

Randolph County School System Student Reassignment Guidelines

(Approved by Randolph County Board of Education on 1/14/14; revised 3/24/14, 11/24/14, 4/20/15, 5/18/15)

Reassignment Scenarios

<p><u>Scenario #1</u> Student currently enrolled in the Randolph County School System who lives inside of the school system and wants reassignment to non-assigned school for the next school year</p>	<ol style="list-style-type: none"> 1. Open window for reassignment requests--March 1 2. Deadline for submission of reassignment request--May 15 3. Notification to student's parent(s) of decision by school system on reassignment request--June 10 4. Deadline for enrolling student in school approved with reassignment request--June 30 (Failure to meet this deadline nullifies the reassignment for the upcoming school year) 5. Student pays tuition if school of choice is in AT Tax District
<p><u>Scenario #2</u> New student moving into the Randolph County School System after May 15 and wants reassignment to non-assigned school for the next school year (Student's parent is <u>not</u> an employee)</p>	<ol style="list-style-type: none"> 1. Deadline for submission of reassignment request--July 25 2. Notification to student's parent(s) of decision by school system on reassignment request--August 1 3. Deadline for enrolling student in school approved with reassignment request--August 10 (Failure to meet this deadline nullifies the reassignment for the upcoming school year) 4. Student pays tuition if school of choice is in AT Tax District
<p><u>Scenario #3</u> New Student moving into the Randolph County School System after May 15 and wants reassignment to non-assigned school for the next school year (Student's parent is an employee)</p>	<ol style="list-style-type: none"> 1. Deadline for submission of reassignment request--August 1 (or within 10 days of the parent's start date of employment if start date after August 1) 2. Notification to student's parent(s) of decision by school system on reassignment requests--August 1 (or within two days of request if parent's start date of employment after August 1) 3. Deadline for enrolling student in school approved with reassignment request--August 10 (or within 7 days of request's approval if parent's start date of employment after August 1) (Failure to meet this deadline nullifies the reassignment for upcoming school year)

Admission/Re-admission Scenarios

<p><u>Scenario #1</u> Current Randolph County School System student who lives outside of the school system and wants re-admission to the school system for</p>	<ol style="list-style-type: none"> 1. Open window for re-admission request--March 1 2. Deadline for submission of re-admission request--August 1 3. Notification to student's parent(s) of decision by school system on re-admission request--August 5
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<p>the next school year</p>	<ol style="list-style-type: none"> 4. Deadline for enrolling student in school approved with re-admission request--August 10 (Failure to meet this deadline nullifies the re-admission for the upcoming school year) 5. Student must obtain release from resident school district by time of re-admission request 6. Student must attend the same school as the previous year unless he/she moves to the next level of school in the upcoming school year (elementary to middle or middle to high). In the case of the student moving to the next level of school, the student must remain in the same feeder pattern aligned with his/her school during the previous school year 7. Student pays tuition if living outside of the county and/or AT Tax District (if school of choice is in AT Tax District)
<p><u>Scenario #2</u> New student who lives outside of the school system and applies for admission (Student's parent is an employee)</p>	<ol style="list-style-type: none"> 1. Deadline for submission of admission request--August 1 (or within 10 days of the start date of employment if start date after August 1) 2. Notification to student's parent(s) of decision by school system on admission request--August 1 (or within two days of request if parent's start date of employment after August 1) 3. Deadline for enrolling student in school approved with admission request--August 10 (or within 7 days of request's approval if parent's start date of employment after August 1) (Failure to meet this deadline nullifies the admission for the upcoming school year) 4. Student must obtain release from resident school district by time of admission request
<p><u>Scenario #3</u> New student who lives outside of the school system and applies for admission (Student's parent is <u>not</u> an employee)</p>	<ol style="list-style-type: none"> 1. Open window for admission request--March 1 2. Deadline for submission of admission request--August 1 3. Notification to student's parent(s) of decision by school system on admission request--August 5 4. Deadline for enrolling student in school approved with admission request--August 10 (Failure to meet this deadline nullifies the admission for the upcoming school year) 5. Student must obtain release from resident school district by time of admission request 6. Student pays tuition if living outside of the county and/or AT Tax District (if school of choice is in AT Tax District)

