

# 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  
 May 15, 2017  
 January 28, 2019  
 August 19, 2019

| 206. ASSIGNMENT WITHIN DISTRICT              |  |
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| <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<br/>SC 1310<br/>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<br/>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 following stipulated guidelines stated herein.</p> <p><b><u>Requests for Change of Assigned Elementary/Intermediate School</u></b></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> <ol style="list-style-type: none"> <li>1. The student's IEP requires an alternate placement due to programming.</li> <li>2. When the student's Chapter 15/Section 504 Administrative Team</li> </ol> |

- determines that accommodations cannot be provided in the zoned school.
3. There is an official written communication from law enforcement.
  4. The student receives before and/or after-school daycare at a licensed childcare facility or at the residence of a private childcare provider whose only available location is zoned for another elementary/intermediate school within the school district. When utilizing a licensed childcare facility, the student must be enrolled and attend the facility throughout the course of the entire school year. Failure to do so shall result in permission being rescinded and the student returned to their zoned school.

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 school assignment for their child must assume full responsibility for the transportation of their child to/from home to the licensed childcare facility or private childcare provider's residence.

**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. When the student's Chapter 15/Section 504 Administrative Team determines that accommodations cannot be provided in the zoned school.
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.

**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 through the end of the school year.
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.

At the start of the new school year, the student will be transferred and shall attend the school defined by the attendance boundaries for the area which they have recently moved.

**ESASD School Personnel Exception—Elementary Level—Grades K-5**

In an effort to accommodate and encourage worker retention within the district, all school personnel ~~who are residents~~ of the ESASD will have the option of requesting a change of school assignment for their ~~elementary~~ school child(ren) ~~to the school in which they work~~.

- ~~School personnel~~ Parent/Guardian shall be responsible for the transportation of their child(ren) to/from school each day when attending a school outside of their zoned school ~~(K-5)~~ and/or zoned school district for non-resident employees. Transportation of their child(ren) shall not conflict with the parent/guardian's scheduled work hours within the district.
- Attendance is an important factor regarding your child(ren)'s education. In the event there is excessive absenteeism or tardiness during the school year, this permission can be rescinded and any future requests may be denied.
- Policy shall not prevent reassignment of administrative, professional and/or support staff members during the school year. Reassignment shall also affect the employee's child(ren). The child(ren) will automatically be returned to their zoned school or, should employee so choose, relocate to the employee's new school assignment (if grade appropriate). Upon separation from the district, the employee's child(ren) will automatically be returned to their zoned school and/or zoned school district of residence.
- The district reserves the right to make a final determination regarding each student's assignment within the district based upon existing available space

and each student's educational program requirements.

**ESASD School Personnel Exception—Intermediate Level—Grades 6-8**

~~The Grade K-5 exception will carry through to the intermediate level if the previously requested elementary placement crossed the North/South dividing zone (Example:—A Bushkill Elementary student transfers to parent's workplace at Smithfield Elementary. The student will be permitted to continue on through JTL rather than attend Lehman Intermediate, which is their zoned school.)—School personnel shall be responsible for the transportation of their child(ren) to/from school each day when attending a school outside of their zoned school (6-8).~~

~~If school personnel work at the intermediate level, they may only make a request for their child(ren) to attend the school in which they work when their child(ren) matriculate to the intermediate level. No prior grade level requests are permitted.~~

**ESASD School Personnel Exception—High School Level—Grades 9-12**

~~The Grade 6-8 exception will carry through to the high school level if the previously requested intermediate placement crossed the North/South dividing zone (Example: A student transfers to parent's workplace at JTL. The student will be permitted to continue on through high school rather than attend their zoned high school)~~

~~If school personnel work at the high school level, they may only make a request for their child(ren) to attend the school in which they work when their child(ren) matriculate to the high school level. No prior grade level requests are permitted.~~

**STUDENT ATHLETES THAT TRANSFER INTO ESASD OR BETWEEN THE ESASD NORTH/SOUTH CAMPUSES WILL SHALL BE REQUIRED TO FOLLOW PIAA TRANSFER RULES.**

**Annual Renewal**

School personnel must annually renew their "Request for Change of School Assignment" for the upcoming school year by March 1<sup>st</sup>.

References:

School Code – 24 P.S. Sec. 1310, 1310.1  
Board Policy – 103, 906