

# Lincoln County School District

Code: **JECC-AR**  
Adopted: 6/27/95  
Readopted: 10/14/03  
Revised: 3/13/07  
Orig. Code(s): R5117.1

## Assignment of Students to Schools

To the extent possible within the constraints of available space, Oregon Revised Statutes and in accordance with the provisions of NCLBA, 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.

### No Child Left Behind Requirements

In the event a district school is identified for school improvement, corrective action or restructuring under the No Child Left Behind Act of 2001 (NCLBA), the district shall, no later than the first day of the school year following such identification, provide all students enrolled in the school the option to transfer to a district school meeting adequate yearly progress standards as defined by law. Transfer priority will be given to the lowest achieving students from low-income families. A transferring student will be permitted to remain in the school until he/she completes the highest grade in that school.

A student who becomes a victim of a violent criminal offense, as determined by state law, while in or on the grounds of a school the student attends, or any student attending a district school that is identified by the Oregon Department of Education (ODE) as persistently dangerous, may transfer to a safe district school that has not been identified as in need of improvement.

### 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 January 31<sup>st</sup>. 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 more than one major disciplinary action in a year, the principal may revoke the transfer. Prior to revoking the transfer, 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%, 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 co-curricular 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.

### **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.

### **The Newport Elementary Exception**

Because both elementary schools in Newport are served by the same bus routes, principals may balance class sizes between the schools as long as both principals and the affected parent agree to the placement. Absent a three-way approval, the student(s) will attend the school in the attendance area in which the student resides.



# INITIAL TRANSFER APPROVAL/DENIAL FLOWCHART

(Parents will be notified of the decision within ten working days of receipt of the transfer request)

