

Title: Transfer of Students from Home Attendance Areas - Regulation

In transfer decisions, it is the intent of the District to maintain a student-teacher ratio as close to District grade level average as possible. Each year, the Superintendent will determine the average class size for each grade to be used as a guide in the approval or non-renewal of voluntary student transfers. The Superintendent may also determine a maximum allowable class size.

District Transfer of Students from Home Attendance Areas Due to Excessive Class Size

The following procedures will be followed in sequence when the student-teacher ratio exceeds the District determined maximum class size:

Procedures

1. Waiver of the maximum class size shall be considered.
2. Additional (licensed or classified) staff shall be considered.
3. Voluntary student transfers will be sought.
4. Upon authorization of the Superintendent, non-attendance area students who have been enrolled in the school shall be subject to non-renewal of an existing transfer, beginning with the least senior student. If students have the same date of enrollment, geographic and transportation accessibility will be considered along with location of siblings. Students who have open enrolled in will be treated the same as resident attendance area students. Transfers to other elementary buildings will operate on a space available basis. Consideration will be given to schools geographically nearest to the sending school.
5. Upon authorization of the Superintendent, attendance area students who are enrolled in the school shall be subject to involuntary transfer beginning with the least senior student. If students have the same date of enrollment, geographic factors and transportation will be considered, along with location of siblings.
6. When a transfer of an attendance area student to another building is involuntary, transportation will be provided by the Council Bluffs Schools from the attendance area school to the receiving school.
7. As soon as practical, parents/guardians will be given written notice from the building principal that an involuntary transfer for a student is being made.
8. When an involuntary transfer has occurred, other students in a family will be allowed to

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transfer to the receiving school if space is available.

9. When space becomes available, involuntary transfers will be notified and allowed to return to their home school. This will be done according to seniority.
10. If an involuntary transfer cannot be handled as provided in the above procedures, the parent/guardian may request a meeting with the building principal and/or the Chief of Student & Family Services, whose decision shall be final.
11. These procedures will only be invoked after the last day of the school year and no later than three weeks prior to the start of a school year.

Transfer of a Special Education Student

Any special education student who cannot receive a free and appropriate education as defined by the student's Individualized Education Plan at the home attendance area school shall be transported to the nearest school that can implement the IEP.

Mandatory Reassignment

The following procedure will be followed when a mandatory re-assignment occurs for other than maximum class size.

1. The building principal will consult with Student & Family Services regarding the reason for a possible reassignment: academic, behavioral, attendance, safety or other issues.
2. If the building principal and Student & Family Services are in agreement that the reassignment is appropriate, the principal shall attempt to reach the parent/guardian and discuss the reason for reassignment.
3. If after discussion with Student & Family Services and the parent/guardian, the principal feels the reassignment is warranted, then the principal shall put that request in writing to Student & Family Services along with a copy of completed transfer information requested by the receiving administrator. The referring principal will provide a copy of his or her written request to the parent/guardian.
4. Upon receipt of the principal's request for reassignment of a student, Student & Family Services shall provide written notice of the final decision to the building principal and parent/guardian. If the final decision is to reassign a student, the receiving site shall also receive a copy of Student & Family Services' decision.
5. Upon receipt of Student & Family Services' written notice, the parent/guardian may

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request a meeting with Student & Family Services to appeal the decision. In the event of an appeal, the student's placement shall remain at the original school until such time as the parent/guardian meets with Student & Family Services and Student & Family Services provides written notice of its final decision to the parent/guardian and building principal. The parent/guardian shall have no right to appeal beyond Student & Family Services.

6. Transportation will be provided to any student who is mandatorily reassigned.

Parent Requested Transfer

Students are to attend the school located in their attendance area or as initially assigned when open enrollment into the district is approved unless they have received permission from the principal of an alternate receiving school to transfer to that school. The decision for this request shall consider available physical space, appropriate furniture, availability of textbooks and other factors. District class size guidelines must be considered prior to approval of a request for voluntary transfer of a student. Other factors impacting educational quality, including the availability of appropriate special education services, should also be considered. Students may be transferred for the following reasons:

1. Working Parents/Guardians with Daycare Providers

The student may be transferred because the parent/guardian is working during the school day hours and the child stays with a daycare provider in another attendance area.

