

## STUDENT ASSIGNMENT & TRANSFER POLICY

To create class sizes which are as even as possible within each grade level districtwide, the Board of Education sets forth the following parameters regarding the transfer to students to attain that goal:

- Administrative Decision Making

Commencing at the close of each school year, all elementary principals in coordination with the Superintendent of Schools shall determine whether or not transfers of elementary students are necessary and, if so, which students would be transferred and to which elementary schools. The group shall:

1. determine the average class sizes for each grade level in the district;
2. generate a list of potential students to be transferred (criteria below);
3. alert parents of those students identified as potential transfers no later than August.

Should a student require a service which is located in a school building other than the one which the student currently attends or the one which is closest in proximity to his/her residence, the Board authorizes the Superintendent to transfer that student to said building for the purposes of providing the service.

- Student Transfer Guidelines

1. All attempts shall be made to minimize the travel distance of each student who is to be transferred as well as the number of students impacted by transfer.
2. Whenever possible, siblings are to be kept together in the same building.
3. Students receiving special services (i.e., 8:1:1, 15:1, LB, pre-first grade, etc.) must attend the school building in which the service is provided. If the student no longer requires the service, then, for the start of the next school year, the student can be transferred back to the building from which (s)he was transferred.
4. Every effort is to be made to ensure that students who have been transferred at any time in the past, will not be transferred again, unless they are willing to do so on a volunteer basis.

It is understood that, in determining transfers, decisions are subject to availability of transportation to certain locations, program requirements for individual students, and other extenuating circumstances. Therefore, transfers may result in placements which are contrary to the guidelines indicated.

- Registrations which occur after Transfers have been Determined

If it is determined by the administrators that new registrants cause the need for additional transfers and if transportation is available, those new registrants will be transferred to another school building. This clause is written to supersede the guidelines regarding proximity to buildings, length of travel, and location or residence.

- Relocation within District Boundaries

When a student relocates to an alternative dwelling within the district, the district reserves the right to transfer the student to a new school building.

- Non-Resident Students

Non-resident students will be considered first for purposes of determining student transfers. This clause is written to supersede the guidelines regarding proximity to buildings, length of travel, and location of residents.

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