

Attendance Exceptions

The policy is offered as an explanation of the process for requests for an attendance exception between our high schools.

A request for attendance exception between our two high schools begins with a formal written request from the student's parent or guardians to the building principal. Any supporting documentation should accompany this initial request.

Upon receipt of the written request, the building principal will transfer that request to the grade level principal who will schedule a child study team (CST) meeting. The parent and, at the parent's discretion, the student are indispensable parts of this initial meeting. When possible, that child study team will have representation from the out of boundary high school. That meeting will begin a process to understand the reason for requesting this transfer. The team will consider Academic, Social, and Psychological issues that may be impacting a student's performance in his/her home school. That team meeting will result in recommendations for school intervention for a ten (10) to thirty (30) school day period. The interventions prescribed by the Child Study Team may include but not be limited to:

- Classroom observation
- Student reports and assessments
- Interventions by counselor or social worker
- School evaluations – with the permission of the parent/guardian

At the conclusion of an intervention period, the Child Study Team will again convene to discuss the results of the interventions and to make a formal recommendation to the building principal. Again, both parent and student will be considered an essential part of this team meeting. The building principal will forward the team's recommendation to the Director of Secondary Education with the reasons for the team's recommendation. The Director will have the responsibility for the final decision on the request for transfer.

Transfer requests will be considered for implementation two times a year. Requests received by **December 1** will be considered for a change at the beginning of the second semester and requests received by **April 1** will be considered for a transfer to the out of boundary high school for the following school year.

While not a formal guideline, under optimal conditions, the transfer request should be considered and acted upon within forty-five (45) school days of the receipt of the parent/guardian request.

When a transfer request is granted, that transfer will be contingent on the following:

- Transportation to the out of boundary high school will be the responsibility of the parent.
- The parent and student will make the commitment for the remaining years of high school.

When a request for transfer is granted, a transition team will meet within fifteen (15) days of the final recommendation to plan for an effective transition. That team should be comprised of the sending and receiving counselor, grade level principals, and, when appropriate, teachers, IEP custodians or other staff who can help to ensure the successful transition of this student.

Upon admission to the new school, the student's transition will be closely monitored. There is an expectation that the student's attendance, academics, social adjustment, and conduct will reflect positively due to this attendance exception. Thus, there will be a forty-five (45) school day probationary period to evaluate this change. Should conduct during this probationary period demonstrate a problem with any of the above referenced factors, a full review will be conducted. This review may result in a recommendation for the student to return to the original school placement at either the semester break (when the administration makes the recommendation by December 1) or the start of the following school year (when the administration makes the recommendation by April 1.)

The provisions and timelines of this policy may be accelerated, in extraordinary circumstances where the health and safety of the child is at risk, with the consent of the Director of Secondary Education.