

TRANSFERS, INTRA-DISTRICT STUDENT

A. Purpose and Intent

The Edmond Public Schools Board of Education endorses the neighborhood public school concept and expects all Edmond Public Schools to offer high quality instructional programs addressing the district's mission, goals and adopted curricula. To foster this concept, optimize use of existing facilities and maintain relatively balanced enrollments, home school attendance areas have been established.

The Board further recognizes, however, that some parents may wish to choose a school of attendance other than their home school. Parents may wish to apply to other EPS schools in order to take advantage of specialized or innovative programs or to meet other family needs. For this reason, the Schools of Choice Program shall be included as a feature of the district's instructional offerings among neighborhood elementary schools and, in the case of a district-shared, specialized program such as ROTC, secondary schools.

B. Elementary School Transfers

1. Transfers are allowed between district elementary schools, based on space availability.
2. Application forms will be made available for distribution at the school sites and the district office on the second Friday of January.
3. Completed applications for transfer consideration will be accepted in the superintendent's office, beginning at 8:00 am on the second Friday of February. Applications will be time stamped and considered in the order they were received.
4. Transportation is not provided for students attending a school on a transfer.
5. Transfers granted to elementary schools are terminated at the end of fifth grade. Students will be expected to attend the middle school in their residential attendance area.

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6. An elementary intra-district transfer is subject to revocation by the principal of the school to which the child has been transferred if the student's grades, attendance (absences and/or tardies), transportation arrangements, or behavior reach an unacceptable level as determined by the school's administration. These expectations will be noted on the transfer paperwork, which will require a parent signature of understanding and agreement. This decision is final and non-appealable.
7. The superintendent of schools shall have the authority to make exceptions for unanticipated issues and extraordinary circumstances.

C. Secondary Transfers

1. Transfers between middle and high schools are not allowed outside of the following exception:

ROTC enrollment exception - Upon approval by the ROTC staff and based on the maximum student capacity for the district's ROTC program, incoming freshmen may enroll in ROTC and attend North High School as an "ROTC Enrollment Exception." If a student enrolls in ROTC and subsequently drops out or is dismissed from the program, he/she must then return to his/her home high school. Families must complete and submit the "Enrollment Exception Form" to the district office as part of the ROTC application process no later than May 1.
2. Transportation is not provided for students attending a school on a transfer/enrollment exception.
3. A secondary intra-district transfer is subject to revocation by the principal of the school to which the child has been transferred if the student's grades, attendance (absences and/or tardies), transportation arrangements, or behavior reach an unacceptable level as determined by the school's administration. These expectations will be noted on the transfer paperwork, which will require a parent signature of understanding and agreement.
4. This decision is final and non-appealable.
5. In the event of a question of eligibility in varsity/Oklahoma Secondary School Activities Association (OSSAA) athletic and activities competitions for a student who has been granted an enrollment exception due to an extraordinary circumstance, a committee appointed by the superintendent

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shall consider and rule on immediate eligibility versus a one-year probation, which is the general rule.

6. The superintendent of schools shall have the authority to make exceptions for unanticipated issues and extraordinary circumstances.

D. EPS Employee Student Transfer

This provision applies to the intra-district transfer of any student whose parent/guardian is a current employee of the Edmond Public Schools. Transfer requests for employees' children will be approved contingent upon the following conditions being met:

1. The employee is the parent/legal guardian of the student as defined in Policy #4105.
2. The employee lives within the Edmond Public School district but works at a school site outside the neighborhood boundary and/or vertical configuration.
3. Application procedures for the child of an employee are those established for all intra-district transfer requests with the following exception: In the event of a late assignment of the parent/guardian to a school site, application is to be made at the time of the parent's assignment to the school site
4. If above-stated conditions are met, a student shall be allowed to attend the school of the parent's employment. If the child's school placement is at a level (elementary, middle, high school) other than that at which the parent works, the student shall be allowed to enroll in the appropriate- level school within the vertical configuration of the parent's employment.
5. Except as otherwise noted under 1-4 above, terms and conditions of Choice/Intra-District Transfers, noted in sections B. and C. of this policy, also apply to the intra-district transfer of employees' children.

E. Exception per Juvenile Sex Offender Registration Act

The Board recognizes that, upon the Superintendent's receipt of notice from a juvenile bureau that a student of the district has been adjudicated or that adjudication has been withheld for an offense subject to the Juvenile Sex Offender Registration Act, the school district shall notify the victim and parent or guardian of

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the victim of their right to request to be separated from the offender at school and during school transportation. If the victim requests to be separated from the offender, the school district shall take appropriate action as required by law and allow for a transfer of either the victim or perpetrator, such as requested by the victim. The decision of the victim shall be final and not reversible.

F. Multiple-Birth Sibling Class Placement

A parent or guardian of multiple-birth siblings may request that the children attend the same school and be placed in the same classroom or in separate classrooms if the children are in the same grade level at the same school and meet the eligibility requirements of the class.

The parent or guardian must request the classroom placement no later than fourteen (14) days after the first day of each school year or fourteen (14) days after the first day of attendance of the children during a school year if the children are enrolled in the school after the school year commences. The school may recommend classroom placement to the parents and provide professional education advice to the parents to assist them in making the best decision for their children's education.

A school must provide the placement requested by the children's parent or guardian, unless the district board makes a classroom placement determination following the school principal's request.

At the end of the initial grading period, if the school principal, in consultation with the children's classroom teacher, determines that the requested classroom placement is disruptive to the classroom environment, the school principal may request that the district board determine the children's classroom placement.