



Excellence is Our Tradition

Adopted: 01/05/2015

Revised: 03/07/2016                      08/15/2016  
              09/09/2016                      10/03/2016

## 552 ALTERNATE SCHOOL ATTENDANCE

### I. PURPOSE

The school district desires to offer an alternate school attendance program. The purpose of this policy is to set forth the qualifying conditions and procedures used by the school district to assign students outside their assigned boundary attendance area defined in this policy as the “neighborhood school”.

### II. GENERAL STATEMENT OF POLICY

#### A. Eligibility

The policy shall permit District 885 parents/guardians, parents/guardians who open enroll their children to District 885 and resident parents who home school and participate in share time enrollment to apply for a transfer to an assigned alternate school provided one of the following qualifying conditions are met and the parent/guardian provides or arranges transportation:

1. Parent/guardian is deployed for a military assignment and requests to have a child continue to attend the current neighborhood school.
2. Parent/guardian moves from the assigned boundary attendance area where the child is attending school and requests to have a child continue to attend the current neighborhood school.
3. Parent/guardian requests to have a child in first through fifth grade attend an alternative assigned school because child care is located within the requested alternative assigned school’s boundaries.
4. Parent/guardian is an employee of the school district and requests to have a child attend school where the employee is employed.

Children determined to be homeless under the McKinney-Vento Act will be enrolled based upon the McKinney-Vento Act and the Minnesota Education Homeless Children and Youth State Plan. No transfer application is required.

#### B. Transportation

Parents/guardians are responsible for transporting students to and from the alternate attendance school. Transfers may be revoked for tardies and absences due to transportation.

Transportation will be provided for students in first through fifth grade if the student attends childcare located within the same attendance area of the school in which the student is assigned.



Excellence is Our Tradition

C. Criteria

Action on alternate school attendance applications will be determined upon economically and educationally sound staffing arrangements and enrollment capacity and class size. In approving or denying alternate school attendance transfer applications from parents/guardians, the Superintendent will take action based upon the following criteria:

1. Student enrollment is below building capacity.
2. Class size will be comparable to class sizes at the same grade level in other schools.
3. Educational programs are available and within acceptable district caseloads to meet the student's special educational needs i.e. identification for special education, Title I and English Language services.

After providing written verification to the district office, a student shall be approved to remain at his/her school for the following reasons:

1. Parent/guardian is deployed for a military assignment.
2. Student is currently attending the school and family moves out of the school attendance boundary area.
3. Siblings of first through eighth grade students who are assigned to an alternative attendance school because of educational programs.

When the number of available spaces at the requested school is less than the number of requests, applicants will be chosen by random selection with preference assigned in the following order:

1. Siblings of currently enrolled transfer students whose parents/guardians are residents of the district.
2. Siblings of currently enrolled transfer students whose parents/guardians are non-residents of the district.
3. Students of resident parent/guardian.
4. Students of non-resident parent/guardians who are current employees of the district.
5. Students of non-resident parents/guardians.

Applicants who request a school with no space available or who have less space available than requests will be placed on a waiting list for the requested school. Waiting list applicants will be reviewed no later than August 10 and approved to enroll if space becomes available at the requested school.

The Superintendent decision is final and appeals will not be heard by the school board.



### **III. Duration and Timing**

The Superintendent will establish timelines for transfer applications and action upon the applications and create forms and procedures. Applications received after the initial deadline will be added to the waiting list in order of date stamp on the online application, with preference assigned in the following order:

1. Siblings of currently enrolled transfer students whose parents/guardians are residents of the district.
2. Siblings of currently enrolled transfer students whose parents/guardians are non-residents of the district.

If a student's attendance boundary area changes during the school year because a family move from one attendance area to another, the student will be permitted to stay at his/her elementary or middle school for the remainder of the school year provided parents/guardians provide or arrange transportation. Parents/guardians must provide a written request for Alternate School Attendance to their student's building Administrative Assistant for the student to continue attending their current school. Approved Alternate School Attendance transfers for elementary and middle school expire upon the completion of the last grade at the elementary or middle school. Parents/guardians must provide or arrange transportation. Upon completion of the last grade at the elementary school the student will be assigned to the middle school in the student's attendance boundary. If the parent/guardian would like the student to attend an alternate middle school, they must meet the criteria for a transfer and apply for Alternate School Attendance. Parents/guardians must provide or arrange transportation.

All other assigned alternate school transfers will become effective at the beginning of the new school year unless otherwise approved by the Superintendent.

Siblings are not guaranteed approval to an assigned alternate attendance school under this policy. This policy does not apply to non-public and home school students who elect to participate only in the middle school activity program.

Transfers may be revoked when the school board determines it is necessary to change school boundary areas.

The school board may discontinue this policy on a temporary basis based upon economically and educationally sound staffing arrangements, enrollment capacity and class size or other factors as determined by the administration and school board.