

SECTION: PUPILS

TITLE: ASSIGNMENT WITHIN DISTRICT

ADOPTED: August 19,2002

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 August 21, 2006  
 April 16, 2007

# EAST STROUDSBURG AREA SCHOOL DISTRICT

206. ASSIGNMENT WITHIN DISTRICT	
1. Purpose	The Board directs that the assignment of students to classes and schools within this school district shall be consistent with the educational needs and abilities of students and the best use of school district resources <u>and facilities.</u>
2. Authority SC 1310 Pol. 103	The Board shall determine periodically the school attendance areas of the school district and expects the students within each area to attend the designated school. In assigning students to schools within this school district, no discrimination shall occur.
3. Delegation of Responsibility	<p><del>The Board authorizes the Superintendent to grant or deny requests for individuals to attend a school other than the one in the established attendance area.</del></p> <p><u>The Superintendent or designee shall periodically review existing attendance areas and recommend to the Board changes that may be justified by consideration of safe student transportation and travel, convenience of access to schools, financial and administrative efficiency, and/or the effectiveness of the instructional program.</u></p> <p>The Superintendent <u>or designee</u> shall assign incoming transfer students to schools, grades, and classes that afford each student the greatest likelihood of realizing his/her educational potential and academic goals.</p> <p>The school principal <u>or designee</u> shall assign students in the school to appropriate grades, classes or groups, based on consideration of the needs and abilities of the student, as well as the <u>educational program and</u> administration of the school.</p>

4. Guidelines

School Code  
1310

~~Wherever possible and advisable in the interests of the students, siblings shall be assigned to the same building, if the building is appropriate for the respective grade levels of the siblings.~~

All children attending school in the school district shall attend the school defined by the attendance boundaries for the area in which they live. Exceptions may be initiated or granted by the administration when accumulated information or the considered judgment of the administration clearly indicates that the exception would be in the best interest of the individual student and complies with the requirements stated herein.

Change Of Assigned Elementary/Intermediate School

~~Parents/Guardians who are residents of the school district may request to send their child to an elementary school other than the one that serves their regular attendance area.~~

~~All students in Grades K-8 shall attend school in the school that serves their area of legal residence. Only those students whose needs, as documented below shall be considered to attend a school district-operated elementary/intermediate school other than the school that serves the individual student's attendance area:~~

- ~~1. The student's IEP requires an alternate placement due to programming.~~
- ~~2. The student has a Chapter 15 service agreement.~~
- ~~3. The student has a 504 service agreement.~~
- ~~4. There is an official written communication from law enforcement.~~
- ~~5. The student receives before and/or after-school daycare at a licensed childcare facility and/or by a private childcare provider on the established pupil transportation routes serving another elementary/intermediate school within the school district.~~

~~Parents'/Guardians' dissatisfaction with a school, its location, its staff, or its administration is not considered an appropriate reason for a change of school assignment~~

~~1. Requests for change of assigned elementary school Grades K-8 must be in writing and directed to the Superintendent. All letters requests must include a statement indicating which of the specific reason(s) listed above have been met for the requesting the change of assigned school along with supporting documentation.~~

~~2. Parents/Guardians are expected to provide written assurances that the present school assignment creates an undue hardship on themselves and/or their child. Parents'/Guardians' dissatisfaction with a school, its staff, or its administration is not considered an appropriate reason for a change of school assignment, except under highly exceptional or unusual circumstances. Each request will be judged on its individual merits.~~

Requests for transportation to/from a licensed childcare facility and/or private childcare provider must be completed on Form 810A (Alternate Transportation Assignment Request) and include the contact information and signature of the licensed childcare facility and/or private childcare provider.

~~3.~~ No more than one change of school assignment will be approved for any parent/guardian student during any school year. It is **mandatory** that a request for a change of school assignment occur prior to March 1 for the upcoming school

year. ~~Parents/Guardians moving into the school district may request a change of assignment for their child in a school outside of their regular attendance area. This must occur at the time of registration. Requests received after March 1 of the preceding school year and/or after the time of registration will, as circumstances warrant, be denied.~~

4. Parents/Guardians who have previously experienced a change of school assignment for their child must submit a new request and Form 810A (Alternate Transportation Assignment Request) prior to March 1 for the upcoming school year. each year.

