

SCHOOL ATTENDANCE AREA

ASSIGNED

All pupils shall be assigned by geographic attendance districts and will attend the school designated to serve their area of residence. Specific areas served by each attendance district will be marked on a map in the central administration office and posted on the district website. The Board may revise attendance districts from time to time to attain maximum utilization of school facilities. The Board may find it necessary to assign students outside their normal attendance districts when the school or grade is overcrowded, when the school does not offer the services required by the student, when natural barriers or transportation patterns require the change, or for any other legitimate and reasonable cause.

RESIDENCE DEFINED

Pupils whose parents or guardians are legal residents of the school District and have custody of the student, or as otherwise provided by state or federal law, shall be considered residents and entitled to the privileges of the District's schools. Residence is your primary living quarters.

PROOF OF RESIDENCY

1. Utility bill with your name on it
2. Lease agreement with name on it
3. Notarized statement

IF FAMILIES MOVE

If a family moves from one attendance area to another within the school system, the pupil may be permitted to finish the school year in the school in which he/she was last enrolled (at no cost to or service by the Board). An In-District Transfer Application must be completed by the parent/guardian and submitted to the school Principal for approval. In-District Transfer Policies apply. The pupil must enroll the following year in the school in the attendance district of his/her legal residence.

The following criteria applies:

1. The Principal gives approval;
2. Class size limits are not exceeded;
3. The student maintains a "C" grade (cumulative through the student's previous semester);
4. The student/parent provides transportation;
5. The student is not a discipline problem as determined by the school; and
6. There is no service provided or cost incurred by the Board.

Approval shall be granted with the understanding the student may be required to enroll at the school serving his/her attendance zone if, during the remainder of the year, cap size limits are exceeded and the above criteria is met. The pupil must enroll the following year in the school in the attendance zone of his/her legal residence.

CLASS ENROLLMENT

Adjustments to conform to the provisions of KRS 157.360 and 702 3:190 shall be completed under the requirements of the governing laws and regulations.

REQUESTS FOR TRANSFER

Requests for transfer to another District school must be based on physical, psychological, or educational reasons. Family hardship may also be considered in changing school assignment. Requests for change must be in writing on a form available from the Director of Pupil Personnel.

REQUESTS FOR TRANSFER NO CHILD LEFT BEHIND

Federal NCLB school choice takes precedence over local procedures.

In compliance with and as set forth by federal requirements, the District shall allow students to transfer to another District school if:

1. Another school option exists;
2. The assigned school is identified for school improvement under federal guidelines (priority for transfer will be given to the lowest achieving children from low income families);
3. The assigned school is designated by the state as being "persistently dangerous"; or
4. The student becomes a victim of a violent criminal offense, as determined by state law, while attending school.

IN DISTRICT TRANSFERS

Upon proper application, students who reside in one elementary, middle or high school attendance district within the District may be permitted to transfer to another District elementary, middle or high school, provided such approval does not result in employment of additional staff, an imbalance in class size, class cap or overcrowding in the receiving school.

1. Requests for Child Care Transfers:

- Requests for child-care transfers must state clearly the reason the students cannot attend their assigned school.

2. Requests for Hardship Transfers:

- Requests for family hardship transfers must show clearly an unusual hardship different from that of other families in the school district.

3. REQUESTS FOR MEDICAL TRANSFERS:

- Parents/Guardians of children with medical documentation from a medical doctor, psychologist or psychiatrist may make application for transfer according to Board Policy. The transfer may be approved by the

building Principal following consultation with the Director of Pupil Personnel and the District Health Coordinator. Parents/Guardians shall be responsible for transportation.

4. Requests for Children of Full-Time District Employee Transfers:

- Warren County Public School Employees may apply for a transfer for their children. Application shall be made according to Board Policy and may be approved by the building Principal provided such approval does not result in employment of additional staff, an imbalance in class size, class cap, or overcrowding in the receiving school. Parents/Guardians shall be responsible for transportation.

5. Request is from year to year.

- When transitioning from elementary to middle or middle to high school the student will be expected to return to their resident school. The Board may allow out of district students to continue in a feeder school system provided they have been enrolled in that feeder system a minimum of two years.

Parents/guardians are responsible for the transportation of their children when granted a transfer to another District school. No additional bus routes will be added. Questions regarding transportation must be addressed to the Director of Transportation.

Parents/guardians who wish a transfer of their child should file a properly completed application with the office of Director of Pupil Personnel, between the dates of April 15 and June 1, for the following school year. Applications received after June 1 will not be considered until all April 15 - June 1 applications have been processed. Applications may be obtained from the office of Director of Pupil Personnel.

Requests for transfer after school starts will be considered only in extreme circumstances.

Students granted a transfer will have to reapply annually with preference given to those who had been granted a transfer the year before so long as the application is received, in the office of the Director of Pupil Personnel, on or before June 1.

Once transferred, a student can return only to his/her school of residence and cannot be granted additional transfers during a school year.

Students granted a transfer must be in regular attendance (fewer than three (3) unexcused absences or three (3) unexcused tardies), be in good standing in regard to discipline and must be making minimum academic progress (have passing grades in at least four (4) courses for each semester or schedule. Non-compliance with academic, attendance, or discipline requirements may result in forfeiture of future transfers or a return of the student to his/her school of residence. The return to school of residence should be made during semester break to facilitate a smooth transition for the student.

Once school has begun, a transfer student may be compelled to return to his/her school of residence if the class the transferred student is attending is at "cap" and a student in residence enrolls, making the class over "cap." Students may be required to return to school of residence immediately if this should occur.

Students with disabilities may transfer within the guidelines of this policy as long as there is programming available at the transfer school that meets the specifications of the student's IEP.

Transfers involving athletics will be in accordance with Kentucky High School Athletic Association (KHSAA) By-Laws.

The Superintendent or Designee is charged with resolving disputes regarding transfer cases.

RESIDENT STUDENT REASSIGNMENT

Should classes in a particular school exceed the allowable size limit specified by law or regulation, the administration is permitted to move pupils from their respective attendance areas to balance student/teacher assignments. Any such reassignment would be at the cost or service of the Board.

NON RESIDENTS

Nonresident pupils upon application and timeliness may be admitted to the District's schools in accordance with Board policy and upon approval of the Superintendent.

REFERENCES:

¹P. L. 107-110 (No Child Left Behind Act of 2001)
34 CFR 200.44
KRS 159.070; OAG 80-394
702 KAR 3:190
KRS 157.360

RELATED POLICIES:

08.12
08.1211