

**ORANGE COUNTY  
BOARD OF EDUCATION**

**AGENDA ITEM ABSTRACT**

**Meeting Date:** December 6, 2010

**AGENDA ITEM No.** 10-12-13

**ACTION ITEM (Y/N)** N

**SUBJECT:** Student Reassignment Discussion #3

**INFO. CONTACT** Dr. George McFarley, Jr. /Mr. Jeff Tsai **PHONE:** 919-732-8126

**ATTACHMENTS:**

1. Policy # 4150, School Assignment (Reviewed/Approved 10/04/2004).
2. Policy # 4150, School Assignment (Reviewed/Approved 05/19/2008).
3. Policy # 4125, Student Transfers, Withdrawals, and Releases.

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**PURPOSE:** To allow the Board of Education the opportunity to discuss the likely criteria for the student reassignment study being conducted by the Operations Research/Education Lab (ORED).

**BACKGROUND:** On November 22, 2010 members of the ORED staff made a presentation to the Board to discuss criteria for the student reassignment study. The following major items were presented for discussion:

- Historical ADM and cohort survival ratio analysis
- System-level forecast models
- Land use study interview findings
- GIS subdivision analysis
- Out of capacity worksheets (present and future)
- Optimization preliminary findings

One issue that emerged from the November 22<sup>nd</sup> meeting was the student transfer policy. It was observed that if the School Assignment Policy remained as it is currently written, this situation would be problematic for any student reassignment study completed for the district. For the sake of furthering the discussion on the student transfer policy, attached is the current Policy #4150, School Assignment and the earlier version of the same policy which was reviewed/approved 10/04/2004.

During this agenda item, ORED staff will present a hypothetical example based on socio-economic status and student achievement. The main purpose of this exercise is to demonstrate the power of the mathematical modeling used in the reassignment study AND to provide staff with more guidance for the conduct of the student reassignment study.

**FINANCIAL IMPACT:** None.

**RECOMMENDATION:** The Superintendent recommends the Board of Education discuss the student reassignment study being conducted by the ORED and provide staff with more definitive guidance.

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*Rescinds Policy Number: AD**Issued: 02/28/1979*

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The Board shall establish attendance areas for the schools in the Orange County Administrative unit.

**A. ASSIGNMENT AREAS**

The superintendent will recommend to the board school assignment areas for the schools in the district.

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 district; and the effective use of each school. Assignments will be made in a non-discriminatory manner.

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

**B. ASSIGNMENT OF STUDENTS**

The superintendent will assign students to particular schools based upon the established assignment areas.

Parents or guardians also have the option of applying for a transfer to one of the school district's other schools. Admission decisions for schools not in the student's attendance area will take into account the following criteria:

- maintaining a racial balance that is reasonably reflective of the school district as a whole;
- efficient use of school facilities;
- any program criteria that must be met by the student for admission to the particular school;
- enabling siblings to attend the same school; and
- hardship on the student or parent that has been documented by the parent.

**C. REQUESTS FOR 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. The request must be submitted by using the appropriate form to the superintendent for the upcoming school year by May 15. The superintendent or designee 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 assignment is requested, the instructional impact and the health and safety of the pupils enrolled. A decision will be made and the parent notified. If the parent is dissatisfied with the superintendent's response, the parent may request the board to reassign the student as provided below.

After Notice of Assignment

Within five (5) days of notice of the assignment, the parent may request 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 board will give notice to the applicant by registered or certified mail.

Within five days of receiving the notice of the disapproval, the parent may request a hearing on the reassignment request. The board or a panel of the board will hear the appeal. If a panel hears the appeal, the panel'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 registered or certified mail.

#### **D. TRANSFER OF STUDENT DURING THE SCHOOL YEAR**

Students, whose legal residence may change from one school assignment area to another within the school district 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.

The superintendent will 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 recommendation, 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 subsections C and D of this policy.

- The parent is responsible for transportation.
- The transfer or reassignment is valid for no more than one school year.
- Any transfer request that is approved based upon false or misleading information will be declared void and the transfer will be rescinded.

