

SECTION: PUPILS

TITLE: ASSIGNMENT WITHIN

DISTRICT

ADOPTED: May 20, 1998

REVISED: July 16, 2008

# ***SHALER AREA***

# ***SCHOOL DISTRICT***

## 206. ASSIGNMENT WITHIN DISTRICT

1. Purpose  
SC 1310

The Board directs that the assignment of students to schools within this District be consistent with the proper education of students and the best use of the resources of this District.

2. Authority

The Board shall determine periodically the school attendance areas of the District and shall expect the students within each area to attend the school so designated.

The Board may, upon cause shown by the Superintendent, permit any pupil or pupils in any school within the District to attend such other school within the District as may be deemed proper, or may classify and assign the pupils in the District to any school or schools therein as it may deem best, in order to properly educate them.

3. Delegation of  
Responsibility

The Superintendent shall review existing attendance areas and recommend to the Board such changes as may be justified by:

1. Considerations of safe student transportation and travel.
2. Convenience of access to schools.
3. Financial and administrative efficiency.
4. The effectiveness of the instructional program.

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If the Superintendent is inclined to conditionally approve a parent request for a change in school and recommend such change to the Board, the following criteria will be utilized by the Superintendent as justification for his recommendation:

1. Effective in 2008-09, new student enrollees in grades 4-12 will enroll at their respective school and will be assigned to the appropriate grade level school (4-6; 7-8; or 9-12) since only one school building exists for that particular grade level.
2. In respect to new enrollees for the K-3 grade levels (i.e., transfer students, new kindergarten students or essentially any new enrollee to the Shaler Area K-3 Primary Schools), students shall be enrolled at any of the six elementary schools during the school year and at the Shaler Area 4-6 Elementary School during the summer months.
3. All new K-3 enrollees will be coordinated within the District's transportation office to verify the proper home-based K-3 primary school. If a request is made by a parent to attend an alternate K-3 primary school, the parent will be required to submit the approved "School Attendance Exception Application" (attached) to the Superintendent's Office by August 1 of any given school year. New enrollees occurring after August 1 will be considered on a case-by-case basis.
4. No exception of school assignment may be approved by an elementary school principal. All assignments will be approved by the individual designated by the Superintendent to have this authority.
5. The transportation office shall maintain a database of all the exceptions and will be responsible for notifying the requester of the exception of the need to reapply by April 1 of the preceding school year requiring the exception for any desired exceptions to reoccur.
6. Approval will be based on compelling need, class size of the school requested, and other reasons deemed appropriate by the Superintendent. The Superintendent will notify the Board of the exception and reasons for exception.
7. Each parent requesting an exception will be required to sign an agreement acknowledging the year-to-year status of the exception on the form approved by the Board, which is part of this policy. The acknowledgment will confirm:

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School Code 1310	<ul style="list-style-type: none"> <li>➤ the year-to-year nature of the exception and requirement to reapply each school year by April 1 of the next school year.</li> <li>➤ the parents responsibility for transportation if an existing bus does not transport from their neighborhood to the alternate school.</li> <li>➤ hold the District harmless for any problems that arise.</li> <li>➤ signatures will be obtained by the parent/legal guardian, Business Manager, and Superintendent.</li> <li>➤ original signature copies will be maintained in the Business Office and copies provided to the parent/legal guardian and principal of the school of placement as well as the principal of the school of primary responsibility.</li> </ul> <p>8. As stated above, all exceptions once a neighborhood bus has been phased out, parents will be responsible for transportation to and from school. The District will not be responsible for transportation.</p> <p>It is the intent of the School District to phase out bus service from the current neighborhoods that transport students to the alternate school once the kindergarten class of 2007-08 leaves the specific elementary school at the end of their third grade year (2010-11).</p> <p>In summary, the Superintendent shall assign incoming transfer students to such schools, grades, and classes according to the provisions of this policy.</p>

**S H A L E R   A R E A   S C H O O L   D I S T R I C T**

**SCHOOL OF ATTENDANCE  
EXCEPTION APPLICATION  
FOR SCHOOL YEAR \_\_\_\_\_**

**Please Print:**

Student's Name \_\_\_\_\_ Grade \_\_\_\_\_

Address of Residence \_\_\_\_\_  
\_\_\_\_\_

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

Parent's/Legal Guardian Name \_\_\_\_\_

Primary School (SCHOOL OF RESIDENCE ) \_\_\_\_\_

Primary School (REQUESTED SCHOOL) \_\_\_\_\_

Reason for Exception:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Parent's/Legal Guardian's Signature

\_\_\_\_\_  
Date

Approve

Disapprove

\_\_\_\_\_  
Superintendent's Signature

\_\_\_\_\_  
Date

cc: Transportation/Business Manager  
Principal of Home School  
Principal of Attending School  
Parents/Legal Guardian

Rec'd By: \_\_\_\_\_

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

**PLEASE NOTE:**

- This exception is granted only for the school year indicated and must be applied for every year. Failure to reapply by July 1 of the next school year will result in the student being assigned to their "home school" for the next calendar year.
- Parents are responsible for the transportation of the student to the "requested school" if a District bus is not assigned to the area of the student's residence for the "requested school."
- The Superintendent's decision for approval or disapproval will be based on the compelling reason for the exception, class size of the school requested, and other reasons deemed appropriate and non-discriminatory by the Superintendent. The Board reserves the right to overrule the Superintendent's decision.
- It is the intent of the School District to phase out bus service from the current neighborhoods that transport students to the alternate school once the kindergarten class of 2007-08 leaves the specific elementary school at the end of their third grade year (2010-11).

***Please return to:      Sheila Lubert, Business Manager  
Shaler Area School District  
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Glenshaw, PA 15116***