

## **Regulation Code: 4150-R Assignment of Students to School**

### **Assignment of a Student to a School**

The following procedures will be used to assign students to school in the Rockingham County Schools:

1. For students already enrolled, regular assignment for the next school year will be on the report card. The superintendent will assign students to particular schools based upon the established assignment area and other educational or administrative concerns.
2. Once enrolled in a particular school, and feeder pattern such school becomes the student's assigned school unless the parent or guardian requests assignment to a different school using the process described in Part D of Policy 4150.
3. For students enrolling in school for the first time or re-enrolling after any type of withdrawal, assignment will be made at the time of the application for enrollment or re-enrollment to the school located in the attendance zone where the student's domicile is located.
4. Determining the legal domicile residence of a student shall be the responsibility of the principal of the school to which the student is assigned.

### **Transfer of a Student to a School Outside the Assigned Attendance Zone**

Requests for permission to attend a school outside the assigned attendance zone must be submitted annually to the office of Student Assignment using the Student Assignment Application Intent Form.

Prior to the approval of a request for transfer, the student shall attend the school to which he or she is currently assigned. For students who desire to be reassigned to another school in the system, the following procedures will be used by the Office of Student Assignment to evaluate a request for change of assignment:

1. All Student Assignment Application Intent Forms must be submitted to the Office of Student Assignment either in person or by mail by May 1<sup>st</sup> at 5pm.
2. The employee's application for student transfer should be submitted to the Student Assignment office by May 1<sup>st</sup>. Any employee who was not employed by May 1<sup>st</sup> each year must submit the student transfer application no later than 15 school days from the employee's first day of orientation.
3. Children of Employees – As a non-monetary benefit, the child(ren) of any Rockingham County Schools employee will be assigned to the school of choice of the employee. Such child(ren) shall be transferred prior to considering any other

student transfer request. However, an employee may request only one such transfer per year unless the employee is moved by the school system.

4. Children of individuals employed by the school system at the time a request is submitted and approved, and who separate from employment prior to the beginning of the school year, will be returned to their original school of assignment. If the employee separates from the school system after the school year has begun, the children will be permitted to complete the school year in the school of transfer and will be reassigned to their original school of assignment for subsequent years.

5. All Student Assignment Intent Forms will be available March 20, 2024, and must be completed by May 1, 2024, by 5pm. Year-Round transfer requests will be approved as Year-Round schools/grade capacity permits. Traditional transfer request will be approved based on criteria and space availability.

6. Parents whose request has been denied may appeal the denial within five (5) working days of notification. The appeal must be in written form and must state the reason(s) for the appeal. Request for appeal must appear on the adopted Parent or Student Appeal Form found on the Rockingham County Schools Webpage or through the Office of Student Assignment at 627-2689.

7. The superintendent shall determine the defined capacity of each school by grade range (K-5, 6-8, 9-12) to determine the defined capacity of each school and the total capacity by level of the school system. The defined capacity will be based on the potential to assign the state allotment to identified regular classroom teaching stations. State allotments are defined as K-3 – 20. Exceptions: schools with approved magnet or reduced class size projects may have lower defined class sizes.

8. The superintendent will establish the utilization for each school in the system and seek to maintain the projected enrollment (indigenous students plus transfers) of each high school at no more than 95% of the utilization, or the utilization of each elementary and middle school at no more than 95% of the defined program capacity for the grade range.

9. Approval of transfer request will be based on the criteria as outlined in the policy.

10. Once all appeals have been heard and determined within the aforementioned appeal process, no waiting list will be available. Further inquiries may be made to the Student Assignment Office.

11. Once the transfer request is approved and the student attends school, subsequent change in student assignment request will not be approved during the school year unless a genuine hardship can be demonstrated.

12. No student will be transferred to another school within the school system who is under suspension or expulsion in their original school of assignment. Nor will any student be admitted to the school system who is under suspension or expulsion from any other school system.

13. Students are required to remain in good academic and disciplinary standing at the school to which they transfer or are reassigned. The superintendent shall have the authority to revoke transfers granted to students who engage in serious misconduct, exhibit poor academic performance inconsistent with their abilities, or accumulate excessive absences, tardies, or early dismissals as defined by policy 4400 and administrative regulation 4300-R. Transfers are generally revoked at the end of the school year; however, in extraordinary circumstances, the Superintendent shall have the authority to revoke a student's transfer at the end of a grading period. Tuition paying students will be removed from the school without reimbursement of the tuition paid.

Date Adopted: May 6, 1996

Revised: March 30, 1998; February 24, 2003; March 12, 2007, February 16, 2015, March 21, 2018, February 1, 2019; November 12, 2019, March 7, 2022, February 27, 2023

**Rockingham County Schools**