

Policy 4150 School Assignment

A. Assignment Areas

The superintendent shall recommend to the board school assignment areas for the schools in the system.

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 system; and the effective use of each school facility. Assignments must be made in a non-discriminatory manner.

The superintendent shall review periodically the attendance areas and submit recommendations for revisions to the board when necessary.

B. Assignment of Students

The superintendent shall assign students to particular schools based upon the established assignment areas. Notwithstanding the provisions of this policy, the superintendent shall assign homeless students in a manner consistent with state and federal law and policy [4125](#), Homeless Students.

Students who are participating in or whose parent is participating in the North Carolina Address Confidentiality Program established by [G.S. Chapter 15C](#) will be assigned on the basis of their actual address, but such address will remain confidential in accordance with law and policy 4250/5075/7316, North Carolina Address Confidentiality Program.

Parents or guardians also have the option of applying for admission to one of the school system's Choice Schools and/or Academy Programs. Admission decisions for Choice schools and/or Academy Programs will take into account the following criteria:

1. any program criteria that must be met by the student for admission to the particular school;
2. maintaining a socioeconomic, geographic and student achievement diversity that is reasonably reflective of the school system as a whole;
3. efficient use of school facilities;
4. enabling siblings to attend the same school*; and
5. hardship on the student or parent that has been documented by the parent.

Assignment to Academy Programs are applicable for rising 9th grade High School Students only and are approved for the 9-12 grade span.

Students assigned to a Choice School or an Academy Program are subject to conditions provided in Section E. of this policy.

Rising 9th grade students who are accepted into a Choice School or an Academy Program will not be subject to the 365 – day athletic wait period that applies to traditional student transfers; However, students who enroll in their 'home school' after attending one of the academies or Choice schools will be subject to a 365 athletic wait period.

*No application will be accepted solely on the basis of enabling siblings to attend the same school.

a. Virtual Academy

Students who enroll full time in a Virtual Academy are only eligible to participate in athletics at the school where the Virtual Academy is hosted. Full time enrollment means a student takes more than 75% of their courses through the Virtual Academy. Students who take fewer than 75% of their courses are only allowed to participate in athletics at their domiciled “home” school.

C. Requests for Reassignment

1. Procedure for Requesting Reassignment Before Notice of Assignment

Before notice is given of assignment for the following school year, 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 Student Assignment Office during the Spring Assignment Window* but no later than April 30. The superintendent shall 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 and
- the instruction, health and safety of the pupils there enrolled.

A decision will be made and the parent notified by June 30. If the parent is dissatisfied with the superintendent’s response, the parent may request the board to reassign the student as provided below.

*The Spring Assignment Window time is held during the Second Semester and is posted on the Rowan Salisbury Schools Website annually.

2. Procedure for Requesting Reassignment After Notice of Assignment

Within 10 days of notice of the assignment or the last publication thereof, the parent may request in writing the reassignment of the child to a different public school. The request must specify the reason why reassignment is sought. If the application for reassignment is disapproved, the Superintendent or designee will give notice to the applicant by registered or certified mail.

Within (5) five days of receiving the notice of the disapproval, the parent may request a hearing on the reassignment request. The Board Appeals Committee will hear the appeal. If the Board Appeals Committee hears the appeal, the Appeals Committee’s recommendation will be submitted to the full board for a final determination. At the hearing the board 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 reassignment is requested, 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 mail, telephone, telefax, e-mail or any other method reasonably designed to achieve notice.

D. Transfer of Students During the School Year

1. Change of Residence

Students whose legal residence changes from one school assignment area to another within Rowan Salisbury School system 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 they elect to remain in the first school in order to complete that year, they will be assigned to the school according to the area in which they live at the beginning of the next school year. 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.

2. Unsafe School Choice Transfer under the Elementary and Secondary Education Act

Transfers for students who are victims of violent criminal offenses at school or for students attending persistently dangerous schools as defined by State Board of Education policy will be made pursuant to policy [4152](#), Unsafe School Choice Transfer.

3. Transfer of Homeless Students

Students who become homeless between academic years or during an academic year may request to remain at the school of origin for the duration of their homelessness or may request to be enrolled in any public school that other students living in the same attendance area are eligible to attend. Any decision about the transfer or reassignment of a homeless student will be consistent with legal requirements and based on the student's best interest. (See policy [4125](#), Homeless Students.)

4. Other Transfers

The superintendent shall consider student requests for transfer to another school during the school year 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. Conditions for Reassignment or Transfer

The following conditions apply in regard to any reassignments or transfers made in accordance with sections B, C and D of this policy.

1. The parent is responsible for transportation (except for homeless student transfers, for which the system will provide transportation in a manner consistent with legal requirements and policy [4125](#)).