#### **F. ASSIGNMENT TO ALTERNATIVE SCHOOL**

Students will be assigned to the alternative school in accordance with board policy related to Alternative Schools.

gal References: G.S. 115C-36, -366, -367, -369

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**A. ASSIGNMENT AREAS**

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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 district; and the effective use of each school. Assignments will be made in a non-discriminatory manner.

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

**B. ASSIGNMENT OF STUDENTS**

The superintendent will assign students to particular schools based upon the following criteria:

- Proximity to school/travel
- Socio-Economic Balance
- Feeder Patterns
- Minimizing Student reassignment
- Racial/Ethnic composition of students at individual schools

When student reassignment becomes necessary, the board will approve a reassignment plan and communicate the assigned schools to parents on or before April 1, prior to the academic year that the new assignment becomes effective. Parents or guardians may request a transfer by submitting a transfer request form to the Director of Student Services no later than May 15. The superintendent or his/her designee will consider the request and make a determination based on the best interest of the child and the school district and in keeping with the tenets of the Student Transfer Policy.

# **STUDENT TRANSFERS, WITHDRAWALS, AND RELEASES**

*Date Reviewed/Approved: 04/05/2010    Policy Number: 4125*

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*Rescinds Policy Number: 4125*

*Issued: 06/02/2008, 12/06/2004, 07/09/2007*

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It is the intent of the Board of Education that all students living within the Orange County School district shall attend school in the district in which they reside. The Board recognizes that there are occasions when a change in a child's assigned school could be necessary. The request to change a school assignment may be accomplished by means of a transfer request. The Superintendent and the Board of Education reserve the right to decline new requests and revoke existing requests for student transfers.

## **Transfer Request Process**

- A. The forms to be used to request a transfer are available either from the schools, the Board of Education Administrative office or online.
- B. Any requests for transfer must be submitted by the student's parent/guardian in writing to the Director of Student Services of the Orange County Schools no later than May 15<sup>th</sup> of each year for the following school year.
- C. Under some circumstances, a student's parent/guardian can request in writing a release for their child to attend school in another school district. These requests for release must be made to the Director of Student Services by July 15<sup>th</sup> of each year for the following school year.

The Superintendent or designee may grant transfer requests in cases of substantial hardship if the Superintendent or designee finds that any of the following exist:

- A. Serious physical, mental or emotional problems. The parent/guardian must submit an affidavit from the student's physician, psychologist, or psychiatrist to support the request.
- B. Substantial concerns for the safety of the student or others in the school.
- C. Extreme circumstances that affect the student's achievement and/or behavior at school.
- D. Transfer request to attend school with a sibling who has been assigned outside of his/her base school to receive special educational services.
- E. Transfer request in order to access specific programmatic offerings. (Students wishing to enroll in the International Baccalaureate Program could request a transfer to Cedar Ridge High School in the spring of their 8<sup>th</sup> grade year.)
- F. Transfer requests based on child care needs with extenuating circumstances.
- G. Transfer requests into schools that are at or exceed capacity will require additional documentation that would support special extenuating circumstances.

The decision of the Director of Student Services shall be provided to the applicant in writing. If approved, the transfer shall be effective for one year only and must be renewed annually by the established deadline. If a transfer is denied, the director will inform the applicant of the appeals process.

## **Transfer Appeals Process**

The first step in the appeals process will be for the applicant to write the Director of Student Services and provide additional documentation. The appeal request will be reviewed by a district review committee. If the request is denied again by the Director of Student Services, the applicant will be notified of this decision by certified mail.

If the applicant wishes to appeal the decision of the Director of Student Services, the applicant should appeal in writing to the Superintendent within five days of receiving notice of the decision from the Director of Student Services. If the Superintendent denies the request for transfer or release, notification of the decision will be sent by certified mail, and the applicant can appeal to the Orange County Board of Education within five days of receipt of the decision. The applicant must make his/her request for an appeal hearing in writing to the Board of Education. The Superintendent will notify the applicant in writing of the time, date, and place of the hearing. The decision of the Board of Education shall be in writing by certified mail to the person(s) who requested the release or transfer within seven working days of the appeal hearing.

## **Transportation**

Transportation for approved transfer students is the responsibility of the parent/guardian.