Stay Put Scenarios

<p><u>Scenario #1</u> Student who changes his/her domicile at any time after the completion of grade 10 (This scenario can be a move to a new domicile outside of the school system or another school zone inside the school system)</p>	<ol style="list-style-type: none"> 1. Student requests admission or reassignment to the school serving his/her prior domicile for grades 11 and 12 2. Student pays tuition if living outside of the county and/or AT Tax District (if school of choice is in AT Tax District) 3. Student must obtain release from resident school system by time of admission request if new domicile is outside of the school system
<p><u>Scenario #2</u> Student who changed his/her domicile during the school year while in grades K-10 (This scenario can be a move to a new domicile outside of the school system or another school zone inside the school system)</p>	<ol style="list-style-type: none"> 1. Student requests admission or reassignment to the school serving his/her prior domicile (This admission or reassignment will only be valid for the completion of that school year) 2. Student pays tuition if living outside of the county and/or AT Tax District (if school of choice is in AT Tax District) 3. Student must obtain release from resident school system by time of admission request if new domicile is outside of the school system

Supplemental information:

1. All reassignment requests will be approved/denied at the central services level. The process will no longer start with the principals.
2. Reminder letters will be sent to students who reside in RCSS and have been released to other systems on February 15. The online form for the release must be completed and submitted to the Office of the Director of Administrative Services for Students no later than March 30.
3. The Office of the Director for Administrative Services for Students may approve reassignment requests for the following reasons:
 - A) **Siblings**-A student who seeks to attend school(s) in the same K-12 feeder pattern of his/her sibling(s) may be reassigned to a school in the same feeder pattern as a sibling.
 - B) **Child Care**-A student who has not yet entered the 9th grade may be reassigned to another school when the working hours of the parents are such that the pupil would be unsupervised either before or after school hours, were he/she not kept by someone other than the parents. Pupils entering the 9th grade are not considered to be in need of child care that requires school reassignment.
 - C) **Change of Domicile**-A student whose parents plan to move on or before November 1 to another school zone may be released at the beginning of the school year to the school zone serving the student's new domicile. The student's parent must show proof of domicile at the new home.

- D) **Exceptional Children Program**-A student in the Exceptional Children Program whose disability requires access to a particular program or service not otherwise available at the student's assigned school may request reassignment.
- E) **Extreme or Unusual Circumstances**-A student may be reassigned to another school if he/she is undergoing extreme or unusual circumstances that affect the student's academic achievement and/or behavior at school. Examples of such circumstances include:
- a) The student is living with a caregiving adult who is not the student's parent or legal guardian due to death, abandonment, or illness of a parent and the caregiver adult's address is not aligned with the school zone of the student's current assigned school.
 - b) Significant documented physical or mental health conditions that can not be accommodated at the student's current assigned school.
 - c) Substantial concerns for the student's safety or the safety of others at the current assigned school.

The Superintendent or his/her Designee shall determine whether there are extreme and unusual circumstances that clearly make reassignment in the best interest of the individual student.

- F) **Employee's child**-A student whose parent or guardian is a Randolph County School System employee may be reassigned to the school where his/her parent or guardian works or a school in the same feeder pattern of the school where his/her parent or guardian works.

Special Notes Regarding Reassignment Requests:

- 1) Reassignment requests for all reasons other than reason (D) and (E) will not be considered if not submitted by the noted deadline.
 - 2) Reassignment requests for all reasons other than reason (D) will not be considered if the school requested is at 95% capacity or higher. The only exception to this rule will be if requests involve employees' children.
 - 3) Any disapproval of a reassignment request may be appealed to the Randolph County Board of Education.
4. Upon the approval of a reassignment request, the student may follow the feeder pattern of his/her school throughout the remainder of his/her time in grades K-12.
 5. Reassignment requests for a student currently enrolled in RCSS who lives inside of the school system and wants reassignment to a non-assigned school for the next school year must be submitted annually no later than May 15. Reassignment approvals only apply to one year. In other words, these reassignment approvals do not carry over to future school years without approval by the school system, even if the request was approved in previous school years.
 6. Re-admission requests for a current RCSS student who lives outside of the school system and wants re-admission to the school system for the next school year must be submitted annually no later than August 1. Admission/re-admission approvals only apply to one

year. In other words, these approvals do not carry over to future school years without approval by the school system.

7. "Admission" applies to students who "live outside of the school system."
8. "Reassignment" applies to students moving from one school to which they are assigned in RCSS to another RCSS school. (It is being used in place of "transfer" to match the terminology in our other student assignment lists.)
9. Students currently admitted from outside the school system will be grandfathered into their current school assignments, provided they apply for re-admission on an annual basis.
10. We will use "school zone" to refer to areas of RCSS. "School system" will refer to being inside the boundaries of the school system.