

EAST STROUDSBURG AREA SCHOOL DISTRICT

SECTION: PUPILS

TITLE: ASSIGNMENT WITHIN DISTRICT

ADOPTED: August 19, 2002

REVISED: December 19, 2005

August 21, 2006

April 16, 2007

February 27, 2017

206. ASSIGNMENT WITHIN DISTRICT	
<p>1. Purpose</p>	<p>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 and facilities.</p>
<p>2. Authority SC 1310 Pol. 103</p>	<p>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.</p>
<p>3. Delegation of Responsibility</p>	<p>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.</p> <p>The Superintendent or designee 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 or designee 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 educational program and administration of the school.</p>
<p>4. Guidelines School Code 1310</p>	<p>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.</p> <p><u>Requests for Change of Assigned Elementary/Intermediate School</u></p> <p>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:</p>

1. The student's IEP requires an alternate placement due to programming.
2. The student has a Chapter 15 Section 504 Service Agreement.
- ~~3. The student has a 504 service agreement.~~
- ~~4.3.~~ There is an official written communication from law enforcement.
- ~~5.4.~~ 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

Requests for change of assigned school Grades K-8 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.

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.

No more than one change of school assignment will be approved for any student during any school year. It is **mandatory** that a request for a change of school assignment occurs prior to March 1 for the upcoming school year. Requests received after March 1 of the preceding school year will be denied.

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.

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 K-8 school career will be spent at that school.

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 listed above and received approval for 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 promoted to the school servicing the attendance area where he/she lives.

Requests for Change of Assigned High School

All students in Grades 9-12 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 Section 504 sService aAgreement.
- ~~3. The student has a 504 service agreement.~~
- 4.3. 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 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.

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

A regularly enrolled 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 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.
2. Parent(s)/guardian(s) must agree to provide all necessary transportation.
3. The student has displayed acceptable behavior and academic progress, as determined by the school principal, prior to the move.
4. The administration has granted permission for the student to remain in current school 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.~~

References:

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

Board Policy – 103, 906