

TITLE: INTRA-COUNTY STUDENT TRANSFER POLICY

The Superintendent shall cause to be published both a text description and a map of the attendance area for each school. Proposed modifications of attendance areas shall be placed on first reading at a regularly scheduled meeting. The Board shall not take action upon such proposed modification until the next ensuing regularly scheduled meeting.

1. Exceptional Students. The “home school” for exceptional students shall be within the attendance area of residence unless a student’s IEP designates a school outside the area of residence based upon educational/related services programming needs.

2. Attendance Requirements. Except as hereinafter provided, students shall be required to attend the appropriate school within the attendance area where they reside. Residence shall be determined by the residence of the custodial parent[s], guardian or legally responsible adult or institution.

3. School Registration. Applications for admission to the public schools shall be made at the appropriate school located within the attendance area of student residence. The principal or other person responsible for admission and registration procedures may require the submission of information to verify residence. If admission is sought at a school outside the attendance area of the student resident, application shall be made to the Superintendent’s designee.

4. Transfer Criteria. The following criteria shall be considered with respect to applications to attend schools outside the attendance area of student residence:

4.1 Student-teacher ratio limitations.

4.2 Any factors relevant to the best interest of either the student or the school district.

4.3 With respect to exceptional students, receipt of written acknowledgment that the basis for the application is non-programmatic.

5. Out of Area Enrollments/Continuing Status. Upon the approval of an application of a student to attend a school outside the area of residence, such student shall be deemed to be a resident of the receiving school’s attendance area for purposes of this policy. Furthermore, any student who has been approved to attend school outside the area of residence may elect to be considered a resident of the attendance area of school or schools fed by the school to which the student has transferred. Provided, however, in the event any applicable pupil-teacher ratio is exceeded by virtue of out-of-area transfer students, such transfer students shall be subject to

return to the school in the area of residence. All approved student transfers shall be subject to return on a last in / first-out basis.

6. Superintendent-Initiated Transfers. The Superintendent may transfer any student from one school to another for reasons determined to be in the best interest of the school district.

7. Appeals. Any decision by the Superintendent or his or her designee to either disapprove a request to enroll a student in a school outside the attendance area of a student's residence or to transfer a student from one school to another may be appealed to the Board. The Board's decision on any such appeal shall be final.

8. Transportation. Students who are admitted to schools outside the attendance area of residence shall not be entitled to transportation. However, such students may ride on existing school bus routes on a space-available basis.

9. Review Schedule. This policy shall be reviewed in accordance with the Policy Review Schedule published by the Superintendent.

Legal Authority: West Virginia Code § 18-5-16

Board Adoption: July 21, 2014