

Cumberland County School System
Request for Out-of-Zone School
Procedures for Administrators the 2025-2026 School Year

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. Out-of-Zone requests may be picked up from each school or Central Services beginning April 16, 2025.
- b. Completed applications must be returned to Central Services at 368 Fourth Street by parent/guardian. The window of submission for all high school students, 9-12, will be May 1 thru May 30 and K-8 students May 1 thru Aug. 13.
- c. Students not living in Cumberland County will be processed after all in-county applications are reviewed and a lottery is held.

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 request to Central Services at 368 Fourth Street.
- c. 8th grade students who attend an out-of-zone elementary school are NOT guaranteed enrollment in the out-of-zone high school.
- d. Once a student is accepted as an out-of-zone student, that student may finish at that out-of-zone school provided their attendance, behavior, and effort is satisfactory.

3. Conditions for Out-Of-Zone Consideration:

- a. Requests may be denied based on available space.
 - 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. Elementary Schools:

- a. Keep in mind there are three guiding factors for decisions:
 - i. **Recommended** class sizes (K-3rd=20, 4th-6th=25, 7th-8th=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.
 - ii. **Mandated Maximum** class sizes (K-3rd=25, 4th-6th=30, 7th-8th=35)- Exceeding this will result in an additional teacher (~\$50,000.00+).
 - iii. **Mandated Cluster Averages** (K-3rd=20.49, 4th-6th=25.49, 7th-8th=30.49)- Exceeding this will result in an additional teacher (~\$50,000.00+).

- b. Other Considerations: Siblings of CDC students may attend the same school as their CDC sibling.

2. High Schools (CCHS, SMHS):

- a. Although the maximum class size is 35 students, it is the goal of CCSS to keep teacher/student ratios as low as possible to enhance learning. The Initial scheduling plan each spring is based on current enrollment numbers with grades 9-11 and 8th grade enrollment numbers at each of the high schools K-8 feeder schools. Consideration for out-of-zone students will be based on projected 8-11 grade enrollment.
- 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 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 incidents) may not be eligible to request out-of-zone for the next year. Extenuating circumstances will be evaluated by administration to determine if an exception is to be made.

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 or transfer to their new zoned school. 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. Decisions for high school out-of-zone students will be made June 4, 2025. Decisions for elementary out-of-zone students will be made August 15, 2025. Lottery drawings will be held and recorded. They will be made available upon parental request to view the tape.

6. After Out of Zone Application Approved:

- a. If a 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 (not to grandparents, babysitters, etc.).

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