

ASSIGNMENT OF STUDENTS TO CLASSES

Policy #433

Waunakee Community School District

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- A) Kindergarten Placement Criteria
 - 1) Students will be assigned to kindergarten sections according to attendance area.
 - 2) Students may be assigned to other kindergarten sections upon parent/guardian request if space permits and according to district policies.

- B) Placement Criteria for Grades 1-6
Placement should be based on the following:
 - 1) Random heterogeneous selection.
 - 2) Balance by sex.
 - 3) Avoidance of apparent conflict (i.e. parent/teacher, student/teacher and sibling rivalry).
 - 4) Reduction of conflict between students that is harmful to the learning environment.

- 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 time schedule. Teachers will be assigned to courses and classes by the principal using recommendations from the department chairperson.
 - 2) Students will be randomly placed into specific teacher/class hour assignments as follows:
 - a) Grades 9-12 will be scheduled by computer.
 - b) Middle school students will be scheduled by computer or by principal/counselor hand scheduling following teacher recommendation.
 - c) The principal may modify individual student schedules of classes in order to attain class size balance, sex balance in the class, to avoid student/teacher/ parent conflicts, and to promote harmonious peer relationships in class.

D) Parent/Guardian Requests

Creating the school schedule is a complex process that requires balancing staffing and student needs. As administrators and counselors craft the schedule, they consider many factors.

- 1) Because of the complex nature of class placement, parent/guardian requests for specific teachers are not able to be honored.
- 2) Parent/guardian requests for transfer of students into other sections will be considered and decisions will be made according to merit and unique circumstances surrounding each situation. Requests should be made in writing to the building principal stating the reasons for

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- the requests. While parent/guardian requests may be made, requests may not be honored, depending on the nature of the request and factors at the building level.
- 3) Building principals shall make the decision as to whether to approve a transfer or assignment request. Transfers or reassignments should only be made when absolutely necessary.
 - 4) The decision of the principal may be appealed to the superintendent. The superintendent's decision will be final and not appealable to the Board.
- E) Transfers/Open Enrollment/Tuition/Part Time (Open Enrollment) Students
- 1) Students entering the system after all enrolled/resident students have been placed shall be placed in classes in the same manner as resident students but in only those classes or buildings where space is available.

Cross Ref.: 343.2-Rule, Class Size Guidelines
411, Equal Educational Opportunities
420, School Admissions
420-Rule, Transfer Student Admission
422, Admission of Non-Resident Students (Other Than Open Enrollment Students)
423, Full-time Open Enrollment
432, School Attendance Areas

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