



HADDON TOWNSHIP BOARD OF EDUCATION

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5120. ASSIGNMENT OF PUPILS

The Board of Education directs the assignment of pupils to the schools, programs, and classes of this district consistent with the best interests of pupils and the best uses of the resources of this district.

Pupils shall generally attend the school located in the attendance area of their residence. The Superintendent may assign a pupil to a school other than that designated by the attendance area when such an exception is justified by circumstances and is in the best interests of the pupil. Every effort will be made to continue a pupil in the same elementary school.

The Building Principal shall 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.

School Attendance Areas

All children newly enrolled will attend school within the designated boundary area in which they reside (see Haddon Township Street Directory) subject to the following:

1. When class size concerns exist, children already enrolled in the district may attend another district elementary school, which has lower enrollment for the grade in question, at the request of the parent and upon the advice of the principal. The Superintendent shall approve all such transfers in writing annually by July 31. Transportation is to be provided by the parent requesting transfer from the home school. Siblings may also transfer if class size does not exceed district parameters.
2. When a student is new to the district and the class in which he/she is being enrolled meets or exceeds district parameters, the Superintendent, in consultation with the principal, may assign the new student to a neighboring elementary school with a smaller class size. The district may offer transportation in this case. The district will make every effort to keep siblings together. Siblings may also be transferred if class size does not exceed parameters. The Superintendent shall order all such assignments in writing not to exceed the current school year. At the end of the school year, students will have the opportunity to return to their neighborhood school if their return does not cause the class size to exceed district parameters. Students choosing to remain in the assigned school beyond year one are subject to the terms of paragraph 1.
3. Requests for transfer to a school outside the designated boundary area for class size or any other reason must be made in writing to the Superintendent. Requests must be received not later than July 31. Transfer requests that result in a class meeting or exceeding district parameters will not be granted. Permission to transfer will be granted for one school year only. Approval in one school year is not a guarantee of approval in any subsequent school year. Parents will be notified of approved transfers not later than August 15.

4. Pre-K is a district-wide program (Policy 2424, Pre-Kindergarten Program). All students in Pre-K classes will be assigned by August 15, with classes assigned to elementary school buildings dependent on space availability. Students enrolling after August 15 will be assigned on an individual basis by the Superintendent in consultation with the principal. Transportation is not provided to pre-kindergarten students other than those who reside in regular transportation areas.

Class Size Guidelines, Pre-K-5

Class sizes listed below are guidelines. The district will attempt to provide instructional supports to those classes exceeding the suggested guidelines.

Pre-kindergarten:	20 students
Kindergarten:	25 students
Grades 1-3:	25 students
Grades 4-5:	28 students

Cross Reference Policy No. 2424 Pre-Kindergarten Program

Cross Reference Policy No. 2312 Class Size

Previous Haddon Township Board Policy 7010

Approved: February 15, 1990

Revised: February 15, 1996

Revised: November 18, 1999

Adopted: April 28, 2011

Revised: March 27, 2013