

# Policy Guide



Policy No. 206  
 Section PUPILS  
 Title ASSIGNMENT WITHIN THE DISTRICT  
 Adopted AUGUST 21, 1989  
 Revised MARCH 26, 2015;  
OCTOBER 19, 1998

<b>POLICY NO. 206 ASSIGNMENT WITHIN THE DISTRICT</b>	
<b>Section 1</b>	<p><b><u>Purpose</u></b></p> <p>The Board directs that the assignment of students to classes and schools within this District shall be consistent with the educational needs and abilities of students and the best use of the resources of this District.</p>
<b>Section 2</b>	<p><b><u>Authority</u></b></p> <p>The Board shall determine periodically the school attendance areas of the District and shall expect the students within each area to attend the school so designated. In assigning students to schools within this District, no discrimination shall occur.</p>
<b>Section 3</b>	<p><b><u>Definitions</u></b></p> <p><b>Attendance Area</b> – a geographic region of the District that is assigned to attend school at a particular building.</p> <p>The attendance areas for the Keystone Oaks School District are:</p> <p>Dormont Elementary – Dormont Borough</p> <p>Fred L. Aiken Elementary – Greentree Borough</p> <p>Myrtle Elementary – Castle Shannon Borough (portion)</p> <p>Keystone Oaks Middle School – Dormont, Greentree, and Castle Shannon (portion) Boroughs</p>

SC 1310  
Pol. 103

**POLICY NO. 206  
ASSIGNMENT WITHIN THE DISTRICT**

Keystone Oaks High School – Dormont, Greentree, and Castle Shannon (portion) Boroughs

**Section 4**

**Delegation of Responsibility**

The Superintendent shall periodically review existing attendance areas and recommend to the Board such changes as may be justified by considerations of safe student transportation and travel, convenience of access to schools, financial and administrative efficiency or appropriateness of the instructional program.

The Superintendent or designee may assign a student to a school other than that designated by the attendance area when such exception is justified by circumstances and is in the proper educational interest of the student.

The Superintendent shall assign incoming transfer students to such schools, grades, and classes as may afford each student the greatest likelihood of realizing his/her educational and academic goals.

The building principal shall assign students in the school to appropriate grades, classes, or groups. This action shall be based on consideration of the needs and abilities of the student, as well as the educational program and administration of the school.

**Section 5**

**Guidelines**

Whenever possible, consideration shall be given to a request by a parent/guardian for attendance at a specific school.

**Classroom Placement of Twins/Higher Order Multiples**

A parent/guardian of twins or higher order multiples who are in the same grade level at the same school may request that their children be placed in the same classroom or in separate classrooms. The request for classroom placement must be made no later than ten (10) days after the first day of each school year or ten (10) days after the first day of the children's attendance.

SC 1310.1

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The school shall provide the classroom placement requested by the parent/guardian with the following exceptions:

1. After consultation with the Superintendent or designee, the principal determines that alternative placement is necessary.
2. After consultation with the teacher of each classroom in which the children are placed, the principal determines that the requested classroom placement is disruptive to the classroom. The principal may then determine that appropriate classroom placement for the siblings.
3. If the request for separate classroom placement would require the District to add an additional class to the grade level of the siblings.

The school may recommend classroom placement and provide professional education advice to the parent/guardian to assist in making the best decision for their children's education.

A parent/guardian may appeal the principal's classroom placement of twins or higher order multiples in accordance with Board policy.

Pol. 906

References:

PA School Code – 24 P.S. Sec. 1310, 1310.1

Board Policy – 103, 906