

## **503.1 Elementary (K-5) School Attendance Areas**

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### **I. Purpose**

Attendance areas and boundaries for each elementary attendance center shall be established upon recommendation of the Superintendent and approval of the Board (attendance areas and boundaries are viewable on the District's website [www.willmar.k12.mn.us](http://www.willmar.k12.mn.us)).

- A. Maintaining the integrity of the boundaries to these attendance areas is important to the efficient operation of the District for many reasons, among them:
  - (1) the need to project student enrollment for attendance areas on a long-range basis
  - (2) it is in the best interest of students to maintain academic continuity in one attendance area
  - (3) maintaining balanced areas enhances equity in academic and activity offerings, performance and competitions, reduces barriers to community development, and promotes school pride, loyalty and community support
  - (4) failing to maintain boundary integrity effectively allows choice of an attendance site unrelated to residency, eroding the benefits of these boundaries for those who abide by the board's boundary policy.
- B. Therefore, parents, legal custodians and/or guardians are required to enroll their child(ren) at the attendance site within the boundary of their residence, except under such limited and specific conditions as may be granted at the discretion of the District.

### **II. Within District Transfer Requests**

- A. Parents, guardians and/or legal custodians of District students may request a transfer for their child(ren) to a different attendance site for one of the reasons hereinafter listed.
- B. Transfers may be granted only if classroom space is available at the attendance site for which the transfer is requested.
- C. Within-district transfers may be denied when projected enrollments exceed an average of 22 students per class in grades K-2 and 25 in grades 3-5 of the selected attendance site.
- D. If space is available, within-district transfers may be granted only for the following reasons:
  - (1) for bona fide health or safety reasons
  - (2) to accommodate siblings of special needs students who attend a specific elementary school based on programming needs
  - (3) upon administrative initiated recommendations.
  - (4) to allow students who move mid-year to remain in their original school only until the end of the school year. (*see below – Section V. Transportation*)

### **III. Applications**

- A. Parents, guardians and/or legal custodians wishing to apply for an exception for their child must make a written application to the District using procedures established by the District.
- B. The District retains the sole discretion to approve or deny within-District transfer requests.

### **IV. Duration/Revocation of Permits**

- A. If approved, the student will be granted a permit which will allow them to remain at the new attendance site for the remaining grades offered at that site unless the transfer permit is sooner revoked.
- B. Transfer permits may be revoked due to discipline or attendance problems. A recommendation for revocation of a transfer permit must be approved by the Superintendent's designee.

### **V. Transportation**

Students permitted to transfer within the District will not be provided transportation by the District to the approved attendance site (or reimbursed).

### **VI. Appeals**

Appeals of District decisions under this policy may be made following procedures established by the Superintendent.