

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		
DATE REVISED:	October 26, 2020		

Assignments of students to classes within schools in Medford Area Public School District (MAPSD) shall be the responsibility of building principals working in cooperation with the professional staff.

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

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Assignment of students to specific classes/teachers will be decided by the building principal. Student schedules will **not** be changed after scheduling is complete except to correct scheduling errors as determined by the building principal/designee.

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**, or in the case of grades 9-12, as early as possible.

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.

PreK/KINDERGARTEN PLACEMENT CRITERIA

PreK/kindergarten students will be assigned to sections based on transportation, random heterogeneous selection, class size balance and gender balance.

GRADES 1-6 PLACEMENT CRITERIA

Grades 1-6 students will be assigned to classes/teachers based on teacher and administrative recommendations and the following criteria:

- Special educational needs.
- Heterogeneous selection.
- Gender balance.
- Avoidance of potential conflict (i.e., parent/teacher, student/teacher and sibling rivalry).
- Reduction of conflict between students which is harmful to the learning environment.

GRADES 7-12 PLACEMENT CRITERIA

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.

Students will be randomly placed into specific teacher/class hour assignments as follows:

- Grades 7-8 students will be scheduled by computer or hand scheduling by principal/designee.
- Grades 9-12 will be scheduled by computer.
- 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.
- Students will be able to obtain copies of their schedules during a pre-registration period determined by the principal.