

# La Grande School District 1

Code: **JC**  
Adopted: 6/11/03  
Readopted: 5/10/06; 4/30/08; 8/10/11;  
6/13/12; 12/13/17

## District Balancing of Elementary Classes

The district balances enrollment between schools using various methods.

These methods are used in the following order:

**First:** Boundary change – Grandfathered students placed.

(Definition of Grandfathered: Students who have attended an elementary school and have had their school attendance area changed due to a change in boundary lines, shall be given a one time opportunity to remain in their original elementary school. This option if elected shall be valid for the remainder of that students' elementary education.)

**Second:** The number of students needing to be moved will be reviewed.

**Third:** Open enrollments, within the district, will be reviewed. If there is room available, out of district requests will be reviewed for acceptance.

The district reserves the right to exceed recommended class-sizes should funding or other resources be insufficient to maintain the optimal teacher-student ratio.

### Educational Placements

Students recommended for special placement by a principal will be considered by all of the elementary principals and will be placed to best meet the student's needs. Educational placements are considered for students in special education or having exceptional behavior, academic or medical needs.

### Balancing

The elementary principals and secretaries will meet in August each year to consider balancing class sizes from school to school and these students will be placed to meet the school and class recommended capacity.

When it becomes necessary to move elementary students from one attendance area to another (due to class size), the following steps will be taken in this order to ensure the least disruption to students and their families:

1. If several students meet the same criteria but not all need to be moved, a lottery of students available to move shall be determined. The lottery selection shall follow these steps.
  - a. Volunteers to move will be asked first;
  - b. All students new to La Grande shall be moved next;
  - c. Special academic or medical needs will be considered;
  - d. Student's longevity in the school will be considered;

- e. Student's date of enrollment will be considered;
  - f. Impact on district resources will be considered;
  - g. Parents/guardian will be notified of the lottery results and their student's placement;
  - h. Efforts will be made to keep siblings together.
2. Students moved to another school because of overcrowding will have the first opportunity to return to their resident school if space is available. Parents/guardian will only be asked one time if they wish their student to return; thereafter, the opportunity to return to the boundary school that year will have been waived. When contacted, the parent will have three workdays to inform the school of their decision. After that time the right is waived and the next family will be notified.
  3. Every reasonable effort will be made to keep siblings together. If students are moved because of overcrowding and they have siblings, the district will try to move the siblings to the same school, if the families wish to do so.
  4. Each school will attempt to cap its classroom load at the district recommended teacher ratio. No students will be moved from the neighborhood school until the cap has been reached in the boundary area school. Schools may exceed the cap if all classes are full across the district or by special consent of the administrative team. Any such change will require the approval of the superintendent.
  5. Principals and secretaries will always assist parents/guardian with enrollment by calling the receiving principal, accepting the registration materials, and assuring every parent and student a placement will be found.

### **Open Enrollment**

It is the intent of the district to have students attend the school within their boundary area. However, there may be individual situations where a move to another school is in the best interest of the student and the district. For consideration of a move the following criteria will be followed:

1. Each school will give priority to enroll and accept students within its attendance area;
2. Parents who request to move their students to a school outside their residence boundary will need to complete an open enrollment application for each student;
3. When space is available and the administrative team reviews the placement request, open enrollment applications may be approved and students may move. The following criteria will be used, in this order, when making open enrollment decisions:
  - a. Determine that space is available after all students within the attendance area have been placed;
  - b. The date and time the request was made;
  - c. The number of years the student has been enrolled or open enrolled in the requested school;
  - d. After all La Grande elementary students are enrolled, requests may be considered for students who reside outside the district. Only schools with space will be considered for entrance to the district. See board policy JECB-AR for enrollment process.

4. In all cases of open enrollment the parents/guardian will be responsible for transportation of the student(s) to the alternate school. On a space available basis transportation requests may be honored.
5. The elementary principals and secretaries will meet in August each year to consider open enrollments from school to school and these students will be placed third to meet the school and class recommended capacity.
6. Once a student's open enrollment application has been approved, the student is considered a member of that school:
  - a. Until the student is promoted to the next school;
  - b. Until the student enrolls in a different school in or out of district; or
  - c. Rebalancing due to class size may displace student to another school within the district.

Requests for new open enrollment for the following school year will not be accepted until April 1st.

7. Principals and secretaries will always assist parents with enrollment by calling the receiving principal, accepting the registration materials, and assuring every parent and student a placement will be found.
8. An open enrollment application must be filled out for each individual student.

END OF POLICY

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**Legal Reference(s):**

[ORS 332.107](#)  
[ORS 339.010 to -339.090](#)