

# BETHEL PARK SCHOOL DISTRICT

SECTION: PUPILS

TITLE: ASSIGNMENT WITHIN  
DISTRICT

ADOPTED: NOVEMBER 20, 2007

REVISED: JULY 18, 2007

206. ASSIGNMENT WITHIN DISTRICT	
1. Purpose	The Board directs that the assignment of students to classes and schools shall be by the recommendation by the superintendent or designee.
2. Authority SC 1310 Pol. 103	The Board shall determine periodically the school attendance areas of the district and expects the students within each area to attend the designated school. In assigning students to schools within this district, no discrimination shall occur.
3. Delegation of Responsibility	<p>The Superintendent periodically shall review existing attendance areas and recommend to the Board changes that may be justified by consideration of safe student transportation and travel, financial and administrative efficiency, and effectiveness of the instructional program.</p> <p>The Superintendent or designee may assign a student to a school other than that designated for the attendance area when such exception is justified by circumstances.</p> <p>The Superintendent or designee shall assign incoming transfer students to schools, grades, and classes.</p> <p>The building principal shall assign students in the school to appropriate grades, classes or groups.</p>
4. Guidelines	<p><u>Protocol for Elementary Students Who Move Within the District but Outside of Their Elementary Building Boundaries:</u></p> <p>Upon the request of parents who move within the District but outside of their elementary building boundaries, the District may approve the request when the following conditions exist:</p> <ol style="list-style-type: none"> <li>1) The move has occurred after the fourth week of a school year.</li> <li>2) The principal receives a letter from the parents requesting their child/children remain at their current school.</li> <li>3) The parents agree to provide transportation for their child/children to the</li> </ol>

original school.

- 4) The child/children will be expected to attend the correct school, by boundary the following school year.

Administrative Transfer

Attempts shall be made to maintain equity in class size within all existing elementary schools.

When it is necessary to make administrative transfers to other elementary schools, students who have been administratively transferred shall have transportation provided by the district and may have the option of completing his/her elementary education at that building unless a total district redistricting takes place.

The principal shall inform the parents/guardians of the elementary school to which the child will be transferred.

The following criteria shall be considered in making transfers:

1. Students who live nearest to the receiving school.
2. Sincere attempts shall be made to avoid splitting families.

The parent/guardian shall be contacted by the sending principal and informed if an opening becomes available in the home school classroom.

The first student assigned to another building shall be the first contacted to return.

The parent/guardian may elect to leave the student at the assigned school, return the student immediately to the home school, or inform the principal that the student will return to the home school beginning the following academic year should an opening become available.

Exception To Normal Student Attendance Area

Exceptions for student attendance in another school are not normally approved. No exemption will be considered unless all of the following conditions are met:

1. The parent/guardian furnishes the necessary transportation.
2. Student punctuality and attendance shall be the responsibility of student with support from parent/guardian.
3. Administration shall determine the school in which space is available, based on

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<p>School Code 1310</p> <p>Board Policy 103</p>	<p>class size guidelines and balancing class size.</p> <p>4. A student shall attend the chosen school for an academic year.</p>
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