, as early as possible.
4. For all of the above, student schedules will **not** be changed after scheduling is complete except to correct scheduling errors, or in extreme cases, as determined by the building principal/designee.