

**PARK COUNTY SCHOOL DISTRICT #6
BOARD OF EDUCATION POLICY**

CODE: JFABC

ELEMENTARY STUDENT TRANSFERS

It is the intent of the elementary administrators to make decisions that are in the best educational interest of children. It is further intended that solutions to problems be addressed and solved at the primary levels of involvement.

DISTRICT LEVEL: If problems arise concerning schools and the superintendent is approached by parents, the superintendent will inquire whether or not the building principal has been contacted.

- A. If the answer is no, the superintendent will contact the principal for background information. After receiving the information, the superintendent may, when appropriate, take one of the following actions:
 - 1. Refer the parents back to the building principal. The superintendent will inform the parents that if they are still dissatisfied after meeting with the building administrator, they may, again, request the assistance of the superintendent in resolving the problem.
 - 2. Use other methods with which to remedy the situation.
- B. If the answer is yes, the superintendent will contact the building principal for background information. At that time, the superintendent may, when appropriate, take one of the following actions:
 - 1. Set up a meeting between parents, principal, and the superintendent.
 - 2. Use other methods with which to remedy the situation.

BUILDING LEVEL: On occasion, children may experience difficulties in school. The parents of these children may approach the principal of a building other than the one their child is attending, requesting a transfer of their child. When this occurs, the principal being contacted will:

- A. Refer the parents back to the child's building administrator and suggest they follow district procedures regarding transfer requests.
- B. Communicate to the child's current building administrator and suggest they follow district procedures regarding transfer requests.

When appropriate, the following steps will be followed with transfer requests:

- A. The administrator of the child's school will contact the child's parents and set up a conference.
- B. The building principal, parents, students, and teachers involved in the problem will try to find a resolution to the difficulties other than a transfer.
- C. If resolution within that particular classroom is not possible, the feasibility of a classroom transfer within the same building will be explored.
 - 1. The student will normally be placed in the classroom with the lowest enrollment unless conditions warrant the child being placed in another classroom. Classroom assignment is the responsibility of the building principal.
- D. If it is found that a building transfer may be in the best interest of the child, a conference will be set up between the parents and administrators of the three elementary schools. At that time, the decision may be made to move the student to a new building. If a transfer is effected:
 - 1. The student will generally be assigned to the classroom with the lowest enrollment unless conditions exist that warrants placing the student in another classroom. Determining school placement is the responsibility of the three elementary administrators. Classroom placement is the responsibility of the principal accepting the transfer.
 - 2. The student will be allowed to remain in the new school until such time as behavior precipitating the move are again demonstrated. If the student experiences the same difficulties in the new school, she/he will immediately be returned to the school from which she/he was transferred.

If the parents are dissatisfied with the procedure or the results of the process, they may refer to the Superintendent of Schools for further assistance.

Adopted: 1/15/91