

# CASTLE ROCK NEWS

*“We Are Rock Solid”*

*August 2021*

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Dear Students & Parents:

**WELCOME TO THE 2021-2022 SCHOOL YEAR!** We are looking forward to a great year. This will be our first newsletter of the year. This particular newsletter contains the “everything you need to know” to start the year off right!

Historically at the high schools in District 2, the first day of school has only included 9th grade students and new students to the district. This has served as a time to reach our students about the high school transition. We have identified that 6th graders would benefit from a similar transition day. Entering a middle school means transitions between classrooms and teachers, having to prepare themselves at their locker, and accomplish it during the allotted passing time. There are new daily procedures, an expectation of increased independence, and a larger set of adults they communicate with during their day. We know that for families with students at 7th or 8th grade this presents some challenges, and we appreciate those families understanding how important this transition is for our 6th grade students. **The first day of school on Monday, August 23rd will be for all new 6th, 7th, and 8th grade students. All returning 7th and 8th grade students will report to school on Tuesday, August 24th.**

On your child's first day of school, they will be greeted by a Castle Rock staff member who will direct them where to go. **Schedules will not be mailed; students will receive their schedule in their Advisory class on their first day of school.**

During the first part of the school year, we will spend a great deal of time on being “Rock Solid” and what that means in each area of Castle Rock life. We will also be discussing a number of items in Advisory time. Advisory time is a time when students meet to talk about our anti-bullying program, school safety issues, school procedures, respect for one another, sexual harassment, racial harassment, and proper use of the school's computers and Internet, etc. We will also discuss the programs, clubs, and athletics that students are able to participate in while they attend Castle Rock.

Please take a moment to familiarize yourself with the Billings Public Schools dress code policy. This policy is located in this newsletter. We really appreciate your support with the guidelines and requirements for appropriate dress.

**All first day forms are to be completed online.** These forms include the Annual Update Form, Weapon's Contract, Media Release, etc. Please log into your PowerSchool for Parents account, click on your student's name, then click on Forms on the left-hand side. **Please complete these forms by Friday, August 27, 2021.**

There is so much to share and many exciting adventures coming in the next year! It is difficult to decide what to share with you now; so, short of writing a book, this will have to do! Please contact us with any questions or concerns at any time. We are committed to making this year a success for everyone. Thank you for helping your student to be Rock Solid at Castle Rock!

Sincerely,

O'Shean Moran, Principal

Reece Kalfell, Associate Principal

## OPENING DAY INFORMATION

The first day of school on Monday, August 23, 2021 will be for all new 6th, 7th, and 8th grade students only. **ALL** students will report to school on August 24, 2021. Students will report to their Advisory August 23rd and 24th.

## IMPORTANT DATES

August 9-12 Castle Rock Football Camp (signup forms are available in the Main Office), \$50.00, 8-11:00 AM  
**Physicals, paperwork, and fees must be taken care of before camp begins**

August 18 Cross-country, Football, and Softball begins,  
3:30 PM

August 19 Parent Open House, 6-7:30 PM, Gym

August 23 **SCHOOL STARTS FOR NEW 6TH, 7TH,  
AND 8TH GRADE ONLY, 8:10 AM**

August 23/24 **STUDENTS WITHOUT THEIR REQUIRED  
IMMUNIZATIONS WILL BE EXCLUDED  
FROM SCHOOL**

August 24 **ALL STUDENTS REPORT FOR SCHOOL,  
8:10 AM**

September 6 NO SCHOOL - HOLIDAY



## CHECKS WRITTEN TO CASTLE ROCK

**Parents and students:** When writing checks to Castle Rock, please remember: 1) We cannot cash checks or give cash back; 2) If you are paying for an Activity, breakfast/lunch, etc., please write separate checks, as the money is deposited into separate accounts; and 3) please put student's name in the "memo" section of the check. Thank you for your cooperation!

## PARENT OPEN HOUSE

Parent Open House will be held on August 19th, from 6:00-7:30. During Open House you will be given access to your child(s) schedule and you can meet each one of your child(s) teachers.

## Required Immunizations

**6th grade students:** Per State law, we must have verification that your child has received their 2nd MMR and 2nd Varicella immunizations (or proof from your physician that they have had the disease).

**7th and 8th grade students:** Per State law, we must have verification that your child has received their 2nd MMR, Tdap, and 2nd Varicella immunization (or proof that they have had the disease).

