

## Student Placement/Teacher Request Policy

As we begin to plan for the 2024-25 school year, we would like to make you aware of our student placement policy that is referenced when forming classes. Parents have this opportunity to provide information regarding their child and any special circumstance that might need to be considered. We ask that you carefully read this information and make a note of the deadline for submitting your letter, if you choose to do so. Only letters that have followed the guidelines below will be considered.

Student placement letters are neither encouraged nor discouraged but provide parents a means of expressing special circumstances that might need to be considered. Student placement is taken seriously and is initiated according to a process involving time and careful thought concerning the best interest of every child in each classroom. Classrooms are heterogeneously grouped to mirror our society. In order to create balanced classes of students, the following factors are considered: gender, ethnicity, ability levels, student needs, behavior concerns, and special program needs. Please note that the final decision on all student placements rests with the administration.

### ACCEPTABLE LETTERS INCLUDE:

- Issues relating to learning disabilities will be considered (testing from a psychologist and/or doctor diagnosis required and test results on file in the student's permanent record).
- Issues relating to medical need or physical impairment will be considered. (Documentation required in health room records).
- Emotional issues which dramatically impact the learning environment will be considered.
- Requests for a particular teaching style that would best match your child's learning style.
- Parents of multiples (twins, triplets, etc.) may submit requests to have their children together in the same class (in Kindergarten only).

### LETTERS WHICH WILL NOT BE CONSIDERED:

(Letters will be discarded.)

- Requesting or "unrequesting" a teacher by name.
- Requesting that two students be placed in the same class unless there is a documented, valid need for special consideration.
- Requesting an "experienced" teacher or "first year teacher" (all teachers are highly qualified at Brushy Creek Elementary).

**Deadline for all student placement letters from parents is 4:00 pm on April 29, 2024**

Letters can be submitted to the front office, emailed to [ctdavis@greenville.k12.sc.us](mailto:ctdavis@greenville.k12.sc.us), or submitted to your child's teacher.