

Policy Code: 4150 School Assignment and Reassignment

The Board of Education is committed to the belief that each child should have an equal opportunity to a high quality education, regardless of the school that he/she attends. Insofar as possible, each individual school will be equivalent to all other schools teaching the same grade level with respect to such factors as facilities, quality and variety of programs provided, expenditure per pupil, faculty experience, and quality and diversity of staff and students. The standards suggested below are intended to promote such equality.

A. Assignment Areas

The superintendent will recommend to the Board school assignment areas for the schools in the district. The assignment areas will be developed in accordance with state requirements and court rulings; the need to serve all school-age children who live in the school district; and the effective use of each school. Assignments will be made in a non-discriminatory manner.

1. Assignment Standards

Assignment areas should be altered only in accordance with the following standards adopted by the board and made known to the community:

- A. Redistricting will occur not more frequently than once every three years unless equivalency in such important matters as equity and utilization of facilities is jeopardized as a result of new school construction or rapid unanticipated changes in the distribution of the school population.
- B. Adjustments in assignment areas must be allowed to ensure equivalency between redistrictings. Prior to school opening, with the approval of the Board and proper public notice, the board may adjust school assignment areas, as long as the total number of students moved does not exceed three percent of the total enrollment.
- C. When adjustments to assignment areas are necessary, the Board will attempt to preserve small neighborhood groups and to use them as building blocks for configuring new assignment areas. No geographic area neighborhood will be moved more than once between redistrictings.
- D. The Board may make efforts not to redistrict neighborhoods that were redistricted previously such that a student is redistricted twice while he or she is in elementary school or middle school or high school, unless equivalency in such important matters as equity and utilization of facilities is jeopardized.

2. Assignment Priorities

In addition to applicable legal requirements, the superintendent will consider the following criteria in recommending school assignment areas:

- Walk Zones - Students residing within Board of Education approved walk zones should not be redistricted to schools not served by that walk zone.
- Utilization - The proportion of capacity utilized by the school (level of service) should not deviate +/- 5 percentage points from the district average.
- Priorities for equitable schools:
 - Socio-economic Status - Efforts to maintain the socio-economic diversity of families that is reasonably reflective of the school system as a whole should be

made.

- Student Achievement - Efforts to maintain diversity in the level of student achievement that is reasonably reflective of the school system as a whole should be made.
- Travel and Busing - Efforts to minimize total travel time and distance that is reasonably reflective of the school system as a whole should be made.

The superintendent will review periodically the attendance areas and submit recommendations for revisions to the Board when necessary. On an annual basis, the superintendent may recommend temporary amendments to this policy that will be considered and acted upon by the Board by April 30. These amendments will carry the weight of Board policy.

B. Request for Reassignment

1. Eligibility for Reassignment

Students living within the district may be reassigned to a school outside of their assignment area if such students adhere to all Board policies, administrative regulations and school rules, and meet one of the following conditions:

1. Siblings of students who have been assigned to special programs at schools outside of their assignment areas may attend the same school.
2. Students with special medical or handicapping conditions may be reassigned to a more appropriate setting. Detailed documentation of the condition must be provided by a properly licensed medical or mental health professional that is currently treating the student.
3. Children of school district employees may attend a school outside of their assignment areas, if consistent with board policy.
4. Students in grades 3-12, whose families move from one school assignment area to another within the district, may be permitted to remain at the original school, until they exit the last grade in the school. During a redistricting year, students at the affected school level may not be permitted to remain until they exit their current school. Students in grades K-2, at the time of the relocation, can remain at the original school for the remainder of the school year only. Siblings in grades K-2 are not eligible to remain at the original school once the older sibling has exited the school.
5. Students in grades K-8, whose parents' after-school care arrangements are dependent upon attendance at another school, may be reassigned to another school. Parents should provide an explanation of the request based on their after-school care need.
6. Students whose parents have expressed concern about their child's safety if they continue to attend the present school due to specific students who are threatening or severely harassing their child may be reassigned to another school. However, every effort will be made by the child's school to address the safety issue before reviewing a transfer request.
7. Students may be reassigned to schools where transfers would positively impact projected school or program capacities, even if they do not meet one of the previous

six conditions, as determined by the Board of Education in the Designation of Over- and Under-Crowded Schools Report, and where the reassignment does not conflict with Board policies, administrative regulations, and school rules. Program and school capacities in the Designation of Over and Under-Crowded Schools Report will be determined no later than March 15.

2. Consideration of Requests for Reassignment of Currently Registered Students

Parents or guardians may request assignment to a school outside of their regular attendance area. Such a request must be submitted in writing to the superintendent or designee no later than April 15 and must specify the reason reassignment is requested, as provided in paragraph 1 above. The Office of Student Enrollment will consider and make a determination based upon the best interest of the child, the orderly and efficient administration of the public schools, the proper administration of the school to which assignment is requested, capacity of the schools, and the instruction, health and safety of the pupils there enrolled. Schools where projected capacity or program capacity could be adversely affected by transfers will be excluded from accepting new transfer students.

Program and school capacities will be determined no later than March 15 in the Designation of Over- and Under-Crowded Schools Report. A decision will be made in a timely manner. If the parent is dissatisfied with the Office of Student Enrollment's response, the parent may request the Board to reassign the student as provided below.

3. Consideration of Requests for Reassignment of Students Registering After the Deadline

Within 10 days of notice of the assignment, the parent may request reassignment of the child to a different public school. The request must specify the reason why reassignment is sought as provided in paragraph 1 above. If the application for reassignment is disapproved, the board will give notice to the applicant by registered or certified mail. If the parent is dissatisfied with the Office of Student Enrollment's response, the parent may appeal to the Hearing Committee as provided below.

