

ASSIGNMENT OF STUDENTS TO SCHOOLS

The NMRSD School Committee requires Elementary and Middle School students to attend school in the attendance area in which they reside.

For elementary schools, the typical attendance areas are as follows:

Ashby	Ashby Elementary School
Townsend	Spaulding Memorial School
Pepperell	Varnum Brook Elementary School

For middle schools, the attendance areas are as follows:

Ashby	Hawthorne Brook Middle School
Townsend	Hawthorne Brook Middle School
Pepperell	Nissitissit Middle School

Exceptions are as follows:

1. When a student is placed in an intradistrict special education program located outside his/her attendance area, the student's sibling(s) shall be able to attend the same school provided there is overlap. Requests must be made directly to and approved by the Superintendent of Schools.
2. If the legal residence of a child changes from one attendance area (within the district) to another during the school year and the parents/guardians wish the child to remain in his former school, permission will not extend beyond the current school year.
3. At the sole discretion of the building principal and Superintendent, children of staff members who reside in the district may be permitted to attend the school where their parent is employed, provided class sizes are acceptable. This does not apply to substitute roles. The student would then be able to continue on in that attendance area.
4. In order to maintain a sound educational program with reasonable class sizes for the best economic advantage of member towns, the Superintendent of Schools may, with a $\frac{2}{3}$ vote of the entire school committee, reassign pupils between elementary and middle school facilities. The parents/guardians of the pupils considered for such an assignment shall be notified in advance in writing by the Superintendent of Schools. Once a pupil has been placed in a particular facility, the pupil shall remain at the facility through the grades available in the facility as long as the population of that facility remains within acceptable limits.
5. When there is a documented reason (i.e., medical, legal, etc.) School bus transportation will not be provided for students attending schools outside their attendance area unless they are enrolled in a special education program or a student's attendance area is adjusted by the district.
6. Students are required to attend school in the attendance area in which they reside unless the Superintendent has granted special permission. The Superintendent will consider each intra-district transfer request individually and will approve or deny the request based on the specific circumstances related to that request. When reviewing the transfer request, the Superintendent will consider the total needs of the receiving school and the ability of the receiving school to meet the student's needs.

The following conditions apply to all intra-district transfer requests unless overridden by the Superintendent:

- It is suggested that parents or legal guardians requesting an intra-district transfer for their child make the request in writing to the Superintendent of Schools no later than January 1 of the prior school year for which the transfer is requested
- Intra-district transfer requests will be considered on a case-by-case basis (*i.e., not first-come, first-served.*)
- Intra-district transfer requests will only be considered when the receiving school has acceptable class sizes, which will be determined by the administration.
- Intra-district transfers expire once the student successfully meets the requirements of the school. Elementary intra-district transfers do not necessarily carry over to middle school if it is out of the student's attendance area.
- If the district asks for voluntary intradistrict transfers, the district will provide transportation. The district will have the right to accept or decline on a case by case basis to meet the district needs.
- Students not attending their home school via an intra-district transfer are not entitled to school bus transportation. The parent or legal guardian accepts responsibility for providing transportation to and from school. If space is available on an existing route, a transfer student may be allowed to ride the bus (this would be on a year to year basis); however, no special bus routing will be established.
- The Superintendent's decision to approve or deny an intra-district request is final and is not subject to appeal.

LEGAL REFS.: M.G.L. 71:37C; 71:37D; 71:37I; 71:37J 603

CMR 17.00 603 CMR 26.00

CROSS REF.: JC, Attendance Areas Approved: March 25, 2019

Adopted by the NMRSD School Committee:

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NMRSD Review: July 8, 2021

NMRSD first vote: July 19, 2021

NMRSD second vote: September 13, 2021
