

Administrative Regulation Topic ELEMENTARY SCHOOL ATTENDANCE AREAS & CLASS SIZE LIMITS 410.24	Adoption Date	Rescinds/Amends
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ATTENDANCE AREAS
7/9/99

The Norfolk Public Schools will provide elementary schools in residential neighborhoods within reasonable walking distance for elementary aged children (1) an adequate school site is available, (2) the pace of growth allows for timely construction, and (3) finances are available. The school shall become a neighborhood school with identifiable boundaries where students who reside within those boundaries will attend except through (1) approved parental requests for transfer (2) voluntary change at the request of the school, (3) placement of students' siblings in a school with a program not offered at his/her neighborhood school and (4) involuntary transfer when student enrollments reach numbers which cannot be accommodated by space available, and other methods of resolving enrollment/space problems cannot accomplish desired ends. Periodically the Board of Education will review and reassign boundary lines to maintain a balanced enrollment among all elementary schools. Distance from home to school, accessibility, street crossings, sidewalks, railroad, years attended at a school, grade level, number of children in a family, obstacles of man and nature and other special considerations will be considered in the determination of boundary lines.

CLASS SIZE
6/8/2000

Classrooms may be organized with one grade level of students per classroom, in multi-age classrooms or combination grade classrooms at the discretion of the building administrator. Class sizes will be determined by counting all students assigned to a regular classroom for any portion of a day. A class membership base shall be approximated on May 1st of the current school year to determine estimated staff allocations for the ensuing year.

Minimum Class Size Requirements

For the purpose of determining necessary teaching staff F.T.E in a building, class sizes and student/teacher ratios must meet the minimum class size requirements outlined in Board Policy 410.2. In the event that building enrollments on May 1st do not meet the minimum requirements of Policy 410.2, the following enrollment enhancement methods in order of priority are to be implemented by the building principal(s) for the ensuing school year:

1. Voluntary student or staff transfers to reduce to one class/grade
2. Involuntary transfer or Reduction in Force (RIF) of staff (See Policy 403.4)
3. Combination classrooms and/or involuntary student transfers to reduce to one class/grade

Maximum Class Size Requirements

Classroom memberships reaching 24 students in Kindergarten (20 students in Title I School wide buildings); 30 students in grades 1-2, and 32 students in grades 3-6 shall be the maximum number of students allowed per classroom after which enrollment reduction methods are to be implemented. Classrooms at Montessori School are limited to 22 students. Enrollment reduction methods in order of priority are:

1. Voluntary student transfers to another building with class space
2. Combination classrooms to meet enrollment requirements
3. Involuntary student transfers to another building with class space

Students who voluntarily transfer may attend a school of their choice if classroom space is available, as determined by the Director of Student Services. Transportation will be provided at district expense for students who are required to attend a building outside their neighborhood school (involuntary transfers) due to maximum class size requirements. Once space becomes available for the student to return to his/her neighborhood school, the parents can choose to have their child return to their neighborhood school, or remain in their current school will no longer be provided by the district.

Each building principal is charged with activating enrollment enhancement or reduction methods in coordination with other building capacity levels to achieve the desired ratio of students-to-teachers while making the most cost-effective use of available staff and resources.*

*NOTE: In the event that enrollment reduction methods are unsuccessful in meeting the class size requirements, any building administrator requests for additional staff or exceptions to the Board Policies must first be approved by the Superintendent or his/her designee before formal request can be presented to the Board of Education.