2. Health Problems

The student may be transferred when recommended by a doctor because of a health problem. The doctor's recommendation must be in writing to the office of Student & Family Services with a description of the student's medical condition. The transfer will only be approved if a

Student & Family Services designee determines that the student's health needs can be met in the requested building, if class size permits and health needs cannot be met in the attendance area school.

3. Social or Behavior Transfer

The student may be transferred to accommodate a situation existing in the home or neighborhood that would interfere with the student's attendance at his/her home school. The student may be transferred because of undesirable relationships formed between

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parent/guardian, student and school staff.

4. Curricular Transfer

The student may be transferred to enable him/her to be enrolled in a program or curricular area not offered at his/her home school, providing space is available.

Non-Renewal of Existing Transfer

If a decision is made to non-renew a transfer, the principal or designated staff shall verbally notify the parent/guardian no later than three weeks prior to the start of the school year or semester with written notice to immediately follow. Prior to making a decision to non-renew a transfer, that principal shall contact the home attendance area school to confirm that the transfer non-renewal will not result in an attendance area school class size larger than that of the transfer site. The principal shall consult with Student & Family Services prior to any decision to not renew a student's transfer.

A parent/guardian who has received notice of non-renewal may contact Student & Family Services for a review of the decision or to request assistance in identifying another possible attendance center should the parent/guardian wish to not return the student to the resident attendance area school.

Transfer Revocation

Once accepted for transfer into a non-attendance area school, the student and parent/guardian shall be treated the same as a resident of the attendance area. No revocation of a transfer shall occur during the school year other than for excessive absences. Such revocation shall only occur at major grading periods such as semesters. "Excessive" is subject to determination of the building principal. The principal shall meet with the parent/guardian prior to revocation for excessive absences. Non-renewal of a transfer may occur during the summer according to standards and procedures previously outlined.

Attendance Related Transfers

Students with existing excessive absences may not initiate a transfer unless approved as part of an attendance intervention by both the sending and receiving school or approved as part of a court ordered mediation.

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Limitations

The parent or legal guardian of a student may request a transfer at any time during the regular school year by contacting the principal of the desired receiving building. Upon the approval of the principal of the receiving school, the transfer may take place only at the end of the quarterly or semester grading period. The parent or legal guardian will receive written notice that the transfer is only approved for that current school year and will be subject to annual review and to non-renewal should class sizes necessitate limiting registration of non-attendance area students for the following school year.

Any request for transfer that occurs during the summer months will be decided upon by the receiving principal no later than three weeks prior to the start of the school year with verbal notification to the parent at the time of decision and with written notice immediately thereafter.

If a school is estimated to have more students than can be accommodated in its designated capacity for classrooms or programs, the Superintendent may declare all requests for in-district transfers into the school or open enrollment requests into the school be denied. Such a decision will be communicated to current students in writing, or by public notice or other appropriate method.

Registration at a school outside of the home attendance area during Kindergarten Ahead registration shall be treated the same as any other request for attendance at a school other than the home attendance area school. Pre-registration does not guarantee approval to attend a school outside the home attendance area.

Assignment to and attendance at an early childhood center outside of the home attendance area does not guarantee continuing at the same school upon entering kindergarten.

Parents of such early childhood students may request a voluntary transfer to that school upon entering kindergarten, subject to the same terms and conditions as other voluntary transfer requests.

A parent or guardian receiving permission to transfer a child outside of his/her attendance area is responsible for transportation.

Approved voluntary transfers are limited to one per student per year unless one or more exceptional conditions is present. Exceptional conditions include:

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1. A change in the residency of the parent. Proof of change in residency must be furnished.
2. A health condition of the student which cannot be fulfilled in the existing building, but can be met in the requested building. Medical documentation must be furnished.
3. Persistent and pervasive harassment or bullying, which despite the best efforts of the building, has not been successfully addressed. The principal must verify this condition is present.
4. A change in before or after school daycare provider which could impose an undue transportation burden.

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