

**R C HINSDALE ELEMENTARY SCHOOL  
STUDENT PLACEMENT POLICY**

**Purpose:** This policy establishes a procedure for appropriate placement of individual students in homeroom classes in order to meet the needs of all students.

All R C Hinsdale Elementary students will be assigned to a class and/or program that is developmentally appropriate and meets their learning style by the following factors:

- Age, Gender, Ability, Special needs of students and Class Size

Parental input may be submitted in writing to the principal on the Student Placement Form. This form includes student information and teacher requests. The Student Placement Form will be accepted during a two week window in the month of April. The principal will publicize these dates in the R C Hinsdale newsletter and through the email call command system. The Student Placement Form must be submitted during this two week window in order to be considered. **No exceptions.**

If an additional classroom must be established after rosters have been posted, the principal shall select students according to the factors listed above. This will be done to provide a balanced and equitable classroom.

All teacher requests will be taken into consideration. Ultimately, the principal has the final decision to place all students in classrooms.

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Child's Name \_\_\_\_\_ Current Teacher \_\_\_\_\_

- I would like a Student Placement Form to complete for my child.

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_