

Elementary School Building Assignment

Balanced class size across each grade level in the elementary schools is highly desirable in order to balance teacher attention to student educational needs and to optimize the utilization of facilities and staff. Initial assignment of elementary children to a specific building will be determined by the Superintendent of Schools or designee. Each elementary school has a catchment area or “school zone” from which it draws students. The district also designates some geographic areas as “swing zones” from which students may be assigned to one of two different schools.

In order to maintain balanced class sizes, initial assignment to an elementary school for incoming kindergarten students will typically not be made until July prior to the new school year. Students in the general education program will remain in their assigned school unless their residence changes to a different elementary school attendance zone.

If a student moves to a new elementary school attendance zone after January 1st, the parent(s) may choose to continue placement in the initial elementary school until the end of the school year. Transportation will be provided through our transfer bus system. These students will be moved to the school for the zone in which they reside at the beginning of the next school year. Exceptions may be made for students entering 5th grade at the discretion of the superintendent.

All elementary school youngsters in grades K-5 in a single family will be assigned to the same elementary school except for students enrolled in special district-wide programs which normally meet only in a selected school.

Elementary Class Placements

Parents will be notified about year-to-year elementary classroom placements in a timely fashion. Typically this will occur by the end of the previous school year. A process will be in place allowing parents the opportunity to give input prior to student assignment. Parent(s) have the option of scheduling a meeting with the principal to discuss any special concerns that they may have about placements (i.e. twins and higher order multiples). Should the parent disagree with the placement of an elementary student, the parent(s) will have the opportunity to meet with the principal to discuss the placement and review any pertinent data. After this process has been followed, the Principal’s decision on the matter will be final, absent a violation of Board of Education policy or Education Law.

All assignments should be considered year by year and case by case. Blanket policies regarding placements (i.e. for twins or multiples, younger siblings, etc.) other than those specifically proscribed in board policy are prohibited.

Elementary Grouping

Grouping should be flexible so that a student may, when recommended by the principal, be moved from one group to another.

Elementary and Secondary Grade Level Assignment

The building principal will be responsible for the assignment of students to appropriate grade levels. Each building principal will establish classes based upon pupil performance, teacher recommendation, standardized test scores and such other factors as may be pertinent.

Secondary Grouping and Class Assignment

In the secondary schools, principals will be assisted by guidance counselors and K-12 Department Heads in determining appropriate groupings and class assignments. Secondary Students will be assigned to classes for the upcoming school year on the basis of their course elections as reviewed by their guidance counselor prior to March 1 annually. Program changes after initial course selection must be based on a change in circumstances and approved by the guidance counselor. The assistant principal in charge of scheduling must approve any election changes after July 1. A student or parent has the right to appeal a guidance counselor or assistant principal's course assignment decision to the building principal, whose decision on the matter will be final absent a violation of Board of Education policy or Education Law.

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