

STUDENT PERSONNEL

Series 500

POLICY TITLE: ELEMENTARY STUDENT ASSIGNMENTS

No. 501.18

Elementary schools operate on a neighborhood school concept. As the district continues to grow, new facilities become available and attendance boundaries will be changed. In these circumstances the new boundary will determine the neighborhood school area. Efforts will be made to keep siblings together and policy guidelines for assignment will be followed. The classifications that effect neighborhood assignment are: students that live within the boundaries of an elementary school; students that live in the School District but live outside the boundary of an elementary school; students that change residence within the District; and students that open enroll into the Johnston Community School District. Elementary students will attend their assigned neighborhood elementary school unless that school has insufficient classroom space, a special provision is made by the Superintendent/designee, or there is a need for a special program. If there is not space in a student's neighborhood school, the District will provide transportation to the assigned school until called back to their neighborhood school. Attendance areas may be adjusted from time to time as determined by the Board of Directors.

Students living within a neighborhood elementary boundary:

Students living within a neighborhood elementary boundary will be assigned to their neighborhood school. When possible, siblings will be enrolled in the same school. If space is not available, the student family will be placed in another school and put on a callback list to be called back to their neighborhood school when space becomes available. Students who have attended the first day of fifth grade year at their assigned attendance center will not be required to return to their neighborhood school, but their younger siblings will be called back to their neighborhood school when space is available.

Students that change residence within the District:

If an elementary student's residence is changed to another building attendance area in the district during the school year, the student may complete the school year at the building he/she was attending, provided the administrative staff approves the arrangements made by the parents or guardians for transportation and attendance. If a student's residence will change during the school year to another building attendance area in the district, the student may start the school year in the building of his/her new residence, provided the family owns, has signed a valid offer to buy, or has signed a rental agreement for a residence in the new building attendance area and the administrative staff approves the arrangements made by the parents or guardians for transportation and attendance.

Nonresident/open enrolled students:

All nonresident elementary students shall attend the school building as assigned by the administration. Students open enrolling into the district for any reason will be assigned to a school

that has available space as determined by Policy 501.16, Insufficient Classroom Space. Assignments will also change if there is a change in residence within the Johnston School District. Students currently in the district but moving to another school district who open enroll to continue in the Johnston School district may be subject to a building reassignment.

Overcrowding:

Without limiting the Board's determination of available space under policy 501.16, a maximum class size of 25 students in kindergarten and 27 students for grades one through five will be considered. Class size will be determined by counting students in the general education program and integrated special needs students. Class size for grades one through five can reach 29 students with special accommodations as determined by the administration. When calculating class size and overcrowding, the administration may reserve places for growth in the class as a result of anticipated new resident students.

Registration:

Kindergarten registration will be held one evening in spring semester. **Please note that registration materials WILL NOT be available prior to kindergarten round-up. Those families who cannot attend kindergarten round-up may pick these materials up at the student's attendance center or online at the district website at www.johnston.k12.ia.us.** If registrations exceed capacity, parents will be asked to voluntarily transfer to a school that has available space. If not enough voluntary transfers can be identified, students will be placed in the neighborhood school based on the following sorts: (1) kindergarten round-up registration materials as defined on the district website turned in by the specified due date (2) siblings already in the neighborhood elementary (3) those students living closest to the neighborhood school within the defined boundary limits. Those students who are not registered for kindergarten during round-up will be placed at their neighborhood school if possible. If that school is full, they will be placed at a school that has space available and put on a call back list according to the date of registration. Registration cannot take place prior to kindergarten round-up. **Kindergarten round-up attendance is not the equivalent of enrollment. A kindergarten student is enrolled once a registration packet is completed and returned to the respective elementary building.**

To the extent possible, all currently enrolled students will receive their school placement for the following year at the conclusion of the current school year. New families, moving into the District during the summer, will be assigned a school upon registration or as soon thereafter as possible. Assignments will be made by date of registration; earliest dates will receive first consideration. If at all possible, siblings will be enrolled in the same school. If there is not room for a family at their neighborhood school, students will be assigned to another school. These students will be placed on a call back list according to the following criteria: (1) siblings already in the neighborhood school and (2) those students living closest to the neighborhood school within the defined boundary limits (defined as distance from residence front door to front door of school as measured by district transportation director). Those with the earliest registration will be called back first. Students will be moved between grading periods such as trimesters, quarters or semesters unless parents request their child be moved when space is available.

Special Education:

Students receiving special education services, who are integrated into the general education classroom, will be counted into class size numbers (25 for kindergarten and 27 for 1st through 5th grade) when they are in the general education classroom more than 50% of their instructional day without an associate.

Students receiving special education services who are integrated into the general education classroom with an adult or associate will not be counted in the class size determination.

Legal Reference: Section 279.11 Code of Iowa

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