4. Appeal of the Office of Student Enrollment's Decision

Within five days of receiving the notice of the disapproval, the parent may request a hearing with the Hearing Committee on the reassignment request. Parents can appeal directly to the Board of Education, as provided below, if the school has been closed in the Designation of Over-Crowded and Under-Crowded Schools report. The Hearing Committee, appointed by the Superintendent, will hear the appeal. The Hearing Committee members include the Director of Student Assignment and Enrollment, and at least two other district administrators. At the hearing, the Hearing Committee will consider and make a determination based upon the best interest of the child and any extreme or unusual circumstances that may affect their academic achievement or social and emotional stability at school. The Hearing Committee also will consider the orderly and efficient administration of the public schools, the proper administration of the school to which reassignment is requested, the capacity of the schools and the instruction, health and safety of the pupils there enrolled. If the application for reassignment is disapproved, the Hearing Committee will give notice to the applicant by mail. Within five days of receiving the notice of the disapproval, the parent may submit a final appeal in writing to the Board of Education. In the written appeal, the parent may request to verbally address the Board of Education at a closed meeting. A board appeal meeting may be virtual as determined by the Board of Education. If the parent does not request a closed meeting,

the Board will consider the written request and will then make a determination based upon the best interest of the child, the orderly and efficient administration of the public schools, the proper administration of the school to which reassignment is requested, capacity of the schools and the instruction, health and safety of the pupils there enrolled. The Board will promptly render a decision and notice of the decision will be given to the applicant by registered or certified mail.

C. Transfer of Students Who Relocate During the School Year

Students, whose legal residence may change from one school assignment area to another within the school district during the same school year, may choose to finish out that school year in the same school, or attend school in the area to which they have moved. If the student was in grades 3-12, at the time of the relocation, and they elected to remain in the first school in order to complete that year, and they desire to return to that school the following year, a transfer form must be completed. During a redistricting year, students at the affected school level may not be permitted to remain in their current school. If no request is made, they will be assigned to the school according to the area in which they live at the beginning of the next school year. Students in grades K-2, at the time of the relocation, can remain at the original school for the remainder of the school year only. Siblings in grades K-2 are not eligible to remain at the original school once the older sibling has exited the school. Students whose legal residence has changed but who choose to complete the school year at their first school will be responsible for their own transportation to school.

D. Late Transfer Requests

Transfer requests received after the April 15 deadline may not have an opportunity to be appealed prior to the start of the school year. The superintendent or designee will consider late student requests for transfer to another school during the school year only if extenuating circumstances exist. Circumstances include an unanticipated or significant change in the student's status after the April 15 deadline or other circumstances outside of the student's or parent/legal guardian's control. Being unaware of the deadline does not constitute an extenuating circumstance. Late requests will be reviewed based upon space availability, the needs of the child, the effect on the school to which transfer is requested, principal recommendations, and other criteria established by the superintendent.

E. Transfer Requests in a Redistricting Year

In order to ensure that each child has an equal opportunity to a high quality education, regardless of the school that he/she attends, transfer requests submitted during a redistricting year will be reviewed with particular attention to upholding the integrity of the redistricting plan approved by the Board of Education. This includes requests from students residing within redistricted attendance zones and students whose attendance zones were not redistricted. All new and continuing transfer students must submit a new transfer request, and students who have been previously approved to transfer schools will not be able to cite continuity as a contributing reason for their transfer.

F. Conditions for Reassignment or Transfer

The following conditions apply in regard to any reassignments or transfers made in accordance with this policy.

- The parent is responsible for transportation.
- Students in grades 3-12 can remain at the approved school until they exit the last grade in

the school. This condition applies if the student is in good standing with attendance and behavior. During a redistricting year, students may not be permitted to remain until they exit their current school. The following are the attendance and behavior guidelines for a student's status to be considered in good standing.

Attendance: Fewer than any combination of ten (10) unexcused tardies to school and/or daily unexcused absences. Tardy is defined as arriving any time after the tardy bell. In middle school and high school, this could also include having an unexcused absence for the first period class.

Behavior: Fewer than two (2) incidents resulting in ISS or one (1) incident resulting in OSS.

- Siblings of the students granted transfers are not automatically granted transfer approvals. Each transfer request will be considered individually based the aforementioned criteria.
- Any transfer request that is approved based upon false or misleading information will be declared void and the transfer will be rescinded.
- The student must attend school on a regular basis and abide by the school's rules and regulations. Excessive absences, tardiness or disciplinary referrals may be grounds for revocation of the transfer using the same criteria as above.

G. Assignment to Alternative School

Students will be assigned to the alternative school in accordance with Board policy 3470/4305, Alternative Schools.

Legal References: McKinney-Vento Homeless Assistance Act , [42 U.S.C. 11431](#) *et seq*; No Child Left Behind Act, [20 U.S.C. 6301](#) *et seq*; Unsafe School Choice Option Non-Regulatory Guidance U.S. Department of Education (May 2004) [G.S. 15C-8](#); [G.S. 115C-36](#), [-366](#), [-367](#), [-369](#); State Board of Education Policy SS-A-006

Cross References: Alternative Schools (policy 3470/4305), Homeless Students (policy 4125), NC Address Confidentiality Program (policy 4250)

Adopted: November 19, 1998

Revised: January 13, 2000; September 5, 2002, January 19, 2006; April 2, 2009, February 14, 2023, May 16, 2024