

Assignment of Students to Schools

To the extent possible within the constraints of available space and Oregon Revised Statutes, the district supports the concept of student transfers approved in compliance with the established process set forth below.

Request Process for Attendance Variances

The parent or guardian must initiate a student transfer request form. Student transfer request forms are available in all school offices.

Oregon Revised Statute Requirement

If a student has not met or has exceeded all of the State academic content standards, the school district shall make additional services or alternative educational or public school options available to the student. If the student to whom additional services or alternative educational options have been made available does not meet or exceed the academic content standards within one year, the school district, with the consent of the parents, shall make an appropriate placement, which may include an alternative education program or the transfer of the student to another public school in the district or to a public school in another district that agrees to accept the student (per ORS 329.485).

Notice to parents of their right to request the transfer of their student as provided by this policy will be provided as required by law, by the Principal of the school where the child attends.

Notification of Parents

Notification to parents, by the principal of the school being transferred to, will be provided as soon as practical after a decision has been made. Also, in the year a student will complete the highest grade level of the school where they have been granted a transfer, the student's parents/guardian will be notified by the building principal of the transfer's expiration. This notification will happen no later than February 15th. Furthermore, the Principal will inform the parent where the student will be attending school the following year and how to access the transfer process if desired.

Transfer of Records

All students' records for approved transfers, including any provisions for any disabling conditions, will be sent by the sending school to the receiving school.

Restrictions

No student shall enroll in a school outside of his/her designated attendance area without conferencing, agreement, and prior approval of the involved administrators.

If regular bus routes will accommodate the transfer, the district will provide that transportation. If district transportation is not available, the parent or guardian must accept the responsibility of delivering and picking up his/her student within normal school supervision hours.

Students' arrival and departure is expected to conform to normal school supervision hours, with students arriving no earlier than and departing no later than the regular bus schedules for the receiving building. Consistent failure to comply with these requirements may result in the variance being revoked by the receiving school administrator.

Students who transfer within the district, who have been suspended or removed from an activity because of an infraction of a rule of the sending school, may not participate in that activity at the receiving school.

Revocation of Transfers

1. If the school population in its resident area, in combination with the transfer population, exceeds the building's capacity either by space or staffing, the building principal may revoke a transfer. The students will be selected by lots.
2. If a student has two or more major disciplinary referrals, and/or any single disciplinary suspension within the last calendar year, the principal will meet with the student and their parent(s). During the meeting, a behavior plan will be put into place (for a minimum) of 30 days. If at any time the student fails to meet the requirement of the plan, the principal may revoke the transfer immediately.
3. If the transfer student's attendance drops below 94 percent, the principal will meet with the student and parent(s) to devise an attendance plan. If the student fails to improve attendance, the principal may revoke the transfer.
4. If the student's academic performance drops below the cocurricular eligibility requirement, the principal will meet with the student and parent(s) to devise an academic success plan. If the student's academic performance does not improve, the principal may revoke the transfer.

Any revocation of a transfer may be appealed to the superintendent or designee. The appeal will be based on process and/or any confidential information that is only available to the Superintendent.

Any transfer request for a student who has a history of two or more major disciplinary referrals, and/or any single disciplinary suspension within the last calendar year, poor academic performance, or attendance below 94% will meet with the receiving school's administration. The areas of concern will be addressed and a plan will be created and put into place once the student has been admitted and before the student attends classes. A student may have their transfer revoked if they do not meet the expectations of the plan. Every attempt will be made to assist the student to be successful on the plan created.

Taking Classes in a District School Other than the Enrollment School

Students may take classes in a district school other than their school of enrollment, provided the number of credits taken in the other school does not exceed half of the total number of credits taken by the student.

Record Keeping

The receiving school will maintain an up-to-date file of all approved transfers.

The principals of the receiving school will provide their immediate supervisor with two transfer summary reports:

1. At the end of the first week of the school year;
2. Within five working days after the last school day in June.

Appeal Process

Principals will attempt to approve as many Intra District Transfers (Variances) as space in their schools/grade levels allow. In order to balance classrooms for class size, parents may be waitlisted in order of applications being received until the first Monday after the start of school each year when the Principal is better able to calculate the class sizes. Principals have the right to deny a request to transfer on either the sending or receiving end of the request.

In the event that a parent's request for Variance is denied, they may appeal using the following process:

1. Parents may appeal first to the building principal at the school for which the denial was issued-either at the school releasing the student or the school receiving the student. A denial may be given by either principal. All Variances must be approved by both the sending and the receiving principals.
2. If the request continues to be denied by a school principal, a parent may appeal to the Elementary or Secondary Teaching and Learning Administrator, depending on the level of the school grade. Grades K-6 are Elementary and grades 7-12 are Secondary.
3. If the request continues to be denied, the parent may appeal to the school district Superintendent by calling the Office of the Superintendent for an appointment to meet. The appeal process ends at the Superintendent level.