

P5511 SPECIAL ASSIGNMENT OF PUPILS

BOARD POLICY:

A lawful custodian or school administrator may request a pupil be assigned to a school other than the school indicated by the pupil's legal residence.

Administrative Implemental Procedures:

1. An official description of school boundaries shall be presented annually to the Board of Education for adoption. (See BOE Policy 5505 - *Resident Enrollment and Admission* and BOE Policy 1373 - *Establishing School Attendance Areas*).
2. Reasons for considering a special assignment
 - a. Child care (elementary only)
 - b. Health of pupil
 - c. Discipline/behavior
 - d. Special education programs (pupils not being served in interrelated programming)
 - e. Other special programs
 - f. Administrative recommendation

3. Explanation of reasons

- a. Child care

- (1) Limited to pupils, grades kindergarten through fifth grade

- (2) The childcare arrangements are outside the attendance area in which the lawful custodian(s) has legal residence, but within USD 259 boundaries.

- (3) The location of the child care facility must be verified by the principal and be located within his/her school boundary.

Length of assignment: For the current school year.

- b. Health of pupil

A statement prepared by a licensed physician must accompany the request for assignment. The statement *must* state explicitly the nature of the disability and why the desired school will be more beneficial to the child's health.

Length of assignment: Determined by the appropriate Assistant Superintendent after consideration of physician's statement.

- c. Discipline/behavior

- (1) Following an extended suspension or expulsion hearing, the hearing officer may conclude that an administrative reassignment is justified on the basis of the individual case. Such reassignment may be initiated in accordance with BOE Policy 5114 – Alternative to an Extended Suspension or Expulsion or if the hearing officer deems the extended suspension or expulsion recommendation was not meritorious.

- (2) The principal shall be informed of any special conditions concerning the assignment and may share such information with his/her staff as deemed appropriate.

- (3) The receiving principal shall meet with the pupil and lawful custodian(s) before enrolling the pupil to clearly set forth the conditions under which the pupil will be allowed to enroll and remain a pupil in good standing at the assigned school. (See BOE Policy 5114 – Alternative to an Extended Suspension or Expulsion)

Length of assignment: Recommended by hearing officer together with any special condition to be met.

- d. Special Education program
The Student Support Services Division will assign pupils not being served in interrelated programming at their neighborhood base school to appropriate programs.
Length of assignment: Determined by the individual pupil's program requirements.
 - e. Other Special Programs
Programs designated by the Assistant Superintendents of Elementary and Secondary Schools, (e.g., Metro alternative schools).
Length of assignment: Determined by the particular program.
 - f. Administrative recommendation
A building administrator or an appropriate Assistant Superintendent may recommend and initiate a Request for Special Assignment when there are substantial educational reasons to indicate that a change of schools may be in the best educational interest of the pupil. This includes matters of personal safety and/or emotional well being. An explanation of the request must be included with the assignment request form.
Length of assignment: For the current school year.
4. General considerations to be reviewed by administrators
 - a. There should be sufficient classroom space to receive the pupil in the new school.
 - b. There should be appropriate access to special services required by the pupil in the new school.
 - c. The lawful custodian(s) must be informed regarding their responsibility for pupil transportation. USD 259 is not obligated to provide transportation services as a result of a Request for Special Assignment.
 5. Procedural requirements
 - a. Except for special assignments originating in the Title I or Student Support Services (item 2d), the Request for Special Assignment should originate in the office of the home (sending) school.
 - b. The Request for Special Assignment is forwarded by the sending school (with recommendation) to the requested (new) school.
 - c. The principal of the receiving school will make a recommendation on the request form, officially notify the pupil's lawful custodian(s), and forward it to Student Records and Enrollment Services.
 - d. Upon receipt of the completed form, Student Records and Enrollment Services shall make a disposition based on the decision of the building principals.
 - e. The actual change of school may be made if the receiving principal approves the transfer.
 - f. In the event that the lawful custodian(s) does not accept the disposition of the request, the lawful custodian(s) may appeal that assignment. Such appeal requests should be directed to the appropriate Assistant Superintendent(s).
 6. Revoking special assignments — procedural requirements
 - a. Some special assignments do not accomplish their anticipated objectives. In certain cases conditions are attached to the granting of the special assignment and these conditions are not met.
When it becomes necessary to review a special assignment, the principal shall notify the lawful custodian(s) in writing and shall indicate the nature of the problem underlying the review, as well as the anticipated last day of attendance allowed under the assignment. This written notice must be given at least three (3) business days prior to the last day of attendance.

Administrative Responsibility: Secondary Education Office

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