5. Change of school assignment procedures and decisions will be reviewed each year. Acceptance into a school resulting from a change of school assignment does not guarantee that a student's entire elementary school K-8 career will be spent at that school ~~Requests by school district resident parents/guardians of students who have been previously enrolled in an elementary school as a result of a change of assignment will be honored first. Students who have been previously enrolled in K-8 as a result of a change of assignment. New change of assignment requests will then be considered in the order in which they were received.~~

6. Attendance is an important factor regarding your child's education and in the event there is excessive absenteeism, tardiness, or late pick-ups during the school year; this permission can be rescinded and any future requests may be denied.

School principals of the receiving and sending schools will review the requests for changes of school assignments into or out of their respective buildings and submit their recommendations to the Superintendent.

The final decision for approval will be based upon the Superintendent's assessment of the impact of additional students on the existing instructional program objectives, the available space at the receiving school and the impact of these changes upon the affected class sizes.

Parent/Guardians who have met the requirements and received approval for a request a change of assignment for their child must assume full responsibility for the transportation of their child when the established bus routes of the school district do not include a routing which can accommodate this request. New bus routes will not be created to accommodate approved change of assignments.

Note:

At the end of the school year, the student, if he/she completed the highest grade level in their current school, shall be promote to the school servicing the attendance area where he/she lives.

Change of Assigned ~~Intermediate or~~ High School

All students in grades ~~69~~-12 shall attend school in the school that serves their area of legal residence. Only those students whose needs, as documented below shall be considered to attend a school district-operated High School other than the school that serves the individual student's attendance area:

1. The student's IEP requires an alternate placement due to programming.
2. The student has a Chapter 15 service agreement.
3. The student has a 504 service agreement.
4. There is an official written communication from law enforcement.

Parents'/Guardians' dissatisfaction with a school, its location, its staff, or its administration is not considered an appropriate reason for a change of school assignment.

Requests for change of assigned school high school must be in writing and directed to the Superintendent. All requests must include a statement indicating which of the specific reason(s) listed above have been met for the request along with supporting documentation.

Parent/Guardians who have met the requirements and received approval for request a change of assignment for their child must assume full responsibility for the transportation of their child when the established bus routes of the school district do not include a routing which can accommodate this request. New bus routes will not be created to accommodate approved change of assignments. in an IEP

Chapter 15 service agreement an official written communication from law enforcement, or as a result of Adequate Yearly Progress (AYP) guidelines, shall be permitted to attend a school district-operated, intermediate school or high school other than the school that serves the individual student's attendance area.

Students Who Move From A Building Attendance Area, But Remain School District Residents

A regularly enrolled child/student whose parent(s)/guardian(s) have moved out of the attendance area of the school that he/she has been attending may be permitted to finish the school year in that school provided that:

1. The student is in twelfth grade when the parent(s) guardian(s) move from the — school attendance area.

~~2. The student is not in the 12th grade, but there is less than one full marking period remaining in the school year at the time the parent(s)/guardian(s) move from the school attendance area. However, the following year, such students must attend the school that serves their legal residence.~~

1. The parent(s)/guardian(s) has completed Form 202.1 Change of Address/Intradistrict Transfer, provided required proof of residency, and requests special permission for the student(s) to continue attending the current school through the end of the school year.

~~32. Parent(s)/guardian(s) must agree to provide all necessary transportation.~~

~~43. The student has displayed acceptable behavior and academic progress, as determined by the school principal, prior to the move.~~

~~54. The administration has made a recommendation granted permission for the student to remain in the current school attendance area through the end of the school year.~~

In all cases, application must be made to the Superintendent through the school principal.

### **Students Who Move Out of the District**

A regularly enrolled student whose parent(s)/guardian(s) have moved out of the district of the school that he/she has been attending may be permitted to finish the school year in that school provided that:

1. The student is in twelfth grade when the parent(s)/guardian(s) move from the school attendance area.
2. Parent(s)/guardian(s) must agree to provide all necessary transportation.

All other students, grades K-11, must be withdrawn from the district and enroll in the district servicing the attendance area where he/she lives.

#### **Note:**

~~At the end of the school year, the child, if he/she has not graduated, shall be enrolled in the school servicing the attendance area where he/she lives.~~

#### **References:**

School Code – 24 P.S. Sec. 1310, 1310.1

Board Policy – 103, 906