

Policy

TRANSFERS

General

All transfers into the schools of the district shall be in accord with file code 5111 Admission. Students transferring into the district are expected to present copies of records from the previously attended school (or district) to aid in placement. Also required are proof of immunizations and proof of identity.

Pupils entering the district schools shall be assigned to their appropriate grade level placement. The assignment of pupils to classes shall be made by the Principal in consultation with appropriate staff members.

Pupils shall be tested upon entrance to the schools.

Transfers

The Superintendent or designee shall forward the records of a district pupil who has transferred to another school within the mandated number of days of receipt of the request of the Superintendent of the district to which the pupil transfers.

Withdrawals

The Board directs that whenever a high school pupil wishes to withdraw, effort should be made to determine the underlying reason for such action and the resources of the district should be used to assist the pupil in reaching his career goals. No pupil under the age of 18 will be permitted to withdraw without the written consent of a parent. Pupils dropping out of school are encouraged to enroll in a general educational development program.

The administration shall keep on the number of dropouts and report results to the Board.

Dropout rates are to be compared with those available for other areas and the state as a whole, and used generally in program evaluations.

Early Identification of Potential Dropouts

The Superintendent, in consultation with appropriate staff, shall develop criteria for the identification of potential dropouts before they reach eighth grade. The needs of such pupils shall be assessed with the purpose of determining strategies for providing them with the motivation for completing their education.

Intradistrict Transfers in Compliance with No Child Left Behind

When a school in the district fails to achieve adequate yearly progress as defined by the state for two consecutive years, parents/guardians shall be informed of options for students in that school, including the option of transferring to another school in the district. Notices to parents/guardians shall list the possible accepting schools and describe information on their performance. Only schools that have achieved adequate yearly progress shall be included on the list.

The lowest-achieving students from the lowest-income families, as identified through federal free or reduced-price lunch statistics, shall be given priority in transferring.

Transportation shall be provided at no cost to transferring students until the school that they are leaving demonstrates adequate improvement. Funding of transportation shall not exceed the limits described in

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NCLB. Students may remain in the school into which they have transferred until they have completed the highest grade in that school.

Unsafe School Choice Option

If a school in the district is identified as “persistently dangerous” by the state department of education, all students in that school shall be offered on a space available basis the option of transferring into another school in the district that has not been so designated. Parents/guardians shall be notified within 15 calendar days after the district is notified of the school’s status, and all transfers shall be completed by the beginning of the school year following. To the extent possible, transfers shall be into schools in the district that are making adequate yearly progress. Students may remain in the school into which they have transferred until the school of origin is no longer identified as “persistently dangerous.”

In addition, any student who becomes a victim of a violent criminal offense while in school or on school grounds shall be offered the option of transferring into a safe school within the district. The student shall be given the option within 10 days of the incident, and the transfer shall occur within 30 days of determination that the student was a victim. Applicable definitions and criminal offenses shall be as listed in the statewide policy.

Transportation shall not be provided to students transferring out of “persistently dangerous” schools and student victims of violent criminal offenses.

If the board cannot offer a safe school alternative within the district to students choosing to transfer out of a “persistently dangerous” school or to a student who has been a victim of a violent criminal offense, the Superintendent of Schools shall attempt to establish an agreement with a neighboring district. The board shall review and approve any agreement prior to its application.

The Superintendent of Schools shall ensure that the district complies with all requirements of federal law and the state department of education. He/she shall prepare regulations to implement this policy.

Adopted: 1994
 NJSBA Review/Update: November 2008
 Readopted: March 2009

Key Words

Transfers, Persistently Dangerous Schools, Victims of Violent Crimes

<u>Legal References:</u>	<p><u>N.J.S.A.</u> 18A:7B-12 <u>N.J.S.A.</u> 18A:36-19a <u>N.J.S.A.</u> 18A:36-25.1 <u>N.J.S.A.</u> 18A:36B-1 <u>et seq.</u> <u>N.J.S.A.</u> 18A:38-8 <u>N.J.A.C.</u> 6A:12-3.2 <u>N.J.A.C.</u> 6A:23-5.2 <u>N.J.A.C.</u> 6A:32-8.2</p>	<p>District of residence; determination Newly enrolled students; records and identification Proof of child’s identity required for enrollment; transfer of record between districts Interdistrict Public School Choice Program Duty to receive pupils from other districts Criteria to guide the Commissioner’s approval of choice program applications Method of determining the district of Residence School enrollment</p>
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No Child Left Behind Act of 2001, Pub. L. 107-110, 20 U.S.C.A. 6301 et seq.

Unsafe School Choice Option Policy, New Jersey Department of Education, June 30, 2003

Transfers (continued)

Possible

Cross References:

*5111	Admission
*5125	Pupil records
*5131	Conduct/discipline
*5131.5	Vandalism/violence
*5141.3	Health examinations and immunizations

*Indicates policy is included in the Critical Policy Reference Manual.