

## Raymond School District Policy - JCA

### CHANGE OF SCHOOL OR ASSIGNMENT POLICY

In circumstances where the best interests of a pupil warrant a change of school or assignment, the Superintendent is authorized to re-assign a pupil from the public school to which he/she is currently assigned to another public school, or to approve a request from another superintendent to accept a transfer of a pupil from another school district, under the following conditions and procedures.

#### Conditions and Procedures for reassignment

1. The parent(s)/guardian (or superintendent of another SAU) shall make a written request to the Superintendent for a change of school assignment. In the request, the parent(s)/guardian shall state why the best interests of the pupil warrant a reassignment
2. The Superintendent shall fully consider this written request, meet with the parent(s)/guardian, if necessary, and make a decision concerning the reassignment request.
3. The Superintendent's decision shall be based on the best interests of the pupil, as determined by the Superintendent. The Superintendent may develop administrative regulations concerning the factors that will be considered in making such a determination.
4. If the Superintendent determines that the best interests of the pupil warrant a reassignment, he/she will present the matter to the School Board. The Board must vote to approve the reassignment before the reassignment can occur. Upon School Board approval, the Superintendent may reassign the pupil to: (a) another school within the same school district; (b) another school district within the same SAU; or (c) a school district in another SAU, subject to the pupil meeting the admission requirements of such school, and subject to the agreement of the Superintendent of the receiving SAU and approval of the School Boards of both the sending and receiving school districts.
5. The Superintendent's reassignment decision shall be in writing and shall be final and binding.
6. The total reassignments or transfers made under this policy in any one school year shall not exceed one percent (1%) of the average daily membership in residence of the District, or five percent (5%) of the average daily membership in residence of any single school, whichever is greater, **unless the School Board votes to exceed this limit.**
7. Reassignments made under this policy that exceed the percentages provided above must have the prior written approval of the School Board.

## Count of Re-Assigned Pupils, Tuition Payment and Rate, and Transportation

Pupils reassigned under this policy shall be counted in the average daily membership in residence of a given pupil's resident school district. Said pupil's resident district shall forward any tuition payment due to the district to which said pupil was assigned.

The Superintendents involved in the reassignment of a pupil shall jointly establish a tuition rate for each such pupil. Some or all of the tuition may be waived by the Superintendent of the receiving district for good cause shown, or pursuant to any applicable policy/policies of the receiving district, presuming said action is not contrary to law.

The cost of transportation for any pupil reassigned under this policy shall be the sole responsibility of the pupil's parent(s)/guardian.

## Role of Department of Education

The Superintendent of the pupil's resident SAU shall notify the Department of Education within thirty (30) days of any reassignment made under this policy.

## Manifest Educational Hardship Change of Assignment

When a parent/guardian believes that an initial assignment has been made that will result in a manifest educational hardship to the pupil, said parent/guardian may seek a change of assignment in accordance with RSA 193:3 I and II, and Raymond Policy JEC, Manifest Educational Hardship.

## **Special Education Placements**

**A placement made relative to a student's special education needs and services shall not be deemed a change of school assignment for purposes of this section.**

### Statutory/Regulatory Reference:

*RSA 193:3 III, Change of School Assignment*

*RSA 193:3 I and II, Manifest Educational Hardship*

*RSA 193:14-a, Change of School Assignment; Duties of State Board of Education*

*See Policies JEC and JFAB*

Adopted: May 20, 2002

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