If a bus is routed by a house outside the school district lines and the student has an approved transfer if the student requests transportation it will be approved. However, if the bus route changes the student will be responsible for their own transportation.

2. The transfer or reassignment is valid for the grade span except for (a) unsafe school choice transfers, for which the length of reassignment will be consistent with legal requirements and policy [4152](#) and (b) homeless student transfers for which the length of reassignment will be consistent with legal requirements and policy [4125](#).

3. Any transfer request that is approved based upon false or misleading information will be declared void, and the transfer will be rescinded.

4. Any transfer is also based on the following stipulations:

- students must comply with the attendance policy
- students should demonstrate exemplary conduct
- students should maintain academic average to proceed to the next grade level
- students must immediately enroll in and continue enrollment in requested academy courses

Student's applications for reassignment or transfer during the year are approved for an academic school year provided that the student does not violate the stipulations listed above. The principal can recommend to the Student Enrollment Specialist that a transfer be revoked if any of the stipulations above are not met, or if evidence arises and is proven that the transfer was requested for athletic or social reasons.

F. Assignment to Alternative School

Students will be assigned to the alternative school in accordance with policy [3470/4305](#), Alternative Learning Programs/Schools.

G. RSS Employees

Full-time employees (defined as employees who receive benefits) may be allowed to transfer their child or children within the school attendance zone that serves their work address, if space is available. Full time employees who work at a school site will be allowed to transfer their child to the work site whether or not space is available. These students will be treated as if domiciled for the particular school site. If approved, the student is subject to the stipulations listed above in section E. Upon approval, full-time employees' transfers are granted upon the completion of the child's grade span. Students of full-time employees receiving benefits of the RSSS are exempt from the athletic wait period. If an employee resigns from the RSS schools, their child may complete the current year, but will have to reapply for a transfer the following year. If the employee retires, the child may complete the grade span provided that the student continues to comply with the stipulations of Section E. Transfer requests for children of employees must occur within the spring transfer window. Employees will be limited to one student transfer request per year.

Transfer requests for students whose parents are new, full-time, permanent employees or newly transferred employees of RSSS will be granted if they are submitted within 30 calendar days of the employee's hire/transfer date.

H. Athletic Wait Period for Transfer Students

Upon approval of any high school transfer, there will be a one-year (365 days) athletic wait period before athletic eligibility or cheerleading eligibility can be established. This wait period would also include all students transferring from outside the RSSS district who attended North Carolina High School Athletic Association member schools, unless it's a bona fide move as defined by the North Carolina High School Athletic Association. The wait time will begin on the date of enrollment at the school requested (enrollment begins the day a student attends classes). If a high school student is legally enrolled and in attendance on the first day of classes at the school of transfer, he/she will be eligible for athletics the week of August 1 of the next school year. (Additional information on Athletic Eligibility can be found in the Athletic Manual on the RSSS website)

1. Waivers for 365 Athletic Wait

Students of full-time or retired employees receiving benefits of the RSSS are exempt from the athletic wait period for a first middle or first high school transfer. Students of full-time employees receiving benefits will be subject to a 365 day athletic wait period if a second transfer request is granted within the same grade span (high school). The athletic wait period will be waived for a senior who receives a Board approved transfer to complete the final year of high school in the high school that he/she attended during the junior year. The athletic wait period will be waived for ninth grade students who receive a transfer in order to participate in a Board approved Academy or Choice School.

Students who attend an RSSS high school under a transfer will be subject to a 365 day athletic wait period if they return to the "home school" within a grade span (high school).

I. How to Appeal an Assignment or Transfer Revocation

Any parent may contest a transfer denial by writing a short and clear reason to the Superintendent or designee. The statement must be received within five (5) working days after receiving the denial of the transfer. The Superintendent's designee will study the written requests, hold any necessary hearings, and render a decision within ten (10) working days. If the parent is still dissatisfied, written notice to the Board of Education Appeals Committee (Attention: Chief Legal Officer of Administration and Legal Services, P.O. Box 2349, Salisbury, NC 28145) should be submitted within five (5) days of receipt of the Superintendent or designee's decision. The Board of Appeals Committee will hear the request (based on the reason and documentation on the original transfer application). The Board Appeals shall render a prompt decision, and notice of the decision shall be given by registered or certified mail.

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); U.S. Department of Education approval of Elementary and Secondary Education Act

(ESEA) Flexibility Request (May 29, 2012); [G.S. 15C-8](#); [115C-36](#), [-366](#), [-367](#), [-369](#); State Board of Education Policy [HRS-A-006](#)

Cross References: Alternative Learning Programs/Schools (policy [3470/4305](#)), Homeless Students (policy [4125](#)), Unsafe School Choice Transfer (policy [4152](#)), North Carolina Address Confidentiality Program (policy 4250/5075/7316)

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Rowan-Salisbury School System