

# INDEPENDENT SCHOOL DISTRICT #877 POLICY

## Buffalo-Hanover-Montrose

**INDEX TITLE** Non-instructional Operations and Business Services **SERIES NO.** 700

**POLICY TITLE** School Attendance Boundaries **CODE NO.** 722

The Board of Education will establish the school attendance areas for District 877 students. Parents will be notified of boundary areas, once the school board has established the boundaries.

From time to time, an overcrowded condition in an existing school, the closing or opening of a school or the development of new residential areas may require the redistricting of certain school lines. At those times, the primary basis for judgment must be equality of educational opportunity for all students, school capacity, and transportation considerations. The Board recognizes its responsibility to hear suggestions and reactions from the community prior to approving any redistricting plan.

The superintendent or designee is authorized to make exceptions to district lines for individual children in the best interests of the student or school.

### **I. IN-DISTRICT TRANSFER GUIDELINES**

1. All in-district transfers are based on the following space criteria:
  - a. capacity of the school building
  - b. class size
2. Resident students will receive priority versus students who are in the process of open enrolling to the district or who have requested a non-resident agreement with the district.
3. The district will not incur new transportation costs or exceed bus capacity.
4. Families who have a child in a center-based ~~special education~~ program are allowed to:
  - a. enroll their children in either their residence-based school or the center-based program school.
  - b. Split the enrollment of their children between the residence-based school and center-based program school.
5. In-district transfers approved by the school board on December 12, 2005 shall continue till said provisions sunset.

6. Due to the lack of shuttle service to Hanover and Montrose Elementary Schools, parents residing in the Hanover or Montrose Elementary School attendance areas who have day care located within the boundary area of another district elementary school, shall be allowed to enroll their child(ren) in an elementary school designated by the district. Likewise, parents who select day care in Montrose or Hanover may opt to have their child attend one of these schools. The district will not incur new transportation costs as a result of this practice.
  
7. Principals, as a team, will review parent requests for in-district transfer consideration for the following reasons:
  - a. mental health concerns – this situation needs supportive documentation from an outside psychologist, psychiatrist, or other mental health provider and support documentation from a school counselor, school social worker, or special services administration
  - b. student-to-student behavioral irresolvable issues
  - c. other reasons may be considered on an individual basis
  
8. For families who relocate after the first day of school the following will apply:
  - a. Families must verify their new residence with a signed rental or purchase agreement.
  - b. Families will be given the choice to keep their child(ren) enrolled in the current school for the remainder of the school year or transfer their child(ren) to their new residence-based schools.
  - c. Families who decide to keep their child(ren) enrolled in their current school, are responsible for transportation. The district shall not incur any additional transportation costs.
  
9. An employee whose position is assigned to a school in the district, may choose to send their child to that same school upon entrance at kindergarten or their child’s first grade of enrollment. An in-district transfer, after said selection will be permissible if the employee is voluntarily or involuntarily transferred to another work site, only at the time of the transfer. Itinerant staff will be considered on an individual basis by the elementary principals as a team. Employee children will not have precedence in placement over students residing within the appropriate school attendance boundary.
  
10. An appeal of the decision made by the elementary principals or principal can be made to the superintendent of schools who by policy does have the authority to review and determine attendance boundary exceptions. There is no appeal to the school board.

**Administrative Offices  
Buffalo, Minnesota 55313**

**DATE OF ADOPTION**                      December 3, 1979

**DATE OF REVIEW**                      February 27, 2017      October 23, 2017

**DATE OF APPROVAL**

~~March 27, 2017~~

November 27, 2017

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