

# NORTHERN YORK COUNTY SCHOOL DISTRICT

## Administrative Guidelines

SECTION: Pupils

TITLE: ASSIGNMENT WITHIN  
DISTRICT (ELEMENTARY)

EFFECTIVE: November 1, 2016

REVISED:

### AG 206-1 – Assignment within District (Elementary)

The School Board has the responsibility to determine the geographical attendance area for each student in the elementary schools of the District. In general, the student shall attend the elementary school in his or her designated attendance area. Boundaries of school attendance areas are subject to change because of enrollment fluctuations, conditions of school facilities, and budget constraints. The School Board recognizes, however, that in some specific and limited situations, students may be considered for the privilege of placement outside of their designated attendance area.

The following procedures **shall** be followed in regards to assignment of elementary students outside of their designated attendance area.

#### **Requesting a change in school assignment for the next school year:**

- A. Parents/Guardians requesting a change in their child's school assignment for the next school year shall submit an application, using the attached form, to the Superintendent or his/her designee between March 1 and June 1 of the current school year.
- B. Requests shall be considered on a first-come, first-served basis using the date the Superintendent or his/her designee receives the application.
- C. Special permission to attend a school outside of the designated attendance area may be granted for the following **Qualifying Reasons**:
  1. The parent/guardian is an employee of the District or of a contracted organization and is assigned to the building for which the exception is being requested.
  2. The student has a need for a specific academic program or special program or course, which is not available in the home school attendance area. Based on the specific program and/or need the District may provide transportation (e.g. Extended Day Kindergarten).
  3. A sibling is attending a school other than the home school due to a need for a specific academic program or special program or course. Sibling shall be defined as a brother, sister, stepbrother, stepsister, half-brother, half-sister, foster brother, or foster sister who reside in the same home as the student.
  4. The School Board has changed school boundaries and a student is in the last year of a program at a particular elementary school.
  5. The student is a member of a family with bona fide plans to move into

	<p>the school attendance area within 8 weeks of the first student day of the school year. Parents/Guardians must provide proof of the move by presenting a contract with the landlord, realtor or builder with a completion or “move-in” date.</p> <ol style="list-style-type: none"><li>6. Childcare is provided outside of the home school attendance area by an extended family member (e.g. grandparent). Students attending licensed daycare facilities will attend the school in their home school attendance area despite the fact that the daycare facility is outside the home school attendance area. It is the responsibility of the licensed daycare facility to provide transportation to the school in which the student resides.</li><li>7. The student is experiencing emotional issues. If a request is being made for emotional reasons, a letter from a psychiatrist is required. In addition, the child shall be referred to the Child Study Team in his/her home school.</li><li>8. A significant hardship exists. These requests pertain to personal and family circumstances of an unusual and adverse nature, which precludes the student's enrollment in his/her home school. Such cases will be reviewed by a Child Study Team with a recommendation made to the Superintendent or his/her designee. The following are generally NOT considered a hardship:<ul style="list-style-type: none"><li>• Desire to attend school with a particular peer group</li><li>• Desire to have a particular teacher or group of teachers</li><li>• School preference or convenience</li><li>• Proximity of the home or work site to a particular school</li><li>• Previous exception was granted to attend a particular school</li></ul></li></ol> <p>D. Exceptions are granted only for one (1) school year. Requests for continuation of the exception will require annual reapplication. The approval of an exception in one year does not guarantee approval in any subsequent years.</p> <p><b><u>Students moving within the District during the school year:</u></b></p> <ol style="list-style-type: none"><li>A. A student whose family moves within the District is expected to attend the school in the attendance area of the new residence. The transition from the original school to the new school should occur at the next logical break (e.g. end of marking period, holiday, in-service day, weekend, etc.) but no later than two weeks after residence is established. Transportation will be provided to the school in the attendance area of the new residence when residence is established. Parents/Guardians will be responsible for transportation to the original school throughout the time of transition.</li><li>B. A student whose family moves from one attendance area to another after March 31 will be permitted to complete the school year at the original school as long as parents/guardians provide transportation.</li><li>C. Parents/Guardians requesting that their child's school assignment remain at the original school shall submit an application, using the attached form, to</li></ol>
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the Superintendent or his/her designee at least 30 calendar days prior to establishing residence in the new home. Special permission may be granted for the **Qualifying Reasons** outlined above (#1 – 8).

**Review Process:**

The Superintendent or his/her designee will review the application for exception with the principals of the original school and the school in which the student's family has established residence. They will review the application as it relates to the **Qualifying Reasons** and shall consider **Limitations** that may prohibit such an exception (see below) If the request meets the guidelines and no limitations apply, the boundary exception shall generally be approved. Parents/guardians shall be notified by the Superintendent's Office of the exception decision by August 1 (when the request is for the next school year) or within ten school days (when the request is during the school year). The notification shall also provide parents/guardians with instructions for appeal if the request is denied.

