

Baldwin-Whitehall School District

Book	Policy Manual
Section	200 Pupils
Title	Assignment Within District
Code	206
Status	Active
Adopted	March 8, 2006
Last Revised	May 10, 2017

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.

Authority

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.[\[1\]](#)[\[2\]](#)[\[7\]](#)

Delegation of Responsibility

The Superintendent shall have the authority to adjust the school attendance assignments or attendance areas of individual students and groups of students for the purpose of achieving the efficient administration of the educational program within and among the schools.

The Superintendent shall inform the Board promptly of such action and of the possible need for any permanent changes to the geographic boundaries of the school attendance areas.

Guidelines

Administrative Transfer

1. Class size provisions of the school district will be followed in assigning students to classrooms.[\[3\]](#)
2. The Superintendent shall make such adjustments of the school attendance assignments of individual students when by adjusting class sizes among two (2) or more schools the need to employ additional staff or add additional classrooms can be eliminated or reduced. The students shall be selected for assignment or reassignment based on the consideration of the following factors:
 - a. Students moving into the district for the first time will be assigned to another school before the district moves students currently assigned to the home school.
 - b. The expressed preferences of the student's parent/guardian.
 - c. The proximity of the home to the receiving school.
 - d. The availability and cost of transportation to be furnished by the school district.
 - e. The student has or will have a sibling(s) in attendance at the home or receiving school.

- f. The student previously attended the home or receiving school.
- g. The student previously had been reassigned to another school under this policy.

3. A student who is assigned to a school outside his/her home school attendance area in accordance with this policy shall have transportation provided by the school district and the option of completing his/her elementary education in the receiving school.
4. If an opening at the home school should occur, the parent/guardian will be contacted by the home school principal and informed of the opening in the home school classroom. The option to return shall be based upon the order of assignment to the receiving school or the date and time of registration at the home school. The first student assigned out of the home will be the first student contacted to return. The parent/guardian may elect to continue the student at the receiving school, return the student immediately to the home school, or return the student to the home school at the beginning of the following school year should an opening be available at that time.

Exception to Elementary School Attendance Area

1. Child Care by a Close Family Member

At the parent's/guardian's written request, the administration may grant an elementary school attendance area exception for the purpose of child care by a close family member (limited to parent, grandparent, sibling or child of the requesting parent) who resides in another district elementary school attendance area. The granting of such an exception will be only for the school year in which the request was made. The student shall be expected to remain at the reassigned school for the duration of the school year as long as the circumstances justify the exception to the elementary school attendance area change. The parent/ guardian must reapply for the student to remain in the reassigned school each year. Only one (1) exception will be made for a student in grades K through 5.

In such cases, transportation policies shall be applied as though the close family member's home is the student's residence, and cross-district transportation will not be provided. Any exception, which causes additional expense or administrative problems at the reassigned school will be denied.[4]

2. Change of Residence Within District

Upon request, a student whose parents/guardians move from one attendance area to another within the school district during a school year shall be permitted to continue in his/her current school for the remainder of that school year. The parent/guardian must agree to provide any necessary transportation.

Classroom Placement of Twins/Higher Order Multiples

A parent/guardian of twins or higher order multiples who are in the same grade level at the same school may request that their children be placed in the same classroom or in separate classrooms. The request for classroom placement must be made no later than ten (10) days after the first day of each school year or ten (10) days after the first day of the children's attendance. [5]

The school shall provide the classroom placement requested by the parent/guardian, with the following exceptions:

1. After consultation with the Superintendent or designee, the principal determines that an alternative placement is necessary.
2. After consultation with the teacher of each classroom in which the children are placed, the principal determines that the requested classroom placement is disruptive to the classroom. The principal may then determine the appropriate classroom placement for the siblings.
3. If the request for separate classroom placement would require the district to add an additional class to the grade level of the siblings.

The school may recommend classroom placement and provide professional education advice to the parent/guardian to assist in making the best decision for their children's education.

A parent/guardian may appeal the principal's classroom placement of twins or higher order multiples in accordance with Board policy.[6]

Legal

[1. 24 P.S. 1310](#)

2. Pol. 103

3. Pol. 126

4. Pol. 810

[5. 24 P.S. 1310.1](#)

6. Pol. 906

7. Pol. 103.1