

**Policy Statement #3925 (Students) of the Board of Education
Regarding Student Transfers**

I. Purpose

- A. To ensure that students attend school in the geographical attendance area in which they reside unless the student is granted a transfer under this policy
- B. To provide a fair and equitable process for all parents or guardians requesting transfers for their children from their home schools
- C. To define the limited circumstances under which students may be granted transfers to attend schools other than their home schools

II. Definitions

- A. Home School - the school that is located within the Board of Education's approved geographic attendance area for a specific address or residence
- B. Geographical Attendance Area - the current school attendance boundaries approved by the Board of Education that are used to determine the home school of attendance for students

III. Policy Statement

- A. The Calvert County Board of Education expects that each student will attend the school in the geographical attendance area in which he or she resides. However, the Board recognizes that there are very limited circumstances (including course of study, certain health-related conditions, before and after school child care up to the end of grade 8, and certain employee circumstances) when consideration may be given for a student to attend a school outside of his or her geographical attendance area.
- B. The Superintendent may designate a school or grade in a school closed to new transfer students.

IV. Delegation of Authority

- A. The Superintendent is directed to develop administrative procedures to implement this policy in accordance with all local policies and local, state and federal laws and regulations and to communicate this policy and accompanying procedures to all relevant parties. The Superintendent will share changes to the administrative procedures with the Board prior to those changes being implemented.

V. Exceptions

- A. There are no exceptions to this policy. However, the Board, by majority vote, may temporarily suspend all or part of this policy. Suspension of all or part of this policy, however, in no way relieves the Board of its obligation to comply with the pertinent

local, state and federal laws and regulations or the rules and regulations of the Maryland State Board of Education and the Maryland State Department of Education.

VI. Review

- A. This policy will be reviewed at the end of three years, or sooner, if approved by majority vote of the Board of Education in public session. In addition, this policy will be reviewed when changes are made to Policy 4400 Regarding Educational Facilities Planning and School Geographical Attendance Areas.

VII. Effective Date

- A. This policy is effective May 11, 2023.

Citations

State Law: §4-109; §7-101 Education Article of the Annotated Code of MD

State Reg.:

Federal Law:

Adm. Reg.:

Neg. Agr.:

Other Citation:

Related Policies:

4400 Regarding Educational Facilities Planning and School Geographical Attendance Areas

Students #3925

Originally Adopted: 11/11/04

Revised: 11/08/07; 1/13/11; 6/9/11; 1/09/14; 3/9/17; 4/9/20; 5/11/23

Page 2 of 2