

# Lamoille North Modified Unified Union School District Policy

96 Cricket Hill, Hyde Park, VT 05655

## CODE C22

### In-District Transfer Policy

It is the policy of the Lamoille North Modified Unified Union School District (LNMUUSD) that we acknowledge that the parents'/guardians' perception of what is beneficial for their child is valid and valuable information, especially at the elementary school level. We further acknowledge that the ultimate goal of our schools is to provide the best possible education to each child by utilizing all the resources available to us. Therefore, a system allowing student transfer among the four elementary schools within the LNMUUSD will be implemented in accordance with the parameters outlined.

### DEFINITIONS:

Transfer:	Enrollment in one of the participating LNMUUSD elementary schools other than the school of residence
Elementary:	Grades PreK–6
Sending school:	The school of a participating student based on residency
Receiving school:	An elementary school within LNMUUSD that is not the student's sending school
Eligible student:	Any elementary student residing in a town within LNMUUSD
Transfer student:	A student that is participating in this program and is attending a receiving school

### IMPLEMENTATION OF IN-DISTRICT TRANSFER PROGRAM:

LNMUUSD shall permit students to attend any in-district elementary school by using the following process.

#### 1. Program Eligibility:

- 1.1. Students must be eligible for enrollment in their sending school in order to be eligible for enrollment in this school transfer program.
- 1.2. Siblings of transfer students, who are not yet of school age but eventually will meet eligibility requirements in section 1.1, will be given priority upon application to attend the same receiving school, at the option of the parents/guardians.
- 1.3. Existing transfer students shall be assured the opportunity for continued enrollment in the receiving school until matriculation to 7<sup>th</sup> grade, for as long as the student meets program eligibility requirements in section 1.

#### 2. Student Responsibilities:

- 2.1. Transfer students will be expected to remain enrolled at the receiving school for the duration of the school year, as eligibility permits.
- 2.2. Transportation to and from the receiving school is the responsibility of the student's family and will not be provided to students participating in the in-district transfer program.

#### 3. Application Guidelines for New Transfer Students:

- 3.1. All students who wish to participate in the in-district transfer program must submit the established Transfer Student Application Form available from the Superintendent's Office by the application deadline in section 7.1.

- 3.2. No transfer requests for the following school year will be considered after the application deadline in section 7.1.
- 3.3. No requests to transfer to a new receiving school will be considered for the middle of the school year.
4. Application Guidelines for Existing Transfer Students:
  - 4.1. Transfer students already participating in the in-district transfer program must submit the established Transfer Student Update Form available from the Superintendent's Office by the application deadline in section 7.1.
5. Review Guidelines:
  - 5.1. Transfer student applications must be approved on a nondiscriminatory basis.
  - 5.2. The Superintendent shall work with building administrators to determine available transfer slots. Determining factors may include, but are not limited to, new sibling transfers, impact on class size, or impact on staffing, at both the sending and receiving schools.
  - 5.3. If there are more applicants than remaining available slots in a given receiving school or grade level, a blind lottery shall be used to select students for transfer approval.
  - 5.4. The Superintendent may consider any extenuating circumstances affecting new or existing transfer students, and make determinations accordingly.
  - 5.5. The Superintendent shall make decisions regarding all applications by the review deadline in section 7.2. Parents shall be notified in writing as soon as the decision has been made.
6. Appeal Guidelines:
  - 6.1. A parent/guardian who disputes the determination made by the Superintendent in accordance with the process described above in sections 1-5 is entitled to appeal the decision to the school board. The board shall review the decision within the context of this policy, and the board's determination will be considered final.
  - 6.2. All requests for the school board to appeal a disputed decision must be made in writing to the School Board Chair via the Superintendent's Office by the appeal deadline in section 7.3.
  - 6.3. The school board shall review appeals during regular school board meetings scheduled no later than the review deadline in section 7.4. Parents shall be notified in writing as soon as the decision has been made.
7. Application Process Deadlines:
  - 7.1. April 15 – Applications due
  - 7.2. May 15 – Superintendent Reviews completed
  - 7.3. June 1 – Appeals due
  - 7.4. June 30 – Board Reviews completed

Legal Reference(s): Cross Reference:

Date Warned: 7/13/17

Date Adopted: 7/24/17

Date Re-warned: Date Re-Adopted:

Date Re-warned: Date Re-Adopted: