

Marion Community Unit School District #2

Attendance Center Assignment Procedure Overview

Adopted: June 19, 2012

Goals: To provide students with an equitable class size range throughout the District
To populate Adams School

Purpose:

- To provide a fair and transparent procedure that addresses student assignment
- To create a clear procedure addressing the process which equitable class size is created and maintained
- To create a clear procedure that addresses student transfer requests & appeals
- To create a clear procedure that addresses the "Open Enrollment" process of populating Adams School

Guidelines:

1. The complete procedure policy will be made available to all parents via the District's website and each school's office. School personnel will follow the attached procedures:
 - A. The Adams School Open Enrollment Attendance Procedure
 - B. The New Student Attendance Center Assignment Procedure
 - C. The Change of Attendance Center Assignment Procedure
2. The first eight school days will be considered a period of re-adjustment for all transfers. During this period of time students may be returned to their home school if the actual enrollment varies from what was anticipated. Decisions will be made in the following order:
 - A. Students granted a *Request for Attendance Center Change*.
 - B. Students shall be transferred in reverse order according to their registration date or order of lottery drawing. The last students in after the registration date or pulled from the lottery drawing is the first person out. Special consideration will be given to families with multiple students attending the same building to avoid having families with students located in dual elementary attendance centers; however, the District's goal is to provide students with a class size range that is equitable for learning.

3. Parents requesting a change to their child's attendance center must fully complete the *Marion CUSD #2 Request for Attendance Center Change* form posted on the District's website and located in each school's office. Forms must be completed by **August 1** to ensure consideration for the upcoming school year. Decisions and parent notification will be made approximately one week prior to the students' first day of attendance. The *Request for Attendance Center Change* application is active for the current school year. Applicants must reapply each year.

4. An appeal process is available for individuals wishing reconsideration of a placement or transfer decision. *Marion CUSD #2 Request for Attendance Center Change Appeal* form must be completed and returned to the District's Administration Office within two weeks of the denial. A professional team will be assigned to review the appeal (e.g. Director of Nursing for health issues, School Social Worker for social/emotional concerns, building principal(s) and others deemed appropriate to review the situation). Parent will be notified of appeal decision within two weeks after appeal was received.

5. Students who were previously enrolled in Marion CUSD 2 and do not contact the school or do not attend school the first two days of school, will be dropped from enrollment, will be considered a new student, and will be eligible to be transferred after re-enrolling. Contact attempts from the school's office to reach the student will be made.

6. All attempts will be made by Administration to avoid multiple student transfers.

7. Self-contained special education placement is considered a transferred year.

8. Drawing by lottery is defined as:

A. Names of eligible candidates are placed in a container.

B. With a minimum of two parents (not employed by Marion CUSD #2 present), a parent shall draw names from the container.

C. Names drawn are listed in numerical order with the first student name drawn being the first transferred and the last student name drawn, the last transferred.

D. Alternate names should be drawn in case exemption from appeals are granted or student situations change and the number needed to be transferred are insufficient.

9. Enrollment caps for Adams School are: 25 students for grades kindergarten, first, second & third; 26 students for grade four; 28 students for grade 5 and 30 students for grades six, seven and eight.

10. Equitable class size range is defined by the Marion Education Association's Collective Bargaining Agreement (CBA).

11. Home school zones are attached and will be made available to all parents view the District's website and each school's office.