

Policy Code: 4155 Assignment to Classes

The principal has the authority to assign students to classes. In making class assignments, the principal should consider factors including the following:

- Student's birthday;
- Student's academic experiences and/or any needed specialized settings (e.g., Extended Content Standards, Newcomers, etc.);
- What is best for each student;
- What is best for all the students;
- Class size;
- Student safety;
- Student relationships;
- Special training or other characteristics of the classroom teacher;
- Establishment of diverse learning environments to which all students have access.

The principal is encouraged to seek input from the professional staff in making assignment decisions. The principal, with assistance from District Leadership, will determine the proper assignment in cases where insufficient records are available.

A. Multiple Birth Siblings

School officials will seek parental preference in making the initial classroom assignment of multiple birth siblings to the extent provided in this section and applicable state law. "Multiple birth siblings" means twins, triplets, quadruplets, or other siblings resulting from multiple births.

a. Consultative Meeting with the School Principal

The parent or guardian of multiple birth siblings who are assigned to the same grade level and school may request a consultative meeting with the principal to consider whether to initially place the siblings into the same classroom or into separate classrooms. The request must be made no later than five days before the first day of each school year or, if the students are enrolled after the school year starts, five days after their first day of attendance.

At the meeting, the parent may request either that the students be placed (1) into the same classroom or (2) into separate classrooms. School officials may offer professional educational advice to the parent or guardian and may recommend an appropriate classroom placement for the students.

b. Initial Classroom Placement

Following the meeting, the principal shall consider the placement of the students in accordance with the parent or guardian's request unless doing so would require adding an additional class at the student's grade level.

This section shall not otherwise limit the principal's authority to determine the specific classroom assignment(s) for multiple birth siblings, including the student's assignment to a specific teacher or team.

c. Change to Initial Classroom Placement

The principal may change the initial classroom assignment of one or more multiple-birth siblings in the following circumstances:

- 1) the principal, in consultation with the student's classroom teacher(s), determines at the end of the first grading period that the requested placement is disruptive to the school; or
- 2) the principal determines that one or more of the multiple-birth siblings must be removed from a classroom pursuant to any board discipline policy, school rule, and/or the Code of Student Conduct.

B. Newly Enrolled Children of Military Families

The principal shall comply with the requirements of Policy 4050 Children of Military Families when making grade-level placement and course enrollment. The board authorizes and directs the superintendent and school administrators to be flexible in prerequisites or other preconditions for courses or programs offered by the school system.

C. Class Size

Class size is defined as the number of students under the jurisdiction of a regular classroom teacher at any one time. The average class size for each grade span in the school district will at no time exceed the General Assembly's funded allotment ratio of teachers to students, except as otherwise permitted by the State Board of Education. At the end of the second school month and for the remainder of the school year, no single classroom may have more than three students above the unit-wide allotment ratios.

From the fifteenth day of the school year through the end of the school year, teachers in grades seven (7) through twelve (12) shall have teaching responsibilities for no more than 150 students per day.

Principals should report deviations from allowed maximums to the superintendent. If the superintendent determines that the requirements have not been met, he/she will make a report to the board at the next board meeting. The board will take action to meet the requirements of this policy. The board will immediately apply to the State Board of Education for additional personnel or a waiver of the class size requirements if:

- the board cannot organizationally correct the exception, and
- the exception resulted from (i) exceptional circumstances, emergencies, or acts of God, (ii) large changes in student population, (iii) organizational problems caused by remote geographic location, or (iv) classes organized for a solitary curricular area.

The board will ensure that an adequate number of classrooms is provided so that the superintendent may meet the requirements of this policy.

D. Parental Requests

Parents may not request specific teachers. However, parents are permitted to supply information that would enable school staff to plan for student placement in classes and other programs. The principal should not institute an assignment plan that systematically works to the detriment of families who are new to the district. The superintendent will develop regulations to guide the principals in making equitable assignment decisions.

Disabilities Act, [42 U.S.C. 12131](#) *et seq.*, [28 C.F.R. pt. 35](#); Individuals with Disabilities Education Act, [20 U.S.C. 1400](#) *et seq.*, [34 C.F.R. pt. 300](#); [G.S. 115C-36](#), [-83.7](#), [-288](#), [-366.3](#), [-366.4](#), [-390.7](#), [-407.5](#), [-407.12](#)

Cross References: Children of Military Families (policy 4050)

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Chapel Hill-Carrboro Schools
