

## ADDISON RUTLAND SUPERVISORY UNION

33 Mechanic Street

Fair Haven, Vermont 05743-1094

Phone (802) 265 – 4905

Fax (802) 265 – 2158

Brooke Olsen-Farrell, Superintendent

Kristin H. Benway, Director of Special Services

Cheryl Scarzello, Director of Finance

Casey O'Meara, Director of Curriculum, Instruction & Assessment

Christopher G. Cole, Director of Operations

January 10, 2019

Dear Parent/Guardian,

One of the many benefits of the Act 46 Merger is a grade K-8 in-district transfer program. This means that any student in grades K-8 will have the opportunity to transfer to another one of the K-8 member schools (**Benson Village School, Castleton Elementary School, Castleton Village School, Fair Haven Grade School, and Orwell Village School**) in accordance with the Slate Valley Unified School Board Policy C35 beginning for the **2019-2020** school year.

According to the Slate Valley Board policy (C35), students shall be permitted to attend an in-district elementary school other than their home school based on residency with the following limitations:

- Students must be eligible for enrollment in their home school attendance area in order to be eligible for enrollment in this school transfer program.
- Transfer students must be accepted on a nondiscriminatory basis.
- Transfer requests may be denied if the requested transfer would have negative impacts on class size or staffing at the sending or receiving school or due to other extenuating circumstances. The determination of approval or denial will be made by the Superintendent's Office.
- Each transfer student shall be assured the opportunity for enrollment in that school until matriculation to 9th grade for as long as the student continues to reside in the SVUUSD.
- Students participating in the in-district transfer program do not need to reapply for subsequent years.
- Transportation is the responsibility of the student's family and will not be provided to students participating in the in-district transfer program.
- Students will participate in the extra-curricular activities of the school that they choose to attend.

If you are interested in applying, please fill out the attached form and submit it to my office **no later than April 15, 2019**. I will make a decision regarding your application by May 15, 2019, and you will be notified in writing as soon as the decision has been made. Please read the attached policy for more information on all of the specific parameters. I encourage you to reach out to your building principals or myself if you have any questions in regards to the aforementioned policy or the process itself.

Warm Regards,



Brooke Farrell  
Superintendent



**Slate Valley Unified Union School District  
Elementary In-District Transfer Program  
2019-2020 School Year Application**

**Date of the Request:** \_\_\_\_\_

**Student Name:** \_\_\_\_\_

**Parent Name(s):** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

**Contact Information (Email/Phone Number):** \_\_\_\_\_

**Current School:** \_\_\_\_\_ **Current Grade Level:** \_\_\_\_\_

**Request School Transfer to (name of school):** \_\_\_\_\_

**Reason for the Request** (Parents may be required to meet with the superintendent to explain their reasoning for the request.):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Parent Signature:** \_\_\_\_\_

\*\*\*\*Requests for consideration must be made by April 15th (Beginning for the 2019-2020 school year) to the Superintendent's Office. The requests will be considered based on impacts outlined in Slate Valley School Board Policy (C35) and any other extenuating circumstances. The superintendent will make decisions regarding an application by May 15th and parents will be notified in writing as soon as the decision has been made.

\_\_\_\_\_ **Approved**

\_\_\_\_\_ **Denied**

**Superintendent's Signature:** \_\_\_\_\_



## **ELEMENTARY/MIDDLE SCHOOL IN-DISTRICT TRANSFER PROGRAM**

### **Philosophy**

Acknowledging that the parents' and guardians' perception of what is beneficial for their child is valid and valuable information, especially at the elementary school level, and acknowledging that the ultimate goal of our schools is to provide the best possible education to each child by utilizing all the resources available to us, a system allowing student transfer among the four elementary schools within the Slate Valley Modified Unified Union School District (SVMUUSD) will be implemented in accordance with the parameters outlined.

### **Definitions**

<u>Transfer:</u>	Enrollment in one of the four SVMUUSD elementary schools –Benson Village School, Castleton Village School, Castleton Elementary School and Fair Haven Grade School – other than the school of residence.
<u>Elem./Mid. School:</u>	Grades PreK – 8.
<u>Sending School:</u>	The home school of a participating student.
<u>Receiving School:</u>	The school chosen by a participating student.
<u>Eligible Student:</u>	Any elementary student residing in the SVMUUSD.
<u>Transfer Student:</u>	A student that is participating in this program and is attending a receiving school, which is not in the student's home school attendance area.

### **Implementation of In-District Transfer Program**

SVMUUSD, beginning for the 2019-2020 school year, shall permit students to attend an in-district elementary school other than their home school based on residency with the following limitations:

1. Students must be eligible for enrollment in their home school attendance area in order to be eligible for enrollment in this school transfer program.
2. Transfer students must be accepted on a nondiscriminatory basis.
3. Transfer requests may be denied if the requested transfer would have negative impacts on class size or staffing at the sending or receiving school or due to other extenuating circumstances. The determination of approval or denial will be made by the Superintendent's Office.
4. Each transfer student shall be assured the opportunity for enrollment in that school until matriculation to 9<sup>th</sup> grade for as long as the student continues to reside in the SVMUUSD.
5. Students participating in the in-district transfer program do not need to reapply for subsequent years.
6. Transportation is the responsibility of the student's family and will not be provided to students participating in the in-district transfer program.
7. Students will participate in the extra-curricular of the school that they choose to attend.

8. Requests for consideration must be made in writing – by completing appropriate application documents – by April 15<sup>th</sup> (Beginning for the 2019-2020 school year). The requests will be considered based on impacts outlined in number three (3) above or in light of any other extenuating circumstances. The superintendent will make decisions regarding an application by May 15<sup>th</sup> and parents will be notified in writing as soon as the decision has been made.
9. A parent who disputes the determination made by the superintendent in accordance with the above process is entitled to request board review of the decision. The board's determination will be considered final.
10. Students that participate in this program and attend a chosen elementary school, other than their home school of residence, will be expected to remain at the chosen location until the end of the school year, unless there are extenuating circumstances to be considered by the superintendent.
11. These protocols are in no way intended to apply to mid-year requests for transfer of students. The superintendent may consider such requests if student safety or well-being is in question. Otherwise, requests for in-district transfer must be limited to the end of school year application process and start of the school year transfer timeline.

*Date Warned: December 27, 2017*  
*Date Adopted: January 8, 2018*

Slate Valley Modified Unified Union School District

\* Policy is in the process of being revised for the inclusion of Orwell.