

# 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

### **CRITERIA for Student assignment to classes and programs**

The principal (or designee) will assign students to classes and programs in a manner that will:

1. Take each student's developmental and academic needs into account.
2. Facilitate the implementation of our school improvement plan.
3. Prepare all students to be ready for college level work during their high school careers.
4. Support the goal of not exceeding the state class size cap except temporarily to accommodate a newly enrolled student or for the current school year with the approval of the SBDM Council.

### **PARENT REQUESTS**

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Guardian input may be submitted in writing to the Principal on the Student Placement Form. 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 placement requests will be taken into consideration.

### **STUDENT ASSIGNMENT PROCEDURES**

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Prior to the end of the school year, 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 using classroom observations of current students and any available data on pre-registered new students. Each grouping will include students performing at a variety of levels. Individual students will be placed to help each one make continuous progress. The principal (or designee) will consider those recommendations before making final assignments of current students and notifying parents, with a target date of completion by Records Day as long as additional changes are not needed due to enrollment.

If an additional classroom must be established after rosters are complete, the Principal shall invite teachers to provide input and students will be selected according to all input and factors listed above. If adjustments are made to the rosters, teachers will be given an opportunity to give input before they are finalized. The principal will assign students who enter the school after the recommendations and/or final assignments are complete. Guardians will be notified of class placements by the office staff prior to the start of school.

### **POLICY EVALUATION**

We will evaluate the effectiveness of this policy through our school improvement planning process.

Date Adopted: 4/20/21

Date(s) Reviewed or Revised: 2/13/20, 3/12/20, 3/11/21

**R C Hinsdale Elementary School**  
**Student Placement Form**

**Student Assignment Procedures**

Teachers of the current and next school year will work together to create class lists that will promote the best learning environment considering the factors listed below. The principal (or designee) will consider those recommendations and input from this form before making final assignments of students. Guardians will be notified of class placements by the office staff prior to the start of school.

Child's Name: \_\_\_\_\_

Current Grade: \_\_\_\_\_ Current Teacher: \_\_\_\_\_

**Relevant Student Information**

Child's Academic Strengths:

Child's Academic Needs:

Child's Personality Traits and Learning Style:

Areas of Concern/Student Relationships:

Medical Needs or Other Related Information:

Please return the Student Placement Form in a sealed envelope labeled "Student Placement Form." All forms should be returned to the office. The content of this form will be kept confidential as it will be reviewed by certified staff and additional concerns pertaining to student placement which are of a sensitive nature should be communicated directly to the administration.