

Walton-Verona Elementary **Policy for Student Assignment**

Policy 12

Policy for Student Assignment

- ◆ Students will be placed on rosters within a given grade level in balanced manner taking into consideration a student's academics, behavior, gender, and parent request (if any). The committee making these decisions will consist of all elementary administrators and guidance counselor. The committee may authorize other non-homeroom teachers and staff to help in decision making if need be. The following will be used as procedures for assigning students:
 - By the spring of the previous school year, each homeroom teacher will receive a "student rating worksheet" on which they will supply pertinent information about each of their students. Behavior, academics and special ed. Status and Response to Intervention (RTI) status will be given careful consideration. This will be turned in before school lets out for the summer.
 - Parent Requests must also be turned in to the main office before the end of the school year for consideration for the following school year.
 - Student Assignment Committee will work to put children into homerooms.
 - Final rosters will be complete by third week of July provided numbers of students and staff are finalized a particular year by this time.
 - Information about student homerooms will be released by this time as well. Parents and guardians will receive a letter in the mail indicating their children's placements.
 - The school reserves the right to withhold early (before school begins) placement information if student still has a fee balance.