

**PROCEDURE FOR BOARD POLICY JBCCB**  
Student Assignment to Classes

<b>Murray County Board of Education Board Rule JBCCB</b>
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Parents may request that their child be placed with certain teachers provided:
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Parent provides an instructionally sound reason for placement. This will be determined by the school administrators.
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| <ol style="list-style-type: none"><li>1. All requests must be placed in a sealed envelope; only school administrators will have access to the requests.</li><li>2. All requests must be made prior to May 1st.</li></ol> |
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Administrators in each Murray County school populate most class rolls by heterogeneous grouping. Heterogeneous grouping refers to (a) grouping arrangements in which whole classes of students of varying intellectual ability learn together in one classroom or (b) within-classroom groupings in which students of varying abilities learn together in cooperative learning arrangements. This grouping practice is associated with efforts to assure high academic standards for all students and to allow all students the benefits of access to high-level instructional practices (National Middle School Association).

**PROCEDURE TO REQUEST STUDENT PLACEMENT**

An application for requesting student placement will be posted on the Murray County website ([www.murray.k12.ga.us](http://www.murray.k12.ga.us)) before April 1 of each year. Parents must print this application from the website or pick up a copy from any school and fill in the information requested. The form may be mailed through the United States Postal Service to the student's school postmarked between April 15 and April 30, or the form may be dropped off at the student's assigned school between April 15 and April 30. Applications received after April 30 will not be considered. Please note that some teachers may change schools after April 30, which could impact the final choice for your child.

**SYSTEM CRITERIA FOR SELECTION**

System criteria will be used as the primary decision for placement.

1. Most classes will be composed of a heterogeneous group based on instructionally sound research.
2. No more than ten seats in each class can be taken by placed students.
3. **There is no guarantee that the first request will be honored, but efforts will be made to honor one of the requests.**

This form may be mailed through the United States Postal Service to the student's school postmarked between April 15 and April 30 or may be dropped off at the student's assigned school between April 15 and April 30. Applications received after April 30 will not be considered.

Murray County Schools  
Student Placement Application

\_\_\_\_\_ School

\_\_\_\_\_ School Year for request

Student Name \_\_\_\_\_ Grade for Next School Year \_\_\_\_\_

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Parent provides an instructionally sound reason for placement. This will be determined by the school administrators.

3. All requests must be placed in a sealed envelope; only school administrators will have access to the requests.
4. All requests must be made prior to May 1st.

We are happy to provide you with the privilege of requesting your child's teacher. We will do everything that we can to honor your request; however, test scores, class sizes, and state funding will be the final determining factor for student placement. **There is no guarantee that the first request will be honored, but efforts will be made to honor one of the requests.**

Teacher/Team Request # 1: \_\_\_\_\_

Teacher/Team Request # 2: \_\_\_\_\_

Teacher/Team Request # 3: \_\_\_\_\_

Instructional reason for request: \_\_\_\_\_

At the elementary level, an application with fewer than three different teacher names will be discarded.

Parent Name (Printed): \_\_\_\_\_ Phone \_\_\_\_\_

Parent Signature (Required) \_\_\_\_\_ Date \_\_\_\_\_

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ACTION TAKEN:

Date parent was notified \_\_\_\_\_

Principal