

ASSIGNMENT OF STUDENTS TO SCHOOLS

- I. Transfer of students across geographical attendance lines established by the Talbot County Board of Education. (Authority: Title 4, Subtitle 2 - 108.)
- A. All students must attend school in the attendance areas in which they reside. Any exception to this regulation must be approved by the Superintendent of Schools. Parents (or adult resident students) must obtain prior permission, in writing, for their child to attend a school out of their area. The request shall indicate the student's name, reason for the transfer, and the effective date. The student must be a legal resident of Talbot County.
- B. Parents shall make an out-of-area request in writing to the principal of the out-of-area school. The principal shall work with the sending school principal to determine if there are substantial circumstances which need to be considered prior to approving this request. The Supervisor of Student Services or Special Education may be requested to investigate further in order to assist in rendering a decision in this matter.
- C. The request for out-of-area will be submitted to the Superintendent for a final decision. The Superintendent shall notify the parent (or student, if applicable), principal of receiving and sending school, transportation department and the student services department, in writing, of the final decision.
- D. The following basic guidelines shall apply if permission is granted:
1. The parent (or adult student) agrees to furnish all transportation to and from school in a safe and acceptable manner.
 2. Permission shall be for one school year, or for the remainder of the school year in which the transfer is to take place. Parents shall make yearly request for an out-of-area transfer to continue. These requests will normally be granted unless either a significant imbalance in class size results which could necessitate the employment of additional personnel, or some other condition exists which must, in the opinion of the Superintendent, be remedied or avoided. Requests should be made prior to the summer registration date if at all possible.
- E. Ordinarily the Superintendent may grant permission for the following reasons:
1. If a small child's parent(s) work(s) in a different town and no one of sufficient age is at home to watch after the child during critical periods of time before or after school hours.
 2. The mental or physical condition of the child necessitates a doctor's certificate or regular visits to a doctor and/or hospital.
 3. A student wishes to remain at the school or within the district where he/she has attended most of his/her academic career.
 4. A secondary student wishes to take a course at another school and the course is not offered at his/her regular or home school.

6. attendance area of school he/she has been attending.
7. A parent request and verification of available space/accommodations. Requests for out of area assignments must be made and approved annually.

F. Transfer option of students across geographical attendance lines – Title I School Improvement Schools. No Child Left Behind Act, Section 1116.

1. All students in Targeted Assistance Title I schools, which have been identified as in need of School Improvement, shall have the right to transfer to other schools in the district that have not been identified for School Improvement.
2. Parents of such students will have a written notification of their right to transfer by June 15 of each school year.
3. Requests for transfers will be made in writing to the Student Services Department. The Student Services Department will work with the Coordinator of Federal Programs to review requests.
4. Permission to transfer will be granted in the following order:
 - a) Low- income students with the greatest academic need will be given top priority (Title I, section 1116(b) (E) (ii)). Academic needs will be based on MSA data, and school reading and/or math end of year data.
 - b) Students from low- income families who have had a history of Title I services.
 - c) Students who have been retained.
 - d) Other students who have not been identified as Title I.
5. The Student Services Department will notify parents of the final decision of their request by July 15 of each school year.
6. The Board of Education will provide transportation for all students in a School Improvement School, subject to available funding. Transportation will be provided as long as the Title I school is in School Improvement.

G. Unsafe School Transfer Policy

1. Each local school system shall allow a student attending a public elementary or secondary school to attend a safe public elementary or secondary school within the school system if the student:
 - a) Attends a persistently dangerous public elementary or secondary school; or
 - b) Is a victim of a violent criminal offense as defined in Criminal Law Article, §14-101, Annotated Code of Maryland:
 1. During the regular school day; or
 2. While attending a school sponsored event in or on the grounds of a public elementary or secondary school that the student attends
2. The local school system shall effectuate a transfer pursuant to §A of this regulation in a timely manner following either the:
 - a) Designation of a school as persistently dangerous; or
 - b) Conviction of or adjudication of delinquency of the perpetrator of a violent criminal

3. To the extent possible, the local school system shall allow a student to transfer to a school that is making adequate yearly progress and has not been identified as being in school improvement, corrective action, or restructuring.
4. Each local superintendent of schools shall certify annually in writing to the State Superintendent of Schools that Regulations .18.20 of this chapter are implemented.

SPECIAL NOTE:

Special education programs are generally considered to be county-wide programs and transfers across attendance lines for this purpose by the administrative/or supervisory staff need not comply with the transfer policy. The program being offered shall be adjudged by the A.R.D. Committee to be the most appropriate program available to meet the needs of the special student. Close liaison should exist between the building principals involved and the transportation department.

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