

## SCHOOL CHOICE/~~OPEN ENROLLMENT~~ IN-DISTRICT TRANSFER

Descriptor: JFB Issued: Draft 6/18/12  
Rescinds: JFB Issued: 12/09/2008

### BOARD POLICY

1. Each student within the Tupelo Public School District is assigned a home school ~~attendance zone~~ determined by the place of residence of the parents ~~or guardians~~ of that child. A student has priority to attend ~~the~~ his/her home school before any other student opting to transfer from another attendance zone within the District.
2. A transfer enrollment request may be made to the superintendent ~~or~~ designee and will be granted only in accordance with procedures outlined herein.
3. Once a student transfer enrollment request is approved by the District, the student will be assigned to the school of choice for the duration of the student's program at that school. However, the District reserves the right to rescind ~~or amend any or all~~ approved student transfer requests at any time if overcrowding of facilities or other undesirable conditions develop.
4. A student's parent ~~or guardian of a student~~ may appeal in writing to the Board of Trustees an administrative recommendation regarding school assignment or a student transfer request in the event a hardship condition exists. Such appeal must be made within 10 working days of the administrative recommendation.
5. The Board authorizes the superintendent to establish administrative procedures consistent with this policy.

### ADMINISTRATIVE PROCEDURES

#### 1. Definitions

- 1.1. For the purpose of this policy and procedure, "parent" means parent(s) or legal guardian(s).
- 1.2. "Home school" or "home school zone" means the school determined by the residence of the student's parent(s).
- 1.3. "School of choice" means the school requested by the parent in the Student Transfer Request.
- 1.4. "Feeder school" means the elementary schools that are paired with one another for enrollment purposes.

~~2. Student transfers between elementary schools will not be recommended.~~  
However, Students may be allowed to transfer within the District under the following conditions:

- 2.1. ~~A.~~ Students with handicapping conditions recommended for a program provided at a school other than the home school.

- 2.2. ~~B.~~ The student's parent or legal guardian of a student is a full-time employee in the District at an elementary feeder school.
- 2.3. The student's parent is a full-time employee in the District and the transfer would place the student in a school in closer proximity to the parent's work place, school to which a transfer has been requested.
- 2.4. ~~C.~~ An extreme hardship, including a medical condition or homelessness.
- 2.5. ~~D. Beginning in 2010-2011,~~ if In the event of relocation of parent(s) within the District to a new school zone, a student will be allowed to continue in the school of previous enrollment for the second grade or fifth grade only.
3. If the number of enrollment student transfer requests exceeds the capacity of a class or grade for a school, transfer requests will be denied and notification provided to the parent. In the event that all transfer requests cannot be honored, approval will be granted based upon the date and order in which the transfer requests were received by the District.
4. Students who move from one home school zone to another during the school year may complete that school year only at the original school of enrollment. A student whose parents plan to move to another home school zone area within the District during the ensuing school year may be admitted to the new home school upon submission the submittal of a rental, lease or purchase contract for housing within the new home school zone.
5. Having one child in a school of choice does not automatically qualify any other children within that family to transfer. It will be is the responsibility of the parents or guardians of a transfer student to provide transportation of for their child.
6. All student transfer and school assignments will be subject to the final approval of the Board of Trustees.

#### **EXHIBITS**

None

#### **REFERENCES**

MCA §

#### **FORMS**

JFB Form 1.0612 Student Transfer Request