PROCEDURE FOR STUDENT ASSIGNMENTS

I. Assignment to Schools

A. All students should be assigned to a school within their attendance area. All requests for assignments outside a student's regularly assigned attendance zone are addressed in Pitt County's Student Transfer Policy 10.111.

B. Notice of a student's initial assignment to a school for the upcoming school year shall be placed on the student's report card received at the end of the current school year. Written notice of the assignment may also be made to the parent(s) of the student by any other feasible means. Whichever method of notice of assignment is used, the notice must allow sufficient time for students desiring reassignment to pursue their requests prior to the opening of school.

Also, where deemed appropriate (as in the case of incoming kindergarten students or where there has been a reorganization of schools or a change in attendance lines), notice of initial assignment of groups of students may be made by publication at least two times in a newspaper having general circulation in the Pitt County Administrative Unit.

II. Investigation of Claims of Improper School Assignment

Investigation will be initiated concerning the improper assignment of students to Pitt County Schools using the following procedures:

A. Students in grades K-7:

1. Any resident who desires to report that a student is residing out of his/her assigned attendance district will fill out form 10.108-X (Out of District Complaint) and turn it into the Director of Student Assignment and/or the Office of the Superintendent.

2. No anonymous or non-evidence based claims will be accepted and/or assessed.

3. The claim and the supportive data will be referred to the school principal.

4. Multiple reports about the same student in the same school year, which already have been assessed, will not be reassessed.

5. Upon receipt of such communication, the principal will notify the parent or guardian that:

(a) A claim has been filed and that it must be assessed.
(b) The assignment of students is controlled by Board policy and the assignment of the pupil must be consistent with this policy.

(c) The parent or guardian must present to the principal satisfactory information attesting to the facts concerning the residence of the family and the student.

6. The principal will prepare a statement of his/her findings and conclusions concerning the investigation.

7. The principal will inform the Superintendent or his/her designee of the findings.

B. Students in grades 8-12:

1. Any resident who desires to report that a student is residing out of his/her assigned attendance district will fill out form 10.108-X (Out of District Complaint) and turn it into the Director of Student Assignment and/or the Office of the Superintendent.

2. No anonymous or non-evidence based claims will be accepted and/or assessed.

3. The claim and supportive data will be assessed by School District staff not affiliated with one of the involved schools.

4. Multiple reports about the same student in the same school year, which already have been assessed, will not be reassessed.

5. If the student is an athlete, the School Principal will be immediately notified in order to make a decision about removing the student athlete from play until the assessment is complete. The Principal immediately will notify the parent of the claim and any school based action.

6. A Review Committee (impartial panel of the Principal, Athletic Director, and a School District Administrator from an uninvolved school) will be established by the Superintendent to determine if an ineligibility report needs to occur.

7. The student and parent will have the opportunity to meet with a school administrator for due process.
8. Any decision to report ineligibility to the NCHSAA will be communicated first to the Superintendent, the Board of Education, School, player, and family before the actual report is made.

9. While the Review Committee will look at evidence and make a recommendation regarding eligibility, the final responsibility for reporting lies with the School Principal and the School Athletic Director.

III. Assignment to Grade and Classes

A. Grade placement and assignment of teachers/classes is the responsibility of the principal. It is based on compliance with duly adopted policies and/or regulations of Pitt County Schools Policy 9.302.

B. Any student suspected of being an exceptional child shall be referred to the school Teacher Assistance Team for review. If the Teacher Assistance Team recommends referral to the Exceptional Children’s Program to determine if an evaluation is warranted, an evaluation will be completed. An Individual Education Program (IEP) Team shall make all final decisions regarding eligibility and the placement of students with disabilities. When pupils are approved for special education placement, they shall be assigned to the home school or to the appropriate school in their attendance area or, if no space is available, to the appropriate school in the nearest attendance area.