

## INSUFFICIENT CLASSROOM SPACE

Insufficient classroom space is determined by the board and its application of the district's enrollment matrix and criteria. In establishing the enrollment matrix, the board may consider several factors, including but not limited to, the nature of the education program, the grade level, the available licensed employees, the instructional method, the physical space, student-teacher ratios, equipment and materials, facilities either being planned or under construction, facilities planned to be closed, financial condition of the school district and projected to be available, a sharing agreement in force or planned, a bargaining agreement in force, laws or rules governing special education class size, board-adopted school district goals and objectives, and other factors considered relevant by the board.

Open enrollment requests into the school district will not be approved if insufficient classroom space exists as determined by the board and its application of the district's enrollment matrix and criteria. Open enrollment requests into the school district will also not be approved for students who have been suspended or expelled by the administration or the board of the school district the student is or was attending until the student has been reinstated into the school district from which the student was suspended or expelled. Once the student is reinstated, the student's open enrollment request will be considered in the same manner as other open enrollment requests provided the required timelines are met.

Open enrollment requests into the school district are considered in the order received by the school district with the first open enrollment request given a higher priority than the second open enrollment request and so forth.

Insufficient classroom space will be determined by using a matrix with grade level/building caps. The board will act on incoming Kindergarten students beginning with the May board meeting based on the class size number that are projected at the time.

The board will consider the following criteria in approving or denying open enrollment requests into the district:

4. Kindergarten and sixth grade will be the only time where a child may enter automatically provided the child has older siblings who have previously been approved for open enrollment in the Gilbert Community School District and are enrolled and attending Gilbert schools upon receipt of a timely application. New families with multiple children applying for open enrollment will be advised of seat availability in each respective grade level requested. The board will accept a student(s) from a family only in grade levels where seat availability exists. The board will not accept siblings in grade levels where seats are not available. The acceptance of one child

will not guarantee the acceptance of siblings. The decision about enrollment will rest with the parents of the children seeking admission.

1. Open enrollment requests for students who receive special education services will be considered separately. Seat availability will be determined on the basis of a matrix developed as part of the district's Special Education Plan that reflects the teacher caseloads per program/building and contact time with IEP students.

Children whose requests for open enrollment are denied due to lack of seat availability may, upon written request from the parent, be placed on a waiting list in the order in which they are received. If seats become available in the respective grade level, the family will be informed of the availability and they must notify the district of their intent to accept the opportunity prior to the next regularly scheduled board meeting.

The policy will be reviewed by the board annually. It will be the responsibility of the superintendent to bring this policy to the attention of the board each year.

Legal Reference: Iowa Code § 282.18(13) (2013).  
281 I.A.C. 17.6(3).

Cross Reference: 103 Long-Range Needs Assessment  
501.15 Open Enrollment Transfers - Procedures as a Receiving District  
606.1 Class Size - Class Grouping

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