

# POLICY



## 5120 ASSIGNMENT OF PUPILS

Public elementary schools in Nutley are strategically located in various areas within the district to provide easily accessible educational opportunities to the various neighborhoods. These neighborhoods are well defined by boundary lines established by the Board of Education. All public school elementary pupils are required to attend school located within the district in which the child resides.

Exceptions to this rule are made under certain circumstances. The following conditions would have to be considered:

1. Time of request, based on district process;
2. Nature of request;
3. Class size considerations; and
4. Where request is in the best educational interest.

Residents seeking such exceptions must apply in writing to the Superintendent of Schools each year.

Elementary pupils are expected to enter the proper school when they move from one school neighborhood to another. When such changes of address are made, parents should check with the principal of the school their children are attending to determine the school their children should attend after the move has been made. If the moving takes place after September 30, the pupils may remain in the same school for the balance of the school year if the parent makes such a request to the Principal. Children of parents who contemplate moving from one neighborhood to another during the school year will not transfer until they actually reside in the new neighborhood.

Where parents or teachers request transfer of children from one school to another within the district, not as a result of a move, it is necessary that youngsters be seen by a member of the Child Study Team prior to completion of the transfer. The Superintendent, if appropriate, 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 best interest of the student.



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Grade placement in the Nutley public schools of pupils who transfer from other schools may generally be expected to be at the same grade level as stated on the transfer record. However, maintenance of this initial placement for the remainder of the school year in which the transfer is made is not mandatory. Transferred pupils may be placed at the appropriate grade level recommended by the teacher and the Principal and approved by the Superintendent if and when it is deemed that such action is for the pupils' best educational interest.

Adopted: 3 May 2004  
Revised: 11 June 2012

