

Assignment of Students to Classes

1. Students in grades kindergarten through fifth will be assigned to heterogeneous classes by the school principal.
2. Scheduling of middle school and high school students for the ensuing school session will be conducted during the spring semester of each year. School counselors, subject-area teachers, students, and parents will be involved in the scheduling process.
3. Counselors and teachers will interpret to students essential information relating to the program of studies, including information on the importance of enrolling in courses taught at the level best suited to a student's needs, interests, and abilities.
4. After reviewing a student's record of achievement and all available test scores, teachers and counselors will recommend courses taught at the level best suited to the student's abilities. The final schedule will be signed by the teacher, the counselor, and the student's parent or guardian.
5. Foreign students enrolling in Lafayette Parish schools without academic records will be placed according to their chronological age. Their progress will be monitored, however, to determine their proficiency in the English language and to recommend placement changes that may be related to progress in the mastery of English.
6. High school students will be informed of graduation requirements that related to the curriculum in effect at the time of their entry into high school. Subject-area teachers and the school counselors will periodically review student records in order to inform students and their parents of facts relevant to graduation requirements.
7. If, subsequent to final scheduling, a student's placement is questioned, the counselor will schedule a conference with the subject-area teachers, the student, and the student's parent or guardian to determine whether a change should be made. If the student's parents and/or guardian insist on a change that is not recommended by the teacher and/or counselor, the parent or guardian must sign a statement requesting the change. The parent or guardian will assume responsibility for the student's progress in a course not recommended by the teacher or counselor.
8. Semi-annual checks of parish schools will be made by administrative staff members to insure uniformity in placement policies throughout the parish.
9. Requests for individual reviews will be initiated in accordance with the guidelines enumerated in Due Process Policies. (See page 17.)

Adopted: 8/7/85

Lafayette Parish Public Schools, Louisiana