

<b>Policy Number:</b> ERSEA 005	<b>Title:</b> Neighborhood Schools
<b>Performance Standard:</b>	<b>Original Date:</b> 5/28/2013 <b>Reviewed Date:</b> 4/16/2020
<b>USD 418 BOE Policy:</b>	<b>Policy Council</b> <b>Approval/Revision:</b> 12/13/13,2/2018,5/2024 <b>BOE Approval:</b> 12/13/13,2/2018,5/2024

**POLICY:**

In an effort to collaborate and enhance Kindergarten readiness, promote positive transitions and encourage long term parent involvement, McPherson County 3 & 4-year-old students will be placed in their neighborhood school whenever possible. When a neighborhood placement is not available, the student will be placed in an alternate site. When appropriate, parents will be contacted as slots become available at their neighborhood school and given the option to transfer their child prior to opening the slot to other students. Occasionally an Early Childhood Team will determine placement of a student based on other reasons such as: health, behavior, Individual Education Plan (I.E.P.), or parent request.

**PROCEDURE:**

Families or an educational team may change a student’s option as needed.

- 1) Parent/Guardian and Family Service staff will prepare the application.
- 2) The Family and Community Service Coordinator reviews the application and makes a classroom placement based on neighborhood school, number of students in classes and staff.
- 3) Parents are contacted about classroom assignment.
- 4) Teacher is contacted about classroom assignment.
- 5) If neighborhood placement is not available, student placement will be based on class size and staff.
- 6) Students/families not placed in a neighborhood school based on space, will be contacted, as slots are available and given the option of transferring to a neighborhood school.
- 7) If a family is requesting a school other than their home school the family is required to complete an Out of Boundary or Out of District Request form each year. Out of Boundary/District request forms are processed and the family is notified of the decision.