

BAYFIELD SCHOOL DISTRICT**PROCEDURE FOR ASSIGNMENT OF STUDENTS TO CLASSES****A. KINDERGARTEN PLACEMENT CRITERIA**

1. Students will be assigned to kindergarten sections according to available transportation, random heterogeneous selections and balance of sex.
2. Students may be assigned to other kindergarten sections upon parent/guardian request if space permits and according to the merit and unique circumstances surrounding each situation. Requests for specific assignments should be made in writing and must be submitted to the building principals or his/her designee by June 1. After publication of assignments, all requests for changes must be made in writing and submitted to the building principal by August 1.

B. PLACEMENT CRITERIA FOR GRADES 1-4 (5 AT SES)

1. Students will be assigned to classrooms based on the following:
 - a. Heterogeneous selection;
 - b. Balance of sex;
 - c. Avoidance of apparent conflict (i.e., parent/teacher, student/teacher and sibling rivalry), and
 - d. Reduction of conflict between students which is harmful to the learning environment.
2. Parent/guardian requests for assignment of students to specific sections, or to other sections will be considered and decisions will be made based on space permits and according to the merit and unique circumstances surrounding each situation. Requests for specific assignments should be made in writing and must be submitted to the building principals or his/her designee by June 1. After publication of assignments, all requests for changes must be made in writing and submitted to the building principal by August 1.
3. Parent/guardian requests for assignment of students to specific teachers prior to receiving notice of placement will be carefully limited to assure an equal opportunity for all students.

C. PLACEMENT CRITERIA FOR GRADES 5 & 6

1. Placement should be based on the following:
 - a. Heterogeneous selection;
 - b. Balance of sex;
 - c. Avoidance of apparent conflict (i.e., parent/teacher, student/teacher and sibling rivalry), and
 - d. Reduction of conflict between students which is harmful to the learning environment.
2. Parent/guardian requests for assignment of students to specific sections, or to other sections will be considered and decisions will be made based on space permits and according to the merit and unique circumstances surrounding each situation. Requests for specific assignments should be made in writing and must be submitted to the building principals or his/her designee by June 1.
3. Parent/guardian requests for assignment of students to specific teachers prior to receiving notice of placement will be carefully limited to assure an equal opportunity for all students.

D. PLACEMENT CRITERIA FOR GRADES 7-12

1. A master schedule of class offering will be produced using summaries of student requests, teach and facility availability, and a minimum conflict time schedule. Teachers will be assigned to courses and classes by the principal and/or his/her designee.
2. Students will be randomly placed into specific teacher/class hour assignments as follows:
 - a. Grades 9-12 will be scheduled by computer.
 - b. Grades 7-8 students will be scheduled by computer or by principal/designee hand scheduling based on special requests.
 - c. The principal may modify individual student schedules of classes in order to attain class sex balance, sex balance in the class, to avoid student/teacher/parent conflicts, to allow for exceptional needs, and to promote harmonious peer relationships in class.
 - d. Students will be able to obtain copies of their schedules during a pre-registration period determined by the principal.
3. Parent/Guardian requests for assignments of student to specific sections, or to other sections will

