

MINNETONKA SCHOOL DISTRICT

Policy #535: STUDENTS--ASSIGNMENT TO SCHOOLS

- 1.0 It is important for students and parents to know the specific school each student will attend.
 - 1.1 Grades K-5 – Each elementary school will have a prescribed attendance area with well-defined boundary lines. Adjustments may be recommended by the Administration to the School Board as the need arises.
 - 1.2 Grades 6-8 – Each middle school will have a prescribed attendance area with well-defined boundary lines. Adjustments may be recommended by the Administration to the School Board as the need arises. Students in the Clear Springs Elementary attendance area are allowed to enroll at either Minnetonka Middle School East or Minnetonka Middle School West, but their home school is MMW.
 - 1.3 Grades 9-12 – The District boundary lines comprise the attendance area for Minnetonka High School, Grades 9-12.
- 2.0 Exceptional Assignment: The Administration may assign a pupil to a school other than the regularly assigned school in these instances:
 - 2.1 Special Education: A pupil may be assigned by the Administration to a school other than the regularly assigned school for special education instruction. The school may be located anywhere inside the School District or even outside the school district boundary lines in programs determined by the District.
 - 2.2 Vocational Education: A pupil may be assigned by the Administration to a secondary vocational center located in another district, provided the pupil is simultaneously enrolled in Minnetonka High School.
 - 2.3 Discipline: A pupil may be assigned by the Administration to a school other than his/her regularly assigned school when the pupil's behavior record demonstrates that a new environment might be educationally and socially sound.
 - 2.4 Optional Pupil Transfer (OPT): A pupil may be assigned by the Administration from the regularly assigned school to another school under the Optional Pupil Transfer (OPT), as described below, to achieve better class attendance.
 - 2.4.1 Parent Option Plan (POP) (see 3.0) students in the overcrowded grade level (prior to the first day of school) must be moved back to the regularly assigned school.
 - 2.4.2 The Administration will identify for possible reassignment, pupils who are located near adjacent borders or within areas which minimize transportation costs and/or disruption of multiple neighborhoods.

2.4.3 The District will provide transportation for said students.

2.4.4 Reassigned students will be returned to the regularly assigned school at the end of the school year. There may be two exceptions:

2.4.4.1 First, the parent/guardian may request to POP transfer the pupil to the receiving school for the subsequent school year. All the rules for POP are applicable in this instance.

2.4.4.2 Second, overcrowding may still exist in the subsequent school year, in which case the Optional Pupil Transfer may again be invoked.

2.4.5 Parent/guardian consent is required before a pupil may be reassigned under OPT.

2.5 Non-Resident: A pupil who does not reside within the District or who does not otherwise qualify for residential status, may be assigned by the Administration to a District school, based upon available space and class size limitations. Every effort is expected to be made to assign siblings of these students to be assigned to the same school when they are in the same grade range (K-5, 6-8, or 9-12), but the Administration may assign these students to different schools if available space and/or program limitations exist.

2.6 Special Case: A pupil may be assigned from the regularly assigned school to another school or learning site for reasons other than cited in this policy, but which have sound educational rationale and are considered extraordinary and unique. Only the Superintendent has authority to approve such an assignment.

3.0 Parent Option Plan (POP): A parent/guardian may request on voluntary basis that a pupil attend a school within the District other than the regularly assigned school under the Parent Option Plan (POP), as described below:

3.1 This option is primarily to accommodate the interest of parents in having their child in a program at a school other than the school of assignment. Specifically, the Navigator, Language Immersion choice (Spanish or Mandarin Chinese) not being offered at the assigned school, and Ready Start Kindergarten Programs are considered appropriate for POP applications, but other specialized programs may be considered.

3.2 Initiation of the transfer request must originate with the parent/guardian. The Administration shall provide specific forms to this end and shall publicize that this option is available.

3.3 A separate request for a POP transfer must be made for each pupil within the family. Each request will be handled independently; that is, no special privileges will accrue a particular request just because another pupil within the same family has been approved as a POP transferee either in the past or the present.

3.4 Approval for transfer is contingent upon available space in the requested school and program.

- 3.4.1 The transferee may be returned to the student's regularly assigned school any time before the start of school if late registrants consume available space or other factors materialize which in the judgment of the Administration make a cancellation necessary.
 - 3.4.2 Once school starts, the POP pupil will be treated equally with regular students assigned to that school.
 - 3.5 A POP transfer is approved on a year-by-year basis. There is no guarantee that the transfer will be approved, year after year.
 - 3.6 The parent/guardian has the primary responsibility for the transportation of the POP pupil for reasons other than attendance at one of the three specified programs. There is no guarantee of district-provided transportation. However, there are some transportation possibilities for an approved POP pupil within the existing route structure. (See Policy #707: Student Transportation.)
- 4.0 Voluntary Open Enrollment Option: Minnesota Statutes permits a student to attend a nonresident district provided that both the resident and nonresident district has passed a resolution under Section 123.3515. Further information about the Voluntary Open Enrollment Option is contained in Board Policy #509: Enrollment of Non-Resident Students.

Cross References: Policy #502: Student Attendance & Truancy
Policy #503: Attendance Policy for Minnetonka High School
Policy #509: Enrollment of Non-Resident Students

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