

1st reading: October 11, 2016
2nd reading: November 9, 2016
Adoption: November 9, 2016

Domain: Logistics

Policy: Student Assignment

The principal shall prepare a student assignment plan and present the plan to the school council for approval by June 1. Additions or amendments to the student assignment plan shall be reported to the school council by August 1. Additions or amendments to the student assignment plan shall be reported at each subsequent school council meeting for the month in which one occurs. If the school council has not approved a student assignment plan by August 5, the principal's plan shall be implemented as if approved by the council.

Schedules shall be available to parents and students five working days prior to the anticipated opening day of school. The class change policy will be included in the student handbook.

Student schedules are prepared in accordance with, but not limited to, the following criteria:

- ILPs
- IEPs
- 504 Plans
- Gifted Plans
- CCR Requirements
- ACT Benchmarks
- Graduation Requirements
- Staffing Allocations/Class Sizes
- Instructional Needs of the Student

Student schedules will be prepared at the discretion of the principal, assistant principal, and guidance counselor.

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