

# ALLENTOWN SCHOOL DISTRICT

SECTION: PUPILS

TITLE: ASSIGNMENT WITHIN  
DISTRICT

ADOPTED: 9/24/98

REVISED: 7/25/02, 10/22/09

	<p style="text-align: center;">206. ASSIGNMENT WITHIN DISTRICT Effective July 1, 2010</p> <p>1. Purpose The Board directs that the assignment of students to classes and schools within this district shall be consistent with the educational needs and abilities of students and the best use of district resources.</p> <p>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. The residence of the student will be determined by the residence of the person who has legal custody of the student. In assigning students to schools within this district, no discrimination shall occur.</p> <p>3. Delegation of Responsibility The Superintendent, or designee, periodically shall 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 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 and is in the educational interest of the student. Such requests shall be considered in the order that they are received.</p> <p>The building principal shall assign students in the school to appropriate grades, classes or groups.</p> <p>4. Guidelines <u>Special Classes/Programs</u> All students shall attend the school within their attendance area except when they are approved by the Superintendent, or designee, for special classes and curricular programs located only in particular schools (e.g., designated academies, Air Force or Navy ROTC).</p>
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Exceptions

Parents/Guardians may request in writing that the administration consider an individual exception to this policy for the provision of childcare at the elementary school level, for medical needs and/or for legal reasons. Federal and state laws may define additional exceptions.

Projected Enrollment/Class Size

The Superintendent, or designee, will project the next school year's student enrollment in each school and inform the Board of such during the annual budget process. When the enrollments projected indicate that class size for a school or grade level will exceed acceptable guidelines the school or grade will be considered "closed". When a school or grade level is closed, consideration will be given by the Superintendent, or designee, to the reassignment of students to schools where class sizes for a school or grade level are not exceeded. Changes in the school boundary areas for students shall require the approval of the Board.

In schools that are "closed" or that contain "closed" grade levels, the Superintendent or designee, may allow those presently in those schools because of childcare to remain in their "closed" schools. The Superintendent or designee, may deny requests for placement in an elementary school for childcare or for any appropriate reason, if the request would exceed acceptable class sizes.

Move Within District

With the exception of students transferring into a school as a result of the establishment of residency in that school area during the school year, or other extenuating circumstances approved by the Superintendent, or designee, requests for reassignment to a school other than the one established as a result of the residency of the student's parents/guardians, shall be submitted in a timely manner prior to the beginning of the school year.

For the transfer of any student within the Allentown School District during the first semester, he/she must transfer to the school in his/her new attendance area. For the transfer of any student in the second semester, the student may remain in his/her present school to finish the year with the understanding that the person(s) who has (have) legal custody will furnish transportation. The student must arrive at school on time and maintain regular attendance. At the conclusion of the school year, the student must transfer to the school in his/her new attendance area, unless the coming year is the final one in his/her current school.

Communication

At least annually, through a communication plan established by the district, this policy shall be communicated to administrators, parents/guardians and the community. The Superintendent, or designee, shall be responsible for the plan, its implementation and its documentation.

References:

School Code – 24 P.S. Sec. 1310

Board Policy – 103, Nondiscrimination in School and Classroom Practices