**Limitations:**

The following will be considered limitations to an exception request and will result in a denial of the request:

- A. Parents/Guardians are not able to provide transportation to the school in which they are requesting their child(ren) be assigned.
- B. The exception request is received after the deadline established in these guidelines.
- C. The requested school does not offer the program of study required of the student (e.g. extended day kindergarten) or the supports necessary to implement an IEP for a student with a disability.
- D. The average enrollment of the grade level in which the student would be assigned at the requested school is at or above 95% of the grade level targets outlined in AG 126-1 Class Size.

	<u>Target</u>	<u>95%</u>
Primary Grades (Kdg, 1 <sup>st</sup> , 2 <sup>nd</sup> )	21	19.95
Intermediate Grades (3 <sup>rd</sup> , 4 <sup>th</sup> , 5 <sup>th</sup> )	25	23.75

**Conditional Approvals:**

Special conditions (e.g., maintenance of satisfactory behavior, attendance and grades) may be issued by the Superintendent or his/her designee. Renewal of the boundary exception is based upon compliance with the special conditions. Special conditions will be described in the approval letter to the parent.

**Termination:**

Upon the written recommendation of the receiving school principal, an exception may be revoked by the Superintendent or his/her designee under any of the following conditions:

- A. The stated reason for the boundary exception is no longer valid.
- B. False information was given at the time of the exception request.
- C. There is noncompliance with school rules or special conditions established at

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the time of approval/renewal.  
The parent will be notified in writing of the decision of the Superintendent or his/her designee.

**Appeal Process:**

Appeals should be addressed in writing to the School Board Secretary within 15 calendar days following notification of denial or termination of a request. The request will be reviewed by a Special Committee of the School Board for consideration and may include a face-to-face interview with parents/guardians. This Special Committee shall consist of the Chair of the Transportation Committee, the Chair of the Policy Committee, and the School Board President. If the Special Committee deems it appropriate to overturn the Superintendent or his/her designee's decision on the request, the matter will be taken to the School Board for final deliberation and approval.



**NORTHERN YORK COUNTY SCHOOL DISTRICT**  
650 SOUTH BALTIMORE STREET  
DILLSBURG, PENNSYLVANIA 17019  
(717)-432-8691

## Application for Change in School Assignment

**For Office Use Only:**

Date Received: \_\_\_\_\_

Approved \_\_\_\_\_ Denied \_\_\_\_\_

Date: \_\_\_\_\_

By: \_\_\_\_\_

Student Name: \_\_\_\_\_

Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_ Grade Level: \_\_\_\_\_

Address: \_\_\_\_\_

Current Attendance Area School: \_\_\_\_\_

Requesting Attendance Area School: \_\_\_\_\_

**Reason for Request: (Circle One or More of the Following Qualifying Reasons Below)**

1. The parent/guardian is an employee of the District or of a contracted organization and is assigned to the building for which the exception is being requested.
2. The student has a need for a specific academic program or special program or course, which is not available in the home school attendance area.
3. A sibling is attending a school other than the home school due to a need for a specific academic program or special program or course. Sibling shall be defined as a brother, sister, stepbrother, stepsister, half-brother, half-sister, foster brother, or foster sister who reside in the same home as the student.
4. The School Board has changed school boundaries and a student is in the last year of a program at a particular elementary school.
5. The student is a member of a family with bona fide plans to move into the school attendance area within 8 weeks of the first student day of the school year. Parents/Guardians must provide proof of the move by presenting a contract with the landlord, realtor or builder with a completion or "move-in" date.
6. Childcare is provided outside of the home school attendance area by an extended family member (e.g. grandparent).
7. The student is experiencing emotional issues. If a request is being made for emotional reasons, a letter from a psychiatrist is required.
8. A significant hardship exists. These requests pertain to personal and family circumstances of an unusual and adverse nature, which precludes the student's enrollment in his/her home school. The following are generally NOT considered a hardship:
  - Desire to attend school with a particular peer group
  - Desire to have a particular teacher or group of teachers
  - School preference or convenience
  - Proximity of the home or work site to a particular school
  - Previous exception was granted to attend a particular school

**On a separate piece of paper, please provide additional information explaining the reason for your request. Information provided will assist in processing your request in a timely manner.**

I have read the Administrative Guidelines #206-1 associated with assignment of students within the District and understand my responsibilities as a parent/guardian.

\_\_\_\_\_  
Parent Guardian Name (Printed)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Telephone Number

**Applications for a change in school assignment for the next school year must be submitted to the Superintendent between March 1 and June 1 of the previous school year.**