## MET BUS TICKETS

September MET bus cards and schedule books will be available in the main office beginning August 12th. **Students who purchase a September MET bus pass by August 17th will be allowed to ride the MET bus for free August 23-30.** If purchasing a MET bus card at Castle Rock and paying cash, **please have the exact amount**, as the main office doesn't have change. You can also pay by check: please make the check out to MET. Students can also purchase a monthly card from a MET bus driver (please make sure you have the exact amount, as drivers do not have change). **The price for a monthly, unlimited ride card is \$21.00 (bus cards can be reloaded on a monthly basis). A single, one-way ticket is \$1.50.**



## BREAKFAST/LUNCH PROGRAM

A computerized system for purchasing meals is used at Castle Rock. Students use their assigned student ID number to access their account during meal service in the cafeteria. This number can be found on their class schedule. Students will punch their number into a keypad. **Please stress to your student they must not share their ID number with other students.** **The USDA is continuing the offer of all meals being free for all students, all year.** Students will still need to type in their student ID number. Students will only pay for a la carte or extra meals. If you have any questions regarding the computerized system, the National School Lunch Program, or to request an application, please call Lisa Stahl, Cafeteria Manager, at 281-5813. **Parents are encouraged to fill out the Free/Reduced Application on the Billings Public School website to qualify for additional benefits.**

**Students are not allowed to receive food/meals delivered from restaurants to the school itself. With over 650 students, time and staffing do not allow for payment, pulling a student out of class to receive the delivery, etc.**

## SPORTS PARTICIPATION

### Sports Physicals

Per MSHA rules, **all students participating in sports at Castle Rock must have a new sports physical for the 2021-2022 school year.**



### SOFTBALL

Softball is a Fall sport for 6th, 7th, and 8th grade girls. There will be a short informational meeting on Monday, August 24th, at 3:30 PM. Prior to the first practice, athletes need the following:

1. A Physical Form.
2. BPS Activities Participation Agreement.
3. Emergency Card.
4. Pay a fee of \$61: \$45 activity fee, \$10 for t-shirt, and \$6 for shorts (CR t-shirts and black shorts purchased in a previous sport may be used again.)

All forms are available in the Main Office. Please pay all fees in the Main Office.



### FOOTBALL

Football Camp for 7th and 8th graders will be on Monday, August 9-12, from 8-11:00 AM. **Physicals, paperwork, and fees must be taken care of at the Main Office before camp begins on August 9th.** Football equipment will be issued on August 12th after camp. Football practice will begin on Wednesday, August 18th, at 3:30 PM.

### FOOTBALL (Continued):

Each athlete needs the following turned in at the Main Office before equipment will be issued:

1. A Physical Form.
2. BPS Activities Participation Agreement.
3. Emergency Card.
4. Pay a fee of \$83: \$45 activity fee, \$38 for a football jersey (fee includes a mouthpiece).

All forms are available in the Main Office. Please pay all fees in the Main Office.

### CROSS-COUNTRY



There will be an informational meeting for 6th, 7th, and 8th grade cross-country runners on Wednesday, August 18th, 3:30 PM, in the gym. In order to participate in cross-country, all athletes must have:

1. A Physical Form.
2. BPS Activities Participation Agreement.
3. Emergency Card.
4. Pay a fee of \$61: \$45 activity fee, \$10 for t-shirt, and \$6 for shorts (CR t-shirts and black shorts purchased in a previous sport may be used again).

All forms are available in the Main Office. Please pay all fees in the Main Office.

If you haven't already begun your training for cross-country, you should start **as soon as possible.** We recommend that you start with one mile/day at least five days per week. Run in the morning, if possible, to avoid the heat. Be sure to drink plenty of water when you are training in hot weather. Biking and swimming are also excellent conditioning activities. Replace up to two days of running per week with either of these activities.

## ATTENDANCE PROCEDURES

***Parent verification of any absence is required. Parents are asked to call Attendance at 281-5807 each day your child is absent from school. If no phone contact is made, the parent should send a note with your child when he/she returns to school the next day.***

If you are planning an absence in advance (taking a trip, hunting, etc.), send a note to school before the absence. The student may be given his/her assignments so the work can be made up before the absence, or at least they will know what to do when they return to school. If books or other materials are needed, please call 281-5807 for assistance. Materials can be picked up after 2:30 PM. **Please understand that we do not collect homework assignments unless the student is absent for two consecutive days.** If your child needs to leave school during the school day for an appointment, a note or phone call should be given to Attendance before the 8:10 AM bell rings so we can issue a call slip for the proper time. Students are not allowed to leave the building during the school day without first checking out at the Attendance desk. If this does not occur, the absence will be treated as an unexcused absence. Our policy for leaving school to have lunch with a parent is:

- **Student must be accompanied by his/her parent.**
- **The Attendance Clerk must have parent notification by 8:00 AM.**

We are always concerned about your child's whereabouts and thus, we are diligent about verifying any absences. We appreciate your assistance!

