

YEAR-ROUND EDUCATION**A. Purpose and Scope**

Year-round education benefits parents, students and staff by creating enrollment space while offering a continuous learning opportunity. The Board supports inter-session and other off-track learning opportunities for enrichment or remediation.

B. General

Students residing within the year-round schools attendance boundaries and students who meet board criteria to remain at the school will be given an opportunity to request a track. Other students, on a yearly intra-district or requesting an intra-district, will not be given an opportunity to request a track until new resident registration is completed. Intra-districts are granted, dependent upon space availability.

Students residing within the year-round schools attendance boundaries, who do not wish to attend a year-round school, will be given an opportunity to request a transfer to another school, pending space availability. If accepted at another school, the student would be considered meeting board criteria for transfers out of year-round schools; therefore, the student would be allowed to remain at the school, pending space availability.

Students requesting a transfer to a year-round school will have the opportunity to request an intra-district transfer as per Board Policy 5117 on regular intra-district transfers. For these students, new residents and overflow students will have priority over renewals of their intra-district transfers unless they meet the criteria of Board Policy 5117.

C. Forms Used and Additional Procedures

Track Selection Form
Track Change Form
Intra-district Transfer Request Form

D. Procedures**1. Track Selection**

Under initial conversion to year-round education, track selection dates will be designated in the third quarter of the school year prior to the opening of a year-round school. Once a year-round school is in operation, track selection will occur simultaneously with registration. Specific windows of time for registration of incoming kindergarten siblings

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and new kindergartners will be designated yearly. During the initial conversion, student track selection forms and kindergarten sibling and new kindergarten registration forms must be submitted by mail; drop-offs will not be accepted.

After initial conversion, sibling kindergarten, new kindergarten registration and student track selection forms must be submitted by mail; drop-offs will not be accepted.

2. Track Placement

The district will make every effort to place siblings on the same track. Initial and on-going track placement criteria are: date of receipt of completed track registration form, gender balance, parent track preference, track capacity and balance, ethnic and racial balance, special services or programs, and court mandated custody orders (documentation required).

School principals are responsible for student placement in classes and tracks. Any appeals for class or track placement will be reviewed at the school site with the Principal being responsible for the final decision.

Late or mid-year enrollees will be assigned a track based on available space. Their track assignment may be involuntarily changed at the completion of the school year to accommodate previously submitted track change requests.

3. Track Change Requests

Requests for track changes can be submitted at any time. During the initial year of conversion to year round education, track changes may occur at specified windows of time in order to allow students the opportunity to receive the optimal days of education. After the conversion year, track changes only occur at the completion of a school year. Track change requests will be date stamped upon receipt and prioritized by date of receipt.

4. Overflow Students

When a year-round school reaches capacity, new students will be displaced to designated overflow school(s). If displaced to a year-round education school, and an opening occurs at the home school on the same track placement or a similar track with the optimal number of days of instruction, the student would have the option to return at the time the opening occurs.

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If displaced to a 9-month calendar school, the student would have the option to return at a specified window of time that meets the optimal number of days of instruction. This would usually occur at the completion of a school year, unless a window of time in the year-round calendar occurs that allows the student the optimal number of days of instruction.

5. Overflow Students and New Students

In the event a new student enrolls at a year-round school, and overflow students are waiting to return to the same school, the new student may be reassigned to another track at the school to accommodate the return of the previously enrolled overflow student. New students, needing to be reassigned tracks to accommodate overflow students, will be reassigned at the completion of a school year.

6. Track Changes Due to Space Limitations

When space limitations exist at the next grade level, currently enrolled students may be reassigned tracks at the completion of a school year, in order to facilitate continuous enrollment at the school.

All efforts will be made to keep students on their initial track placement unless reassignment is necessary due to returning previously enrolled overflow students or space limitations in the next grade level.

Involuntary track reassignments will be based on date of enrollment at the particular school. The most recent enrollees will be the first to involuntarily change tracks. (i.e., last in, first out).

7. Siblings and Track Placement

Every effort will be made to keep siblings on the same track through the track selection process and priority registration dates for incoming sibling kindergartners.

In the event that space limitations prohibit siblings being placed on the same track, students will be given the option of attending the home school on different tracks. Siblings will subsequently be placed on the same track pending track change request forms processing and space availability. Siblings who cannot be placed on the same track will also have the option of attending designated overflow school(s), pending space and windows of time to return to the home school.

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E. Reports Required

None

F. Record Retention

None

G. Responsible Administrative Unit

School Principals
Student Services
Educational Services

H. Approved By

Assistant Superintendent of Educational Services