

## DISTRICT ATTENDANCE AREAS AND STUDENT TRANSFER

| DATES (Adopted/Revised)  | GUIDE WORDS  |
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| Adopted January, 1975<br>Revised January, 1976<br>Revised July, 1986<br>Revised November, 1990<br>Revised August, 1993<br>Revised March, 2000<br>Revised January, 2001<br>Revised April, 2001<br>Revised July, 2001<br>Revised January, 2002<br>Revised December, 2004 | Attendance<br>Boundaries<br>Non-Resident<br>Transfer |

ATTENDANCE AREAS

School boundaries and attendance areas are designated to provide for orderly control of the number of students assigned to a particular school. The Board of Trustees of School District No. 25 will determine the boundaries of attendance areas and provide for assignment of students to a particular school. Recruitment of students from one school to another is expressly forbidden.

A student's attendance area is the area in which his domicile or residence is located. The student's domicile or residence is the home where the student's legal and custodial parent or guardian has his/her permanent and primary home and to which whenever that parent or guardian is absent, he or she has the intention of returning. If a student's parents live in different attendance areas, and if by court decree the parents share physical custody of the student, the student's domicile will be deemed to be the domicile of the parent who resides in the attendance area where the student has attended school during the preceding school year. For students who have not previously attended school in the District, the parents must identify one of their homes as the student's domicile. The attendance area in which that home is located will be the student's attendance area for as long as that parent resides at that domicile and shares physical custody of the student. A student cannot have more than one domicile or residence and cannot reside in more than one attendance area.

Senior high school students transferring into School District No. 25, or students who are in transition from sixth to seventh grade, or ninth grade to tenth grade, are encouraged to enroll in the school which serves their residence attendance area. Commencing with the 2002-2003 school year, the transition shall be from the sixth to seventh grade and from eighth to the ninth grade. A student desiring a transfer to a school other than one serving their attendance area must receive permission by filing a transfer request form.

**DISTRICT ATTENDANCE AREAS AND STUDENT TRANSFER**

It is the intent that students, in School District No. 25, along with their parents/guardians will weigh the academic and extra curricular options prior to making their final decision. The policy allows freedom of choice prior to students entering their ninth (9<sup>th</sup>) grade year.

A student is eligible at the school the student enters for the first time at the beginning of their ninth (9<sup>th</sup>) grade. A student who changes from one school to another school thereafter is subject to the regulation under policy 8111.

Students wishing to transfer following their enrollment in the ninth (9<sup>th</sup>) grade, and are not making a bona fide move, will be ineligible for 365 days from the date of their enrollment. All non-resident students wishing to enroll will be ineligible for 365 days from the date of their enrollment.

In an effort to equalize enrollments at the high schools the following enrollment capacities have been established: Century High School, 1300; Highland High School, 1500; and Pocatello High School, 1300. These capacities are subject to change by approval of the Board of Trustees.

**STUDENT TRANSFER**

It is recommended that a student attend the school serving the attendance area where he/she resides unless he/she has been transferred by the School District

**OPEN ENROLLMENT TRANSFER REQUEST**

Pursuant to Idaho's Open Enrollment Law (I.C 33-14-4) the School District allows a parent or guardian to request a transfer of schools when parent or guardian determines that it is in the best interest of the student and the request follows the policy of the district. The law is designed for students entering the school of choice at the beginning of a school year if an application was submitted prior to February 1 of the preceding school year and the School District approves the request. Factors that would prohibit a school or a district from honoring a transfer request are overcrowding at the requested school adversely impacting the School District's enrollment guidelines for high schools, or if the student requesting transfer has been suspended or expelled.

An elementary open enrollment application for an elementary school transfer must be submitted annually to the Director of Elementary Education, prior to February 1 for enrollment during the following school year on the form provided by the State Department of Education or on the form provided by School District No. 25. Notice of such application must also be given to the home school. The Director of Elementary Education will notify the applicant in writing by April 1 whether the application is approved or denied. If the application is denied, the notification will include written explanation of the denial.

