

CLASS SIZE: BALANCING

1 The following procedures are established for the movement of students from one 1
2 school attendance center to another school to maintain the policy on class size. 2
3 They are to be followed in the order listed: 3
4 Step 1: In alleviating a problem where the number of students in a class exceeds the 4
5 target/maximum size, the District will deny parent-initiated requests to attend 5
6 those classes. 6
7 Step 2: Principals will request voluntary transfers from the parents of students in the 7
8 grade level where the maximum size is exceeded. The students 8
9 involved in the transfer will be called mandatory transfers. (for use in 9
10 later steps of this procedure.) 10
11 Step 3: Students with no siblings in the school from which the request originates will 11
12 be the first to be considered for mandatory transfer. If there are more than 12
13 the required numbers of students in the affected grade level in order to gain 13
14 the number of transfers needed to stay at or below the maximum class size 14
15 number, a random selection process will determine which students will be 15
16 transferred from all of the eligible students. The Superintendent or designee 16
17 will coordinate the random selection process. An announcement specifying 17
18 the date, time, and location of the random selection process will be made in 18
19 advance. Those interested in attending are encouraged to do so. The 19
20 names of those students under consideration for transfer in this step shall be 20
21 randomly drawn with the order in which they were drawn be accurately 21
22 recorded and saved. The parent/guardian of those students directly involved 22
23 in this process will be notified if possible. 23

1 Step 4: In cases where Steps 1, 2, and 3 are unsuccessful, all remaining student 1
2 will be considered for mandatory transfer using the same random selection 2
3 process indicated in Step 3. The siblings of the affected students would 3
4 also be allowed to move to keep from splitting families but only if class 4
5 size(s) at the particular grade(s) level(s) permitted. 5
6 Siblings of special education program students (ESL, Special Education, etc.) will 6
7 be given priority over parent-initiated transfer requests. Students who have been 7
8 moved as a result of these procedures (called Mandatory Transfers) may continue to 8
9 attend the Building to which they were transferred as long as the Class Size Policy is 9
10 in effect. Any prior commitments made are negated when changes in residence 10
11 from one attendance area to another occur. 11
12 If, for the next year, the parent/guardian of a student who received a mandatory 12
13 transfer requests a return to the home attendance school and the class size is below 13
14 the maximum, the request will be granted and will take priority over parent-initiated 14
15 requests. If more requests to return are received than there are openings, the same 15
16 transfer random selection process will be used in determining who is permitted to 16
17 return. If the parent request to return the student to the home attendance school is 17
18 granted, the student is always subject to mandatory transfer if a need occurs. 18
19 Transportation, at District expense, will be offered to students who are moved 19
20 and identified as mandatory transfers. Transfers made as a decision of the District 20
21 are considered mandatory transfers for the purpose of transportation. 21
22 This procedure is subject to revision based on recommendations to be received 22
23 from the Elementary Principals prior to a second reading. 23

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