

PENN MANOR SCHOOL DISTRICT

ADMINISTRATIVE REGULATION

APPROVED: July 2, 2012

REVISED:

206-AR-0. SCHOOL BUILDING ASSIGNMENTS

District administrators will assign students to designated schools in accordance with the established boundary lines approved by the district. Administrators may assign students to a school in an adjacent attendance area to equalize class sizes.

Assignment of students to a school outside their attendance area may occur because of the availability of special education services in certain sites. In such cases, the district will provide transportation for those students.

Transfers Within District

When a student moves between district attendance areas after the beginning of the second semester, the parent/guardian may request to have the student remain at the former school for the remainder of the school year or to have the student transfer to the new school. When the student remains at the former school, transportation will be the responsibility of the parent/guardian.

Parent/Guardian Requests

A request by a parent/guardian for an exception to a school building assignment must be written and submitted to the principal of the assigned school. The principal will consult with the principal of the requested building and will submit the written request and the principals' recommendation to the Superintendent or designee, who will make the final decision.

If a request for an exception is approved, the parent/guardian is responsible for the student's transportation if in the opinion of the district the regularly scheduled school transportation cannot serve the student. The district will not provide extra transportation to meet such requests.

An assignment to a school outside the attendance area will be maintained for the remainder of the student's attendance at that level when the circumstances for the exception remain the same.