

## ELEMENTARY CLASS SIZE EQUALIZATION

### **Definition of Terms:**

Attendance Center: The school where a student attends.

Resident School: The school within the residential attendance boundary.

New Student: A student residing within the resident school attendance boundaries and did not attend the resident school before the close of the previous school year. (Does not include kindergarten students.)

Late Registrant: Student that registers after the registration deadline.

Incomplete Registrant: A student who has initiated a registration but has failed to provide all required information such as proof of birth or proof of immunization.

Resident Student: A student that attended the attendance center the previous year. (Exception – recall student.)

Recall Student: A student bused as a result of the policy and has not had the opportunity to return to their home school. This would be a student whose name was drawn to be bused or a student who registered late.

Education Transfer Student: A student whose request for a transfer to another attendance center has been approved by district official for reasons other than class size equalization.

Open Enrollment Student: A student who has requested to attend in the Clinton Community School District but whose parents live in another school district.

Transfer Student: A student who was properly registered or a late registrant but was selected to be transferred to another attendance center for reasons of maintaining class size limits.

**Administrative Procedures:**

It is the intent of this policy to limit the maximum size of regular elementary classes, Kindergarten through second grade to 23 students. It is the intent of this policy to limit the maximum size of regular elementary classes, third grade through fifth grade to 25 students.

For the purpose of this policy all students, including special education students with a grade level assignment, will be included in the enrollment count.

If the grade level enrollment within an elementary school causes class sizes to exceed policy limits, a sufficient number of students will be transferred to another elementary school until class sizes are within specified limits.

When assigning a student to another elementary school for the purpose of complying with the class size policy limits the following will be considered in selecting an attendance center:

- Current class/grade level enrollment
- Distance from place of residence
- Distance from resident school attendance center
- Ability to accommodate special program needs
- Ability to accommodate a sibling

Prior to the beginning of each school year, parents will be required to register their children for school by the end of the registration date published by the district.

Registration will be accepted by mail or in person at the date and times set by the district. All registrations received prior to the close of the scheduled registration date will be handled in a consistent manner. A student is considered registered when their parent/guardian has completed a registration card by the close of registration day.

Kindergarten students will be considered when, by the close of the scheduled registration date, their parents have completed a registration card, has submitted a completed immunization card, and has provided legal proof of the child's date of birth.

Spring Kindergarten orientation does not constitute school registration. Parents of children who will be entering kindergarten in the fall will be required to complete and file all registration materials prior to the close of the announced registration date.

Children who have been transferred (Administrative Transfer) due to class size limits and who have not been issued a recall notice are to register at the school they last attended.

Children who have been transferred (Administrative Transfer) due to class size limits and has been issued and declined a recall notice will be required to register at the school last attended.

Children who have been granted an "Educational Transfer" will be required to register at their resident elementary attendance center.

Open enrollment students who have been assigned an attendance center will be considered a resident of that attendance center until such time their open enrollment status has been terminated. Open enrollment students through the random selection process may be selected for involuntary transfer for the purpose of meeting policy class size limits.

Open enrollment requests will be accepted only if it is projected that accepting an open enrollment application will not cause the district to exceed its class size limits in grades K-5. If the Board of Directors approves an open enrollment application, the applicant will be considered a new student the first year and assigned to a building after the close of registration and all necessary class size transfers have been completed.

Students who have been granted a long-term “Educational Transfer” will be considered a resident of their assigned attendance center until such time their Educational Transfer status has been terminated.

Applications for “Educational Transfers” will be approved to the extent that honoring such requests will not exceed class size limits established in this policy or displace a resident student. “Educational Transfer” requests will be considered after all class size transfers have been determined, unless the “Educational Transfer” request would allow the district to meet class size limits without making an involuntary transfer.

If at the close of school registration, class enrollment in a particular elementary school exceeds the policy limits the district will select students for transfer to another elementary school. Students will be selected for transfer by a random drawing in the following order until class size limits have been achieved:

1. Volunteers
2. Late registrants with no siblings attending the same school.
3. Late registrants with siblings attending the same school.
4. New students with no siblings attending the same school
5. New students with siblings attending the same school.
6. Resident students with no siblings attending the same school.
7. Resident students with siblings attending the same school.

Students selected for transfer, or who have voluntarily accepted a transfer, due to class size limits, will be provided transportation from their home school to the assigned attendance center and back.

When transferring students for the purpose of maintaining class size limits siblings will be transferred to the extent that classroom space is available in the assigned school. Siblings will be considered for transfer only after all class size transfers have been completed. District administrators will not guarantee the district’s ability to accommodate any or all siblings.

If an opening occurs during the school year in the resident school, transferred students will be recalled in the same order in which they were selected for transfer. Recall notices will be issued to administrative transferees and volunteer transferees. The recall process will begin after completion of the first full week of the new school year. Recall notices will be issued only one time. Upon notice of recall parents will have the option of:

1. Accepting the recall and returning their child to their resident elementary attendance center.
2. Declining the recall and leaving their child at the school in which they are currently enrolled.

Upon receiving a recall notice, parents will have two school days to decide and inform the building principal of their decision to accept the opportunity to return to their resident attendance center. If a parent accepts a recall to their child's resident school attendance center they will be allowed 15 school days to complete the transfer from the date of notice.

If a parent declines a recall notice the parent gives up all future recall rights and the current school of attendance will become their regularly assigned attendance center. District provided transportation will be discontinued after 15 school days.

If a recall notice is issued after May 1, parents may accept the recall but will not be required to relocate their child until the beginning of the fall semester.

Students who are transferred for class size limits and who are entitled to Title I services will continue to be provided Title I services.

Students whose families move to a different attendance area during the school year will be required to immediately register their child in the appropriate resident school attendance center. If sufficient classroom space is unavailable parents may elect to have their child complete the school year in their current school placement, however, transportation will be the parent's responsibility. Students in this situation will be handled as an "Educational Transfer" and will be required to register in the fall at their resident elementary attendance center.

If sufficient classroom space is unavailable and the parent allows the district to assign an attendance center, the district will provide the same level of transportation as provided other students transferred for class size purposes. Unless a recall notice has been issued and accepted, the student will be required to register in the fall at the school they last attended.

Families who move into the district during the school year will be required to register their children at their resident elementary attendance center. If sufficient classroom space is unavailable the student will be assigned an attendance center and provided transportation. Unless a recall notice has been issued and accepted, students will be required to register at the school they last attended.

Changes in class sizes that occur after class lists have been posted, due to changes in special education placements or natural enrollment attrition, will not result in reassignment of students once they have been assigned a school and class.

The date on which class lists will be posted after the close of school registration will be announced at the time registration materials are released to the public.

Students who have been selected for retention for academic reasons will not be eligible for transfer for class size purposes for one academic year.

Students who have been assigned an attendance center for reasons of a special education services will not be eligible for transfer for class size purposes. This provision does not apply to students receiving L.D. Resource rooms services.