

# **Transfer Student Policy**

## **Purpose**

The Oakdale Board of Education believes the purpose of Oakdale School is to educate children. The primary constituents of the District are those students who live within the legal boundaries of the District. The Board realizes that at times the most effective education can best be accomplished by including in the education procedure, students that may live beyond those borders.

The Oakdale Board of Education is also committed to the philosophy that good schools are built around families and individuals, not numbers or statistics. The decision making process for attendance at Oakdale should include commitment to all students and families who, by whatever means, enroll in the school program.

## **Exceptions to Priority**

Full time faculty and staff of the District may have the option of enrolling their children in the District. If an employee's employment with the District ends and he or she has not served the District for at least three years, the basis of the approved transfer will not be applicable and therefore the transfer may be denied. If an employee's employment with the District ends after three years, the basis of the approved transfer will remain applicable and the transfer of a former employee's child who was enrolled in the District at the time of employment separation, may be approved.

Students leaving the District and who have been at Oakdale for two years or more but who wish to return for their 8<sup>th</sup> grade year, may be granted a transfer to do so.

## **Priority**

As transfers are applied for by students and families who live outside the District boundaries, it has been found necessary to establish a priority list for acceptance of those transfers. The District superintendent's office will have discretion in granting transfers allowed by this Policy and the Oakdale Board of Education may hear, on a case – by – case basis, any contested denials of a transfer.

In considering a transfer under this Policy, the superintendent will consider the following guidelines.

- A. Transfers will be taken on a class-by-class basis. Because it is easier to adjust programs and available space at the more advanced grade levels, the administration will use caution in providing transfers at lower grade levels that might have a negative impact in future years. The following guidelines shall be observed:
  - 1. Grades k-1 should not exceed 15 students per class with new transfers;
  - 2. Grades 2-4 should not exceed 16 students per class with new transfers;
  - 3. Grades 5-6 should not exceed 17 students per class with new transfers;
  - 4. Grade 7 should not exceed 18 students per class with new transfers; and

5. Grade 8 should not exceed 20 students per class with new transfers.

Determination of a transfer, whether an open transfer or an emergency transfer, may be made under this Policy even if the superintendent is uncertain of the class size at the time required by law for notification. The superintendent will take into consideration

- (1) Predictions made on the growth rate of the previous two school years
- (2) If a class is at 80% of capacity for the next school year, as defined in this sub-section A.

6. The order of preference for accepting transfers will be:
  - i. Students who are residents of the District at the commencement of the school year but who move out of the District. If a student moves out of district during the school year they are allowed to finish the school year. Students who have previously been granted a transfer into the District under the guidelines of a previous version of the District Transfer Student Policy, and who are enrolled in the District as of April 1, 2011.

#### **Other Issues**

Once a student has been accepted to Oakdale on a transfer basis, that transfer will not be denied at a later time unless:

- ii. The student demonstrates behavior consistent with actions that would cause the student to be considered for an Alternate Education program if the student was enrolled in the home district.
- iii. Oakdale School cannot function effectively with the transferred student.
- iv. The district would be assessed state class size penalties
- v. Hardship to the district to provide an educational program.
- vi. Employment considerations

Families / students building homes within the school district boundaries will be transferred in without regard to class size restrictions after the school administration has received a signed form provided by the district from a builder with

- i.* a completion date within the current semester
- ii.* an affidavit that construction is at least 35% complete

Transfers will not be accepted for the purpose of splitting classes. However, if class size is previously determined to be above 20 for an individual class then classes may be split at superintendent discretion and transfers allowed according to this Policy.

Transfers will be granted in accordance with state law and SDE guidelines. All required notifications of transfers will come from the superintendent's office. Oakdale shall not accept or deny a transfer based on ethnicity, national origin, gender, income level, or athletic ability. Transfers of children with disabilities shall be granted as authorized in Section 13-103 of Title 70 of the Oklahoma Statutes. The superintendent's administrative designee is responsible for the paperwork involved between school districts and the SDE to complete transfers.