## **MEDICATIONS AT CASTLE ROCK**

Castle Rock is committed to meeting your middle school student's healthcare needs. Prescription and over the counter medications are allowed at school, and can be given by the nurse, or your student can keep them at the Attendance Office and take them accordingly. If the medication is prescription, please come in and pick up the appropriate paperwork to be filled out and signed by your prescribing provider. If your student has trouble remembering to take their prescription medication, the school RN will give the prescribed medication at the time designated by your student's provider. If your child remembers to take their prescription medications, or wants to keep over the counter medication at school (Acetaminophen/Ibuprofen) it will be kept at the Attendance Office and self-administer paperwork will be signed by the parent.

**Castle Rock staff does not dispense any stock medication (Acetaminophen/Ibuprofen). If your child needs analgesic medication for a headache and they do not have their own supply with paperwork filled out at the Attendance Office, they will not receive any medication.**

If your child has asthma, or has allergies that need medication, please come to the Attendance Office and get the appropriate paperwork to be signed by your child's medical provider. Please have your child's emergency medications (inhalers or EpiPens) available on the first day of school. We ask that our students keep a backup inhaler or EpiPen at the Attendance Office during the school year in case of an emergency. One of the school RN's will be calling you to update or develop your child's emergency healthcare plan.

## **iPods, Cell Phones, Hand-held Electronic Game Devices,**



Heights School Nurses

## **Laser Pens, Skateboards, Backpacks, Coats, Squirt Guns**

Students are encouraged not to bring items such as iPods, cell phones, hand-held electronic game devices, laser pens, skateboards, etc. to school. **If at school, these items will be placed in my locker before the 8:10 AM bell and will remain there until after the 3:10 PM bell. Cell phones, or other electronic devices will be turned off.** Electronic devices are used only when a teacher in a classroom has given permission to use them for an academic purpose. **The school will not be responsible for the loss or replacement of these items.** Students texting each other, or parents texting their children, is a distraction from instruction. If there is an emergency, call the Attendance Office to contact your child. Skateboarding is not allowed at any time on school grounds. Students cannot have laser pens/lights, squirt guns, firecrackers, etc. while at school. Students are not allowed to wear coats/jackets to class for any reason. Backpacks are to remain in lockers from 8:10 AM to 3:10 PM. Drawstring nylon bags are acceptable to take clothes to/from P.E.

## SCHOOL PICTURES



Student school pictures will be taken on Thursday, September 16th (all students will have their picture taken for the yearbook). Picture fliers will be sent home with students, and pictures can be ordered online.

## BOOK FAIR

Castle Rock's Book Fair will be held the week of October 4-8 in the Library. In addition, the Book Fair will be open for parents to browse the selection of books during the Parent/Teacher Conference on October 7th, from 6-7:30 PM.



## HOMEWORK

The amount of homework varies. However, the suggested guidelines are for a student to have 10 minutes of homework for each year in school. Therefore, a 6th grader would have 60 minutes of homework; a 7th grader would have 70 minutes; and an 8th grader would have 80 minutes. Typically, our students have Math homework every night. If your child is spending more than 1 ½ hours on homework every evening, you should talk to the teacher.

## Social Media Communication

Castle Rock Middle School has a Facebook page. Please like us for information throughout the year.

**Castle Rock Middle School@castlerockmiddleschool**

Castle Rock NEST also has a Facebook page. Please follow that page for communication on upcoming NEST meetings and fun activities at the ROCK! Search Facebook for the Castle Rock Communications Page. You can also follow Castle Rock on Twitter. Please join Twitter and fund us at **@Castle\_RockMS**.

## SHOCK2 CLUB

All students who earn a 3.5 GPA at Castle Rock are invited to join the Shock2 Club. This past year, the Shock2 Club had over 100 members. The purpose of the club is to recognize academic achievement and to provide a vehicle for service for others. Officers will be elected in the Fall. Students may join after each six-week grading period.

## TEEN FOOD PANTRY



Castle Rock has a Teen Food Pantry for students in need. We accept non-perishable food items any time during the year. Currently, we are low on dinner items and canned fruits, but we appreciate any donations. We also appreciate school supplies (especially binders and trapper-like keepers). Have any Skyview and/or Castle Rock t-shirts or sweatshirts? We love those, too! Please contact Lyon Virostko at 281-5805, or feel free to drop them off at the Main Office. THANK YOU!