**DISTRICT ATTENDANCE AREAS AND STUDENT TRANSFER**

When overcrowding requires that transfers be limited, students that have previously been transferred and are attending that school will be given first priority. A student, who applies and is accepted for transfer to a school and fails to attend that school, will be ineligible to again apply for transfer.

A secondary open enrollment application for a secondary school transfer must be submitted to the Director of Secondary Education prior to February 1 for enrollment during the following school year on the form provided by the State Department of Education or on the form provided by School District No. 25. Notice of such application must also be given to the home school. The Director of Secondary Education will notify the applicant in writing by April 1 if the application is approved or denied. When the application is denied, notification will include written explanation of the denial. A secondary student receiving an approved transfer is not required to submit an open enrollment transfer application in subsequent years to attend the school for which the open enrollment application was approved.

A student who is under suspension or expulsion is ineligible for transfer unless it has been determined by school district personnel that the transfer is in the best interest of the student or the School District.

Parents of students who request a transfer to a school or program outside the regular attendance area are responsible for transportation of the student to school or to an appropriate bus stop.

**MIDDLE SCHOOL STUDENTS REQUESTING HIGH SCHOOL TRANSFER**

A Secondary Open Enrollment Application Form must be submitted to the Director of Secondary Education. The transfer request shall be reviewed by the Director of Secondary Education for approval or disapproval of the transfer.

**NON-RESIDENT STUDENTS**

Non-resident students may make application to attend School District No. 25 schools. Application will be made on the form provided by the State Department of Education or School District No. 25. Forms may be secured at the Education Center and must be submitted annually, together with the student accumulative record. Transfer requests are to be made by February 1 preceding the fall semester of desired attendance, to the Director of Secondary Education for secondary transfers, or the Director of Elementary Education for elementary transfers.

**DISTRICT ATTENDANCE AREAS AND STUDENT TRANSFER**

Applications will be reviewed by the appropriate director to determine whether or not the student may be placed in the district without creating a condition of over-crowding or if there are problems associated with expulsion or suspension. If it is determined that the student may be enrolled, the director will make an appropriate school assignment. The parent(s) or guardian(s) of the student will be notified of the decision and the placement of the student by the second Friday of April, following the February 1 deadline. If the student application is denied, the Director will indicate the reasons in the notification.

Students requesting transfer residing within the boundaries of School District No. 25 shall be given priority over transfer requests from students residing outside of School District No. 25 boundaries.

Transportation to or from school will be the responsibility of parents for any student who wishes to transfer outside their attendance boundary and for all non-resident students enrolled in School District No. 25.

**NON-OPEN ENROLLMENT TRANSFER REQUEST OR REQUESTS DURING THE SCHOOL YEAR**

It is the intent of the Board of Trustees that transfer requests are made under the guidelines of the Open Enrollment Law. The Board recognizes that there may be times during the school year when a student and their parents believe it is in the best interest of a student to transfer schools. A secondary parent/guardian wishing to request a Non-Open Enrollment transfer or a request during the school year shall meet with the administration of both the sending and receiving schools for approval. If a common decision cannot be reached, the request may be referred to the Director of Secondary Education. An elementary parent/guardian requesting a Non-Open Enrollment transfer or a request during the school year shall submit the request to the Director of Elementary Education for approval. In either case the Directors may approve or disapprove the request and will notify the parent/guardian of the decision.

**ATHLETIC PARTICIPATION RESTRICTION**

Any non-ninth grade student who transfers to or attends a high school outside his/her attendance area shall be ineligible to participate in interscholastic high school athletics for a period of 365 days beginning on the first day which said student enrolls in and attends the "out of attendance area" high school. Participation shall mean any involvement in—athletics at or for that school; including but not limited to practice, traveling with a team, uniform issue, or participation in an athletic contest.

Where extreme extenuating circumstances exist, parents of School District No. 25 students in grades nine through twelve whose parent/guardian residence is within School District No. 25 boundaries, may submit a waiver of eligibility petition for the student to participate in non-varsity contests in sports the students participated in the prior year. The petition will be forwarded to the Idaho High School Activities Association for a final ruling.