**KBS 2 Class Placement Policy**

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| **Reviewed on** | **Reviewed by** | **Next Review Date** |
| October 25, 2023 | Principals | October 2024 |

**KBS2 Mission Statement:**

Kuwait Bilingual School is a Pre-K to 12 English/Arabic educational institution founded

to serve the Al-Jahra community. Our mission is to develop intellectually mature and

responsible learners who contribute positively to the community by empowering them

to meet the demands of a rapidly changing and morally complex world. By providing.

challenging educational experiences based on the world recognized IB curriculum.

frameworks, learners will acquire the skills, knowledge, and attitudes needed to develop

their full potential.

**KBS2 Class Placement Guiding Statement**

At KBS2, we believe that the primary objective is to ensure that students receive an equitable and enriching educational experience, taking into account their individual needs, social dynamics, and school resources. This policy outlines the procedures and justifications for moving students to alternate homeroom classes in Pre-K through 12.

**Class Placement Procedure**

Class assignments are typically generated at the end of the academic year for the coming academic year, and every effort is made to place students in a class that aligns with the following criteria:

* Academic Considerations
* Balanced Class Sizes: The school aims to maintain reasonably balanced class sizes to facilitate effective teaching and learning and aligning with the MOE guidelines.
* Learning Needs: Students' academic performance, learning styles, and special educational needs are considered when making class assignments.
* Social and Behavioral Considerations
* Positive Peer Dynamics: Efforts are made to create classes with a mix of student personalities and social dynamics that promote a positive classroom environment.
* Behavioral Challenges: In cases where students may face difficulties interacting or cooperating within their initial class, alternative assignments may be considered to provide a more conducive learning environment.
* Special Circumstances: Unique and special circumstances will be considered on case-by-case basis and decided by divisional principals.

**Class Reassignment Appeals**

*Class reassignment appeals will only be accepted after two weeks of attending the class (10 school days).*

Parents or guardians who wish to request a change in their child's class should submit a *Class Change Request Form* to the divisional principal. This form is available at divisional offices. This request should include a clear rationale for the desired change. Rationales such as being or not being with certain students and/or child being placed with a specific teacher will not be considered.

The school administration, in consultation with teachers and counselors, will review each request on a case-by-case basis. The school administration will communicate its decision to the parents/guardians within two weeks from the date of the request. Final approval of class lists/placements are approved by appropriate divisional principals.

**Establishing a New Class Guiding Statement**

The goal is to ensure a fair and transparent process that takes into consideration the best interests of the students and the overall effective functioning of the school. This procedure outlines and clarify the justifications for moving students in grades K-12 to an alternate class when a new class is opened. The purpose of this procedure is to address situations where the opening of a new class in grades K-12 may necessitate the reassignment of students to achieve balanced class sizes.

**New Class Placement Procedure**

The following will be considered:

* Ensuring that the student moves are made with consideration for educational and social well-being.
* Maintain a transparent and equitable process that respects the rights of both students and their parents or guardians.
* There is a need to balance class sizes to distribute resources, teacher-student ratios, and available classroom space more effectively.
* Student moves to an alternate homeroom class may be considered when:
* A new class is opened due to an increase in enrollment.
* Existing class sizes exceed optimal capacity, affecting the quality of education and individualized attention provided to students.

School administration, in consultation with teachers, will identify students who may be moved based on the criteria mentioned above. Parents or guardians of the affected students will be informed of the potential move and the reasons behind it. They will be given an opportunity to discuss concerns and provide input.

**New Class Assignment Appeals**

*New Class Assignment appeals will only be accepted after two weeks of attending the new class (10 school days).*

Parents or guardians who wish to request a change in their child's class should submit a *Class Change Request Form* to the divisional principal. This form is available at divisional offices. This request should include a clear rationale for the desired reason not to move their child into the new class.

The school administration, in consultation with teachers and counselors, will review each request on a case-by-case basis. The school administration will communicate its decision to the parents/guardians within two weeks of the date of the request. Final approval of new class lists/placements are approved by appropriate divisional principals.

**Confidentiality**

All matters related to class assignments, including requests for reassignment and the decision-making process, will be handled with the utmost confidentiality, in accordance with applicable privacy laws.