

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 the following factors:

- Age, Gender, Ability, Learning Style, Student Relationships, Special Needs of Students and Class Size

Guardian 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 within six weeks prior to the last day of school. The Principal will publicize these dates through the R.C. Hinsdale parent communication system. The Student Placement Form must be submitted during this two week window in order to be considered. No Exceptions. All submitted teacher requests will be taken into consideration.

Teachers of the current and next school year will work together to create class lists that will promote the best learning environment, including but not limited to: learning style, friendships, and special needs for each student. If there is not a way to accommodate the guardian's request, then the Principal will notify the guardian. If adjustments are made to the rosters, teachers will be given an opportunity to give input before they are finalized. If an additional classroom must be established after rosters have been posted, the Principal shall invite teachers to provide input, and students will be selected according to all input and factors listed above. Class assignments will be finalized by Records Day as long as additional changes are not needed due to enrollment. Guardians will be notified of class placements by the office staff no later than July 1st.

Child's Name: _____ Current Teacher _____

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

Guardian Signature _____ Date: _____