## STUDENT COUNCIL

Students are selected to be a part of the Student Council through an application process. Students are asked to complete an application that asks them to describe their ideas, desires for change, and leadership qualities. Also included is a recommendation that describes the student's ability to work with others on a variety of tasks. After the application screening process, the selected students are then allowed the opportunity to choose what area of school leadership they would like to take part in. The Student Council is broken down into one of five committees that work on various projects throughout the school year, which are: School Pride, The Rock, Community Outreach and Fundraising, Dance and Video Productions, and MBI Youth (additional application process required to participate). The goal of each Student Council committee is to ensure a positive school atmosphere that allows the students a voice. Each committee will develop projects that enhance the learning and social aspects of the school. Applications are usually open in early September.

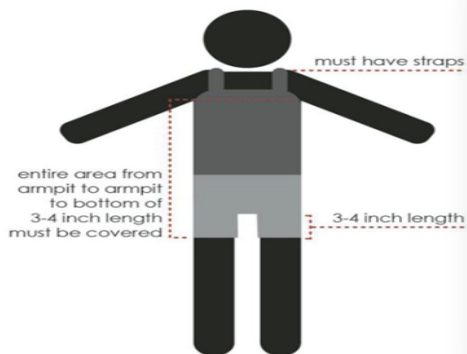
## SCHOOLPAY

The Billings School District offers an online payment processing system called "SchoolPay". Parents can access SchoolPay through the school's website and pay for school-related fees and products online, either by e-check, or MasterCard, Visa, or Discover cards. The parent will immediately receive an email receipt confirming their purchase(s). SchoolPay does not save or store bank or credit card information to ensure privacy and security for users. SchoolPay offers parents the ease of being able to make purchases 24 hours a day, 7 days a week, the security of knowing the school has received payments, the protection of sensitive account information (credit card and bank account numbers are not stored in the database), and the convenience of having records of purchases and payments available online. Schools save significant labor costs by reducing manual processing and handling fewer checks. For more information about SchoolPay, contact Kim Connolly at 281-5801, or visit the school's website at [Castlerockms.com](http://Castlerockms.com).



## STUDENT DRESS POLICY

Students are expected to come to school and all activities clean, well-groomed, and wearing clothes that appropriately cover the body and do not cause distractions, or create a health or safety issue. This basic dress code encourages students to “dress for success” and to come to school properly prepared to participate in the educational process. Students are expected to manage their personal appearance in a manner that does not disrupt teaching and learning, promote vulgarity, or obscenity, advertise illegal substances, tobacco, alcohol, advertise weapons or violence, or express double meanings that are inappropriate. All students are expected to wear comfortable, safe, and appropriate clothing in P.E. class (sweats, shorts, athletic shoes, t-shirts). In keeping with the above philosophy, and in order to reduce misunderstanding, inappropriate school wear includes, but is not limited to the following: sunglasses, bandanas, and visors will not be worn inside the building. Students are not to wear outerwear jackets in the classrooms. Basic sweatshirts and sweaters are permitted. Shorts and skirts are expected to be no shorter than 5 inches above the middle of the knee cap; low necklines, sheer, strapless, bare midriff or bare back design will not be permitted. No halter tops, or spaghetti straps. Bra straps and all undergarments should not be exposed. Destroyed and distressed pants must not have holes in places that expose undergarments. No clothing that could be considered pajamas or slippers will be worn to school. Pants must be secured at the waistline and may not hang down, exposing undergarments. Footwear must have a sole that would be appropriate for walking outside in any weather condition in case of an unexpected evacuation of the building. Any style of clothing, jewelry, accessories, personal items, electronic equipment, grooming, or tattoos that are associated with gang membership will be prohibited. This includes, but is not limited to: wallet chains, chains attached to clothing, and wristbands. Writing and drawing on other students’ skin, clothing, locker, or other personal belongings is prohibited. For the purpose of this dress policy, a gang is an unauthorized group of three or more who demonstrate the following traits: exhibit antisocial behavior often associated with crime or threat to the community; interact together to the exclusion of others; claim a territory or area; have a name; have rivals/enemies; and/or create an atmosphere in which the well-being of students, staff, or any other person is adversely affected by undue pressure, behavior, intimidation, overt gesture, or threat of violence. **Failure to cooperate with the dress code policy will result in one or more of the following consequences:** Change to appropriate clothing of the student’s or from the school’s collection, parent notification to bring appropriate clothing to school, or disciplinary action.



## GUIDANCE INFORMATION ON FACEBOOK

Mr. Virostko, one of our school counselors, has a Facebook page to keep in better communication with students and parents about areas of the school counseling program. Students and parents can “Like” the page by searching for **Mr. Virostko-Castle Rock Middle School Counselor**. