

# Cumberland County School System

## Request for Out-of-Zone School

### Procedures for Administrators

#### 1. Submitting the Out of Zone Request

- a. If a parent/guardian wishes for their child to attend an out-of-zone school, they must submit an official request during the designated advertised window. Typically, this will run from the 1<sup>st</sup> school day in April to the 10<sup>th</sup> school day of the new school year for students. School personnel will collect all forms and stamp the date and time the request was received in the school office.
- b. The parent/guardian must apply for the out-of-zone school **every year**. There is no guarantee there will be space available from one year to the next.
- c. Students not living in Cumberland County will also need to submit a completed and signed Out of County Application form along with a Cumberland County Out of Zone Application. **As of 2022-23 school year, there will be no Out of County applications accepted. All current out of county students will be notified by April 1, 2022.**

#### 2. Grade Level Considerations

- a. Students who attend Pre-Kindergarten in an out-of-zone school are not grandfathered into that school. Their parent/guardian must submit the out-of-zone request to be considered for enrollment in that "out-of-zone" school.
- b. Kindergarten students will register at their zoned school and may submit their out of zone requests to the zoned school along with their enrollment papers. Schools should send in kindergarten out of zone requests along with other requests. **No forms should come directly from parents to Central Services.** All forms should initially be turned into schools.
- c. 8<sup>th</sup> grade students who attend an out of zone elementary school are NOT guaranteed enrollment in the out of zone high school.
- d. Once a high school student is accepted as an out of zone student, that student may finish at that out of zone high school provided their attendance and behavior is acceptable.

#### 3. Conditions for out of zone consideration:

- a. Requests may be denied based on available space, attendance and behavior.
  - i. **Space:** Space available is derived from the number of students and teachers allotted per school. Adhering to state recommended and maximum class sizes leads to the determination of space available.
    1. If teachers are on carts and do not have their own classrooms, then capacity is reached and no new out of zone students will be permitted at that school.
    2. **Elementary Schools:**
      - a. Keep in mind there are three guiding factors for decisions:
        1. **Recommended** class sizes (K-3<sup>rd</sup>=20, 4<sup>th</sup>-6<sup>th</sup>=25; 7<sup>th</sup>-8<sup>th</sup>=30)
          - You can exceed recommended class size, but this will cause overage pay for teachers and may put you in danger to exceed state mandated cluster averages
        2. **Mandated Maximum** class sizes: (K-3<sup>rd</sup>=25, 4<sup>th</sup>-6<sup>th</sup>=30; 7<sup>th</sup>-8<sup>th</sup>=35)
          - Exceeding this causes you to purchase another teacher (~\$50,000+)
        3. **Mandated Cluster averages:** (K-3<sup>rd</sup>=20.49, 4<sup>th</sup>-6<sup>th</sup>=25.49; 7<sup>th</sup>-8<sup>th</sup>=30.49)
          - Exceeding this causes you to purchase another teacher (~\$50,000+)
      - b. Other considerations:
        1. It is more effective to deny in K-3<sup>rd</sup>. Typically, if possible, we try to let students remain in the school for 4<sup>th</sup>-8<sup>th</sup> grades.
        2. Be sure to look at out of zone numbers from previous years. You will be able to determine grade levels denied due to space available to see if you need to continue the pattern.
        3. Siblings of CDC students may attend the same school as their CDC sibling.

**3. CCHS and SMHS are to be comparable in enrollment.**

- a. Boundaries:
  - No more than 2.5% difference in total enrollment
  - **No more than 3.5% difference in grade level enrollment**
  - No more than 55 student difference in total enrollment
- b. 10<sup>th</sup>-12<sup>th</sup> graders may remain at the out of zone high school if they have good attendance and good behavior.
- c. Project out 4 years at a time to see what impact 9<sup>th</sup> grade decisions may have on the disparity between the schools.
- ii. **Attendance:** As a general rule, students who have been absent, tardy, or checked out a combined total of 15 or more days of the school year are not eligible to request out of zone for the next year. Five tardies (morning and afternoon) equal a day's absence. Extenuating circumstances will be evaluated by the school administration to determine if an exception is to be made.
- iii. **Behavior:** As a general rule, students who have 5 or more discipline referrals in a single year are not eligible to request out of zone for the next year. Students who have a major discipline occurrence (i.e. violence, drugs, alcohol, and zero-tolerance incidences) may not be eligible to request out of zone for the next year. Extenuating circumstances will be evaluated by the school administration to determine if an exception is to be made.
- b. If a student is denied during the initial spring round, they may apply for "reconsideration" in the fall once new enrollment numbers are confirmed.

**4. Changes During the School Year**

- a. No transfers from one county school to another will be permitted during the school year with the exception of a change in residence.
- b. If a student changes residence during the school year, they may remain at the current school for the remainder of the school year. If they wish to continue in that now out-of-zone school for the next year, they will need to submit an out-of-zone request as described above.

**5. Caution:**

- a. **Any student who is found to be attending an out-of-zone school without written approval from Central Services will be immediately withdrawn from the out-of-zone school and enrolled in that student's in-zone school.** This does not apply to students who have a change in physical address during the year. For this circumstance see rule #4b.
- b. Every attempt will be made to make out of zone decisions for high school by June 15<sup>th</sup> each year. New requests received after June 15<sup>th</sup> will be processed after the 1<sup>st</sup> full day of school when confirmed enrollment numbers are received.

**6. After Out of Zone Application Approved:**

- a. If this request is granted, the parent/guardian must take all necessary steps to withdraw the student from the current school and enroll the student into the new school.
- b. The parent/guardian will provide transportation all the way to and from the out-of-zone school. Out of zone students are not allowed to ride the school bus to grandparents, babysitters, etc.

*Revised*  
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