

SCHOOL REASSIGNMENT

CONWAY SCHOOL DISTRICT

I. REASSIGNMENT REQUESTS

The Superintendent shall consider requests for reassignment to another school district in accordance with the following:

- A. All requests for reassignment pursuant to RSA 193:3 shall be made in writing and signed by the parent(s), legal guardian(s), or by the student if over eighteen (18).
- B. Reassignment may be made to: (a) another school within the same school district, (b) another school district within the same SAU, or (c) another school district in a different SAU.
- C. Requests for reassignment shall state, in detail, the reasons for reassignment and shall explain why the requested reassignment is in the best interests of the student.
- D. The Superintendent shall consider the written request and shall meet with the parent(s), legal guardian(s), or student as necessary, to gather such additional information required to make an informed determination.
- E. The Superintendent shall only consider those issues that relate to the student's unique educational needs, exclusive of factors common to other students in the district. These issues may include, but are not limited to suitability of buildings or facilities, availability of curriculum, course offerings, arts, sports, or other specialized programs. Further, the Superintendent shall not consider the unavailability of programs, or other circumstances that can be readily provided or remedied by the district with a modest increase in funding, or relatively minor modification of either the curriculum offered or other portions of the educational program. Similarly, temporary curriculum unavailability, or scheduling conflicts, shall not be sufficient justification to warrant reassignment.
- F. The Superintendent shall not consider issues related to, or arising out of, the student's familial circumstances, residential considerations, custodial arrangements, or deficient housing. However, this provision shall not be construed to prevent reassignment where the pupil's residence is located a sufficient distance from the assigned school so that transportation issues materially impair the student's educational progress in a manner that is unique to the student.

G. Prior to approving any requests for reassignment, the Superintendent shall consider the cost of tuition at the receiving district and determine whether sufficient funding is available within the district's budget to accommodate the request for reassignment. To the degree multiple requests are received and there is insufficient funds to approve all such requests, they shall be considered and approved on a first come first serve basis. The Superintendent shall not agree to any tuition agreement pursuant to RSA 193:3, III which calls for tuition payments that are excessive, disproportionate, or unwarranted in relation to the student's specific educational needs.

H. Any reassignment made in accordance with this policy shall be limited to no more than one school year. The granting of a reassignment for all or any part of the school year shall not be construed as a guarantee of continued enrollment in the receiving district beyond the year of acceptance.

I. Falsification or omission of any information provided to the school district in support of the request for reassignment is grounds for immediate termination of the reassignment and/or rejection of the reassignment request.

J. The parent(s), legal guardian(s), or student, if older than eighteen (18), requesting reassignment shall authorize the district to provide the receiving district with all educational records; and pursuant thereto, shall provide the appropriate waivers and/or authorizations, if required, to facilitate the exchange of the educational information.

K. Total reassignment made pursuant to this policy in any school year may not exceed: (1) one percent of average daily membership in residence of the school district; or (2) five percent of the average daily membership in residence of any single school, whichever is greater. Reassignments beyond the percentages set forth herein may only be approved by the School Board.

II. ADMISSION STANDARDS

The Superintendent shall consider any requests for admission of nonresident students to the district based on the following factors:

A. The reason for the referral must be a factor(s) related to the student's unique educational needs, exclusive of those needs which arise from factors common to other students in the sending district such as inadequate buildings or facilities, curriculum or course offerings, lack of arts, sports, or other specialized programs, or other factors common to other students in the sending district. Such educational needs also exclude those that could be readily provided by the sending district with a modest increase in funding, or relatively minor modifications of the curriculum or other minor modifications of portions of the educational program.

B. The Superintendent shall not consider issues related to, or arising out of, the student's familial circumstances, residential considerations, custodial arrangements, or deficient housing. However, this provision shall not be construed to prevent reassignment where the pupil's residence is located a sufficient distance from the assigned school so that transportation issues materially impair the student's educational progress.

C. Prior to acceptance of a nonresident student, the Superintendent, in consultation with the building principal, must determine that the nonresident student may be accommodated without prejudicing or compromising the educational program of resident students and without jeopardizing the health or safety of resident students, the transferring student, or staff. In order to make this assessment, the Superintendent shall review all educational records maintained by the sending district. Appropriate authorizations from the student's parents or guardians shall be provided for this purpose.

D. When calculating tuition pursuant to RSA 193:3, the Superintendent shall include in the negotiated tuition figure all costs of the student's educational program including, but not limited to, special education costs, cost of all related services, costs of future due process proceedings, and costs of any 504 program or any other costs required by State or Federal law. The tuition shall increase or decrease as the required program or services change during the school year.

E. For the purpose of considering a waiver of all or part of the student tuition pursuant to RSA 193:3, III (e), the term "good cause" shall apply to only those cases where the sending district, and this district, have negotiated either reciprocal tuition agreements, or some other arrangement, which provides mutual or offsetting benefits.

F. Any acceptance of a student pursuant to this policy shall be limited to no more than one school year. Acceptance of a student for all or part of a year shall not be construed as a guarantee of continued enrollment in the district beyond the year of acceptance.

Adopted by Conway School Board – November 25, 2002
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