

P5511 SPECIAL ASSIGNMENT OF STUDENTS

BOARD POLICY:

This policy establishes the conditions under which a resident student of Wichita Public Schools (USD 259) may be assigned to a school other than the school designated by the student's legal residence. Policy 5511 applies to resident students only.

This policy is intended to align with BOE Policy 5506 – Nonresident Enrollment and Admission, particularly with respect to capacity determination, good standing criteria, and continuation or revocation of enrollment.

Where capacity, good standing, or continuation standards are referenced in this policy, the definitions and methodologies used shall be consistent with BOE Policy 5506 unless otherwise specified.

Administrative Implemental Procedures:

1. **Authority:** A lawful custodian or a district-level administrator may request or initiate a Special Assignment. All Special Assignments are subject to administrative review and must comply with Board policy. Final approval or denial authority for Special Assignments rests with the Office of Choice Enrollment and Programs.
2. **School Boundaries:** An official description of school attendance boundaries shall be presented annually to the Board of Education for adoption pursuant to BOE Policy 5505 (Resident Enrollment and Admission) and BOE Policy 1373 (Establishing School Attendance Areas).
3. **Capacity Determination:** Resident students shall not be assigned to schools, grades, programs, or classrooms that are at capacity, except where placement is required by law or district administrative determination.
4. **Eligibility for Special Assignment:** Special Assignments may be granted when substantial educational, behavioral, safety, or family circumstances indicate that placement outside the assigned attendance area is in the best interest of the student or the district.
5. **Special Assignments fall into two distinct categories:**
 - a. **District-Placed Special Assignments** (*Not Subject to Application, Lottery, or Good Standing Review*)
 - i. District-Placed Special Assignments are administrative placements initiated or required by the district. These placements are not discretionary transfers and are not subject to good standing review or capacity lottery procedures.
 - ii. District-Placed Special Assignments remain in effect for the duration determined by the originating authority (e.g., IEP team, hearing officer, administrative directive).
 - iii. District-Placed Special Assignments include, but are not limited to:
 1. **Special Education Placement:** When an Individualized Education Program (IEP) team determines that appropriate services cannot be provided at the student's attendance-area school.

2. Discipline / Hearing Officer Placement: When reassignment is ordered or recommended by a district disciplinary hearing officer pursuant to BOE Policy 5114 (Alternatives to Extended Suspension or Expulsion).
 3. Newcomer Placement: When placement is determined by the district's Newcomer or Multilingual Education services in accordance with district procedures.
 4. Pre-K Placement: When placement is determined by the Early Childhood Department in accordance with district procedures.
 5. McKinney Vento Placement: Students experiencing Homelessness shall be assigned and served in accordance with the McKinney-Vento Homeless Assistance Act. Barriers related to housing instability, transportation, and access to resources shall be considered and shall not be used as a barrier when reviewing attendance and good standing.
 6. Administrative Placement: When a district-level administrator determines that substantial educational, emotional, safety, or operational reasons warrant reassignment.
- b. Application-Based Special Assignments (*Subject to Capacity Review and Good Standing Requirements*)
- i. Application-Based Special Assignments are discretionary placements requested by a lawful custodian and reviewed by the district.
 - ii. Eligible application-based reasons include but are not limited to:
 1. Childcare Convenience (Elementary Only): When before- or after-school childcare is located outside the student's attendance boundary but within USD 259.
 2. Sibling Consideration: As defined in BOE Policy 5506, for siblings residing in the same household.
 3. Parent Employed by USD 259: When a parent or lawful custodian is employed by the district and meets the criteria outlined in BOE Policy 5506.
 4. Specialized District Programs: When a student qualifies for a district program offered only at select schools (excluding magnet programs governed by separate policy).

6. Application Window and Selection Process

- a. The district shall accept applications for Application-Based Special Assignments annually between January 1 and May 29.
- b. If the number of eligible applications for a grade level does not exceed available capacity, applications may be approved administratively.

- c. If eligible applications exceed capacity, the district may utilize a randomized selection process consistent with BOE Policy 5506.
- 7. Good Standing Requirements: Good Standing applies only to Application-Based Special Assignments. For purposes of Application-Based Special Assignments, a student shall be deemed not in good standing if the student meets one or more of the following criteria:
 - a. Attendance below 90% in the current or prior school year, inclusive of excused and unexcused absences, unless an exception is granted by the Superintendent or designee for documented chronic illness, hospitalization, or disability-related absences.
 - b. Submission of false or fraudulent information by the student or lawful custodian during the application process.
 - c. Current suspension or expulsion from any Kansas school district that extends into the upcoming school year.
 - d. More than one out-of-school suspension in the current or prior school year, excluding suspensions determined to be a manifestation of a disability or the result of a failure to implement an IEP, Section 504 Plan, or Behavior Intervention Plan.
 - e. A long-term suspension or expulsion during the current school year.
 - f. Failure to be on track for on-time graduation (high school students only), defined as successful completion of all required courses for the student's grade level as outlined in BOE Policy 6333 (Graduation Requirements).
- 8. Continuation, Annual Review, and Revocation
 - a. Special Assignments are presumed to continue through completion of the grade span or program at the assigned school unless:
 - i. the assignment was designated as temporary,
 - ii. the student no longer meets Good Standing requirements (application-based only), or
 - iii. the program or placement ends.
 - b. Application-Based Special Assignments shall be reviewed annually for Good Standing. District-Placed Special Assignments are not subject to Good Standing review.
 - c. Assignments may be revoked for the subsequent school year based solely on the criteria outlined in this policy following the annual review. IEP-directed placements are excluded from revocation.
 - d. Parents or lawful custodians shall be notified of any decision not to continue a Special Assignment no later than June 30.
- 9. Appeals: Principals may appeal revocation decisions to the Office of Choice Enrollment and Programs within ten (10) business days of notification. Final authority rests with the Office of Choice Enrollment and Programs.

10. Transportation: Transportation is the responsibility of the parent or lawful custodian for students on Special Assignment unless transportation is required by an IEP or other legal mandate.
11. KSHSAA Eligibility: Nothing in this policy alters or exempts a student from Kansas State High School Activities Association (KSHSAA) eligibility requirements.
12. Acceptance Terms for Special Assignments

Lawful custodians must agree to the following conditions when accepting a Special Assignment:

- a. Commitment to Attendance: The student must remain at the assigned school for the duration of the school year.
- b. Good Standing Requirement: The student must meet Good Standing criteria to remain eligible for assignments.
- c. Transportation Responsibility: The district does not provide transportation for students on Special Assignment, except as required by a student's IEP.

Administrative Responsibility: Choice Enrollment and Programs

Latest Revision Date: March 2026

Previous Revision Date: May 2025 (February 2011)