

**LIVINGSTON SCHOOL DISTRICT
LIVINGSTON, NEW JERSEY**

**PUPILS
ASSIGNMENT OF PUPILS
POLICY #5120**

This policy defines the considerations and procedures for the assignment of pupils to the schools, programs, and classes of this district weighing the best interests of pupils and the best uses of the resources of this district.

The Board of Education shall establish the school boundaries of each elementary school in the district. The boundary assignments established shall weigh the best interest of the students and the best uses of the resources of the District. Adjustments to boundaries shall not affect the same occupied dwellings any more often than once in three years.

Considerations and Procedures

Staff will recommend permanent boundary changes for consideration to the Board of Education when a school is closing, opening or for schools that are consistently over or under capacity.

Numerous factors may be considered when consolidating, redistricting school boundaries or adopting pupil assignment plans. The following examples of these are not presented in priority order. Any or all of these factors may be relevant and considered: the proximity of the school to student residences, the projected school enrollment and capacity; walking distances; transportation costs; walking and transportation safety; geographic features; the impact on neighborhoods; long range capital plans; the socioeconomic characteristics of school populations; the overall impact on families and students; and comparative long-term costs. The consideration of these factors and such adjustments shall involve the affected communities to the extent reasonable. The Board of Education will conduct public hearings before final approval of boundary changes.

Phasing Of Redistricting Adjustments

When possible, adjustments under this policy shall be implemented through attrition and phasing.

Once a student has been assigned a school building, the building principal may assign pupils in his/her school to grades, classes, and groups on the basis of the needs of the pupil as well as the sound administration of the school.

Students who have registered with the school district by May 15 for the following school year will be notified of their placement for that school year no later than June 1. Assignments for those individuals arriving anytime after May 16 or at another date in the

middle of a school year will be made as soon as is practicable by the Superintendent or his/her designee according to the parameters outlined above.

In-District Residence Adjustments

If a student has attended an elementary school in fourth grade, that student will be permitted to complete grade 5 in that school.

If a student's family moves within Livingston during any school year, the student(s) within that household will be permitted to complete the school year in that elementary school.

In all in-district residence adjustment cases, parents will be responsible for providing transportation for the student(s) to and from school.

Out-of-District Residence Adjustments

If a student in grade K-11 moves out-of-district after January 31 of any given school year, that student will be permitted to continue attending school in the district for the remainder of that school year.

If a student in Grade 12 moves out-of-district but attends school for one day in Livingston, that student will be permitted to continue attending school in the district for the remainder of that school year.

All tuition determinations shall be made in accordance with Policy 6150.

Annual Capacity Adjustments For Over Enrollment

Even though the Board of Education establishes the permanent elementary boundaries, the superintendent shall annually review existing and projected enrollment for all elementary schools. If the school capacity cannot accommodate the expected enrollment in a particular school(s), the Superintendent will identify the need for a one year capacity adjustment and identify a school(s) that has capacity to accept the over enrollment.

The Superintendent may consider safe pupil transportation and travel; convenience of access to the schools; financial and administrative efficiency, the effectiveness of the instructional program, and a wholesome and educationally sound balance of pupil populations. In addition, current and potential district assignments of other children within the household will be considered. The Superintendent may invite families to volunteer to attend another available school within the district. There may be circumstances under which volunteer requests may be requested and not be honored.

In the event that volunteerism does not sufficiently remediate the over enrollment, the Superintendent may assign a pupil to a school. These assignments may result in a student being placed at any school(s) with availability. The Superintendent will refrain from making any involuntary adjustments to household assignments when a child within a particular

household is currently assigned to and attending the elementary school assigned to such home.

Transportation will be considered in accordance with the Board's regulations on providing transportation.

Students reassigned under this annual capacity adjustment will generally be allowed to complete their education at that school. The Superintendent will provide an annual report on Annual Capacity Adjustments to the Board of Education after all placements have been made.

Students who have registered with the school district by May 15 for the following school year will be notified of their placement for that school year no later than June 1. Assignments for those individuals arriving anytime after May 16 or at another date in the middle of a school year will be made as soon as is practicable by the Superintendent or his/her designee according to the parameters outlined above.

ADOPTED: 04 June 2007