

## CLASS SIZE – CLASS GROUPING EQUALIZATION REGULATION

### 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 transferred as a result of the policy and has not had the opportunity to return to their resident school. This would be a student whose name was drawn to be transferred or a student who registered late.

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

Open Enrollment Student: A student who lives in another school district and whose request to attend the Western Dubuque Community School District has been approved by the superintendent.

Administrative Transfer Student: A registered student who was selected to be transferred to another attendance center for reasons of maintaining class size maximums.

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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 maximums, as outlined in Board Policy 606.1, a sufficient number of students will be transferred to another elementary school until class sizes are within specified maximums.

When assigning a student to another elementary school, for the purpose of complying with the class size policy maximums, 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
- Ability to accommodate an Open Enrollment Request

### Registration:

Prior to the beginning of each school year, parents of current students are required to register their children by the end of the last registration date published by the District. Parents of resident students are required to register their children at their resident school and parents of “Administrative Transfer” students are required to register their children at the last school attended.

Parents of new students are required to register their children at their resident school.

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

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

Spring kindergarten registration 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 dates.

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.

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

Class lists will be posted within 48 hours of the close of school registration. 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.

### Open Enrollment Students:

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 "Administrative Transfer" for the purpose of meeting policy class size maximums.

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 maximums in grades K-5. If an open enrollment application is approved, 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 (Administrative Transfers) have been completed. Open enrollment students will designate their attendance center in order of preference. Attendance center assignment, however, is at the District's sole discretion and will be based on class sizes and programs.

### Educational Transfer Students:

Students who have been granted an "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 maximums established in Board Policy 606.1 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 maximums without making an "Administrative Transfer".

Transportation to the requested school will be provided only if there is no additional cost to the District.

"Educational Transfer" requests for children of staff members to attend their building of assignment will receive priority approval.

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#### Administrative Transfer Students:

If at the close of school registration, class enrollment in a particular elementary school exceeds the policy maximums, the District will select students for an “Administrative Transfer” to another elementary school. An “Administrative Transfer” is defined as the Western Dubuque School District requesting a student to be placed into an attendance center outside the boundary of their resident school. In addition to class size considerations, District Administrative Transfers may also be based on:

1. Special program students (e.g., English as a Second Language, special education, etc.).
2. Special situations or circumstances where educational placement is essential to the student’s educational progress as determined by the Superintendent or designee.
3. Boundary changes.
4. Superintendent’s or designee’s discretion.

Students will be selected for “Administrative Transfer” by a random drawing in the following order until class size maximums 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 an “Administrative Transfer” will be provided transportation to the assigned attendance center and back.

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

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 special education services will not be eligible for transfer for class size purposes. This provision does not apply to students receiving L.D. Resource room services.

#### Recall Students:

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. The superintendent cannot guarantee the ability to accommodate any or all siblings.

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When an opening occurs in a resident school, “Administrative Transferred” students will be recalled in the reverse order in which they were selected for transfer. Recall notices will be issued to “Administrative Transferees”. 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 three days to decide and inform the Superintendent 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. Special 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.

#### Residential Boundary Changes:

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 available, parents may elect to have their child complete the school year in their current school placement, however, any special transportation needs will be the parent's responsibility. Students in this situation will be required to register in the fall at their resident elementary attendance center.

If sufficient classroom space is unavailable, the District will assign an attendance center and 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.

#### New Students:

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.

Approved: April 13, 2015

Reviewed:

Revised: