



Traut Core Knowledge School

Within Grade Level Classroom Transfer Policy

(Approved by SBMC December 18, 2001 replacing 03/07/96 version)

Summary: During the school year, there may be a situation serious enough to make a transfer of one or more students from one classroom to another at the same grade level seem desirable, even when no vacancy exists in either classroom. Such situations will be considered on a case-by-case basis, and the decision in each case will be based on what is best for the individual students, teachers, and classrooms as a whole. When no vacancy exists in either classroom, a one for one exchange of students is possible to maintain the class size at a maximum of 25 students, although simply allowing one class with 26 students for the rest of the year might be the better solution.

Procedure: Before a request for a transfer can be considered, the following actions must be taken:

- 1) The steps in the “Conflict Resolution Process” included with TCKS’ “Hand-in-Hand Guidebook of School Partnerships” will be followed as specified to try to resolve the conflicts before a request for classroom transfer is initiated. The documentation of the discussions from each step in the conflict resolution process will be included with any transfer request submitted.
- 2) The transfer request will be given in writing to the principal. The reasons for the transfer request will be included. The teachers and parents involved will be contacted by the principal for their input on the proposed transfer, and a conference with the parents, teachers, and the principal will be scheduled. A member (or members) of the PAB or TAB may be included in the conference as requested by the parents, teachers, or principal.
- 3) If the transfer requires a one for one exchange of students, both sets of parents and both teachers must agree to the exchange. (In cases where there is not full agreement, if one or more of the parents or teachers believe that a transfer is still in the best interest of the student, the “Appeals Process” may be initiated.)
- 4) If there is a vacancy in the classroom to which the student is to be transferred, the parents of the student and the sending and receiving teachers must agree to the transfer. (In cases where there is not full agreement, if one or more of the parents or teachers believe that a transfer is still in the best interest of the student, the “Appeals Process” may be initiated.)
- 5) The Presidents of the PAB and TAB will be informed of the details of the requested transfer, either by being included in the parent-teacher conference or by a briefing from the principal. The principal will consult with both Presidents for their input. The final decision will be the responsibility of the principal.

Appeal Process: If there is a concern on the part of the parents or the sending or receiving teacher about the decision to transfer a student, this concern may be presented in writing to the PAB or TAB President. This should be done as soon as possible to minimize any adjustments necessary for the student(s) being transferred. The PAB or TAB President will bring the concern to the Navigation Team (PAB/TAB Presidents and Vice Presidents and principal) for discussion and recommendation of a solution to the principal. The task of the Navigation Team will be to determine whether the student’s situation is serious enough to justify recommending a transfer even though all parties are not in agreement. The final decision will be the responsibility of the principal.