

DISTRICT ATTENDANCE AREAS AND INTRA DISTRICT TRANSFERS

The Superintendent shall, as needed, review the geographic attendance areas designated for each building in the Sumner-Bonney Lake School District.

Sumner-Bonney Lake School District students shall attend the school designated for their respective residential areas unless individual requests for transfers have been approved according to District procedures.

The Sumner-Bonney Lake School District reserves the right to base final decisions on the needs of all schools in the District. This includes the right to make administrative placement decisions for individual students independent of the intra district transfer/waiver process. Students may be required to attend a school in another area when enrollment conditions make this necessary.

Intra District Attendance Transfers

Each student residing in the district is required to attend the school designated for the geographic attendance area in which they reside.

A parent or guardian may request that their child be allowed to attend a school other than their resident school in the district by submitting an intra-district waiver application. To transfer to another school in the district, an intra-district waiver application must be submitted using the district's waiver application system. Secondary students who submit an intra-district waiver are subject to the Washington Interscholastic Activities Association's eligibility rules.

Definitions

- **Intra-district Waiver Application:** An intra-district waiver application is submitted in order to request a student residing in the Sumner-Bonney Lake School District to attend a school outside of their assigned area within the school district.
- **Inter-district Waiver Application:** An inter-district waiver application is a form submitted to a school district requesting a student attend a school that is not in the district in which they reside.
- **Choice Transfer Request:** A request submitted annually through the Office of the Superintendent of Public Instruction for a student to be released from the district in which they reside and attend a school in a non-resident district. For non-resident students seeking enrollment in the Sumner-Bonney Lake School District, see policy and procedure 3141 Non-Resident Students.
- **Resident School:** A resident school is the school assigned to the student based upon where the student lives a majority of the time within their assigned school district.
- **Waiver Application:** A waiver application is a form submitted to a school district requesting a student attend a school that is not their assigned resident school.

Grade Band Approval

Once an intra-district waiver has been approved, the waiver approval shall be in effect for the duration of the student's career at the school as long as the student remains continuously enrolled. Once a student completes the final grade in that school, the student will return to their resident school for the next grade band (K-5, 6-8, 9-12). At the next level of instruction (middle school, high school), students shall return to their assigned residential school or submit an intra-district waiver application requesting enrollment at another school in the district.

- Exception: Students residing in the school district who have an approved intra-district waiver into the Sumner Early Learning Center shall submit a new intra-district waiver application for first grade should they prefer their child attend a school that is not their resident school.

Waiver applications may be granted if:

- A. A financial, educational, safety, or health condition affecting the student would be reasonably improved as a result of the transfer.
- B. Attendance at another school in the district is more accessible to the parent's place of work or to the location of child care; or
- C. There is some other special hardship or detrimental condition affecting the student or the student's immediate family which would be alleviated as a result of the transfer.
 1. A student who moves to a new attendance area in the district during the school year may elect to transfer at the time of the move or at the end of the semester or grading period. For high school students, transfers will be approved only to coincide with the beginning of a new grading period.
 2. For a high school freshman, sophomore or junior, transfers may only be approved to coincide with the beginning of a new grading period.
 3. A senior may elect to finish the school year without transferring to a new school, but must submit a waiver application prior to the beginning of the last semester.

Prior to approving an intra-district waiver application, the principal of the school or program director of the requested program will determine:

1. Whether capacity is available in the school, grade level, program, services or classes at the building in which the student desires to be enrolled.
2. Whether the student's transfer is likely to create a risk to the health or safety of other students or staff at the new building.
3. Whether acceptance of the student would result in the district experiencing a financial hardship.
4. Whether the student's transfer is likely to create a risk to the health or safety of other students or staff at the new building.
5. Whether the student has a demonstrated pattern of a lack of academic progress.
6. Whether the student has a demonstrated pattern of attendance concerns.

Rescission of Intra-district Waiver Application

Approved waivers may be rescinded at any time if the receiving school develops an overcrowding problem, if the original condition for the transfer no longer exists, or if for any other reason such action is deemed to be in the best interest of the student or the school district to include:

1. Whether the student's transfer has created a risk to the health or safety of other students or staff at the new building.
2. Whether the student has demonstrated a pattern of disciplinary infractions which have resulted

- in disruption of the educational process, suspensions and/or expulsion from school.
- 3. Whether the student has a demonstrated pattern of a lack of academic progress.
- 4. Whether the student has a demonstrated pattern of poor attendance.
- 5. Applications for the purpose of participation in competitive activities will be denied.

Prior to termination of the intra-district waiver, the school must attempt to contact parents in order to address the issue with the student and parent or guardian.

Annual Notification

Parents will be informed annually of the district's intra-district waiver application timeline and information.

Appeal Procedure

If a student or parent/guardian wishes to appeal a denial of an intra-district waiver application, a written request within five (5) school business days of the denial of the application must be submitted to the designated district administrator. The designated district administrator will issue a written decision within five (5) school business days after receipt of written request. The district administrator's decision will be final.

Transportation

District transportation will not be provided for students waiving into a new school. Transportation is the responsibility of the parent or guardian.