

Board Policy Document

STUDENT PERSONNEL

Series 500

Policy Title: **Within District Transfers**

Code Number: **AR501.8**

Application Procedures

Definitions:

Attendance Center: Any one of the elementary or secondary schools included on the list of Feeder Systems.

Attendance Center of Residence: The attendance center located within the boundary in which the student's residence is located.

Attendance Center Requested: The attendance center into which the transfer exception application seeks transfer.

Feeder Systems: A group of attendance centers that feed students to the same middle/high school, as follows:

East Feeder: Joy Elementary, Longfellow Elementary, Nodland/Sunnyside Elementary, Unity Elementary, Washington Elementary, Whittier Elementary, East Middle School, East High School

First Adoption: April 28, 1987

Revision Adoption: July 23, 1996/March 24, 1998/May 11, 2004/August 11, 2008

Legal Reference:

Board Policy Document

North Feeder: Bryant Elementary, Clark Elementary, Hunt Elementary, Irving Elementary, Leeds Elementary, North Middle School, North High School

West Feeder: Crescent Park Elementary, Emerson Elementary, Everett Elementary, Lincoln Elementary, Riverside Elementary, Roosevelt Elementary, Smith Elementary, West Middle School, West High School

Notification: Written decisions shall be deemed delivered, for purposes of the commencement of any appeal periods, on the date on which they are deposited in the U.S. Mail, first class postage prepaid, addressed to the Applicant at the address shown on the Application, or on the date on which they are hand-delivered to the Applicant, whichever shall occur sooner.

Supporting Evidence: Any documents, audio, video or other type of evidence which supports the specific exemption sought. For child care and health/safety exemptions, consideration should be given to providing at least the following evidence (the provision of which shall not be conclusive, i.e. sole discretion shall remain in the District to determine the efficacy of the evidence):

Child Care (K-5 only): (1) The name, address and phone number of the child care provider, who/which must be located in the boundary of the Attendance Center Requested, and (2) written permission for the District to consult directly with said provider.

Health/Safety reasons: (1) Medical records, reports, tests, or other objective evidence from a qualified health care provider who may be, depending on the situation, a physician, school nurse, or other licensed professional, which should include specific reasons why the Attendance Center Requested can provide a significantly healthier environment for the student, or (2) Police reports, incident reports, counseling records, or other objective evidence from a professional who may be, depending on the situation, a law enforcement officer, a school counselor or other licensed school professional, a school nurse or other licensed health care professional, which should include specific reasons why the Attendance Center Requested can provide a significantly safer environment for the student, and (3) in either event, evidence of the provision of this evidence to the Principal of the Attendance Center of Residence and his/her input regarding the claim of a significantly healthier/safer environment elsewhere.

First Adoption: April 28, 1987
Revision Adoption: July 23, 1996/March 24, 1998/May 11, 2004/August 11, 2008
Legal Reference:

Board Policy Document

Transfer Request Application: The form attached to this regulation; it may also be obtained at any attendance center, at the Education Service Center at 1221 Pierce Street, or from the district's website at <http://www.siouxcityschools.org/>.

Application/Procedures

A Transfer Request Application) must be completed by the parent(s), legal custodian(s) and/or the guardian(s) of the student. The Application must be accompanied by evidence supporting the specific exception sought ("Supporting Evidence"). Completed applications and Supporting Evidence must be and submitted to the Student Support Services Department at the Education Service Center, 1221 Pierce Street. All Transfer Request Applications should be date-stamped upon receipt, and the administrator designated by the Superintendent to process transfers will act on the requests. Except in childcare cases, or other exceptional cases, such action should not be taken without the Superintendent's designee seeking input from the Principals of both the Attendance Center of Residence and Attendance Center Requested. The parents, legal custodians and/or guardians shall be notified in writing as to the decision of the District, with a copy to the Principals of the Attendance Center of Residence and Attendance Center Requested and to the members of the Board Policy Committee.

Appeal/Procedures

An appeal of the District's decision on the transfer application may be made, in writing, by the parent(s), legal custodian(s) and/or the guardian(s), to the Superintendent at 1221 Pierce Street within two weeks of the date of notification that the application for transfer has been denied. The Superintendent, or his/her designee, after giving such consideration as he/she shall determine appropriate, shall notify the parent(s), legal custodian(s) and/or guardian(s) of his/her decision in writing, with a copy to the Principals of the Attendance Center of Residence and Attendance Center Requested and to the members of the Board Policy Committee.

Following any adverse decision by the Superintendent/designee, an appeal may be made, in writing, by the parent(s), legal custodian(s) and/or the guardian(s), to the Board Policy Committee in care of the Superintendent at 1221 Pierce Street, within two weeks of the date of the Superintendent's/designee's notification of the adverse decision. All evidence submitted at an earlier stage of the Application shall be furnished to the Board Policy Committee for review in advance of any decision. The Board Policy Committee (and such additional board members appointed by the Board President necessary to achieve an odd-numbered panel) may conduct such inquiry as they, in their discretion, deem necessary. The decision of the Board Policy Committee panel

First Adoption: April 28, 1987
Revision Adoption: July 23, 1996/March 24, 1998/May 11, 2004/August 11, 2008
Legal Reference:

Board Policy Document

shall be considered the final decision of the District, and the Superintendent shall notify in writing the parent(s), legal custodian(s) and/or guardian(s) of the decision, with a copy to the Principals of the Attendance Center of Residence and Attendance Center Requested.