

Caldwell School District will meet all responsibilities under NCLB and Board Policy 636 to provide school choice options to district students in the event that a school is designated as “needs improvement, corrective action, restructuring, or persistently dangerous.”

NOTICE TO FAMILIES

Each school administrator, upon formal state notification, will inform all building parents by mail of the building’s AYP designation based on Spring ISAT scores as determined by the State Board of Education.

When a building is designated as being in “needs improvement, corrective action, restructuring, or persistently dangerous”, each building administrator will create a rank order list of all students by grade who are eligible to transfer in accordance with NCLB and SDE guidance allowing for priority for transfer to the “lowest achieving students from low-income families”.

Those students’ families identified as being eligible for “Choice” will be notified by the principal or designee and provided with all documents required for selecting their school of choice.

TRANSFER PROCEDURE

Documents requesting transfer will be due in the district office at the end of the work day ten (10) days after the school’s mailing or prior to the first day of school (whichever comes first).

The superintendent or designee will review the transfer request and respond to the parent within five (5) work days. Upon district approval or denial, the parent will be notified by certified mail.

Arrangements for transporting students taking advantage of the school choice option will be arranged between the Transportation Director and the receiving school. Families will be notified as to the transportation arrangements.

Siblings of students eligible for transfer will be reviewed on a case by case basis for transfer options.

ANNUAL REVIEW OF TRANSFERS

Each building administrator will submit a roster by June 15 to the superintendent or designee. This list will be reviewed to determine if students in that building are still eligible for transfer should the district develop an annual review process to track students who have opted to take advantage of choice options.

DATA COLLECTION AND REPORTING

Each school administrator, or designee, will maintain a roster of students who transfer out of and into their building as a result of school choice. This roster will be used as documentation for end of the year reporting purposes. A form will be provided by the district office for the purpose of documenting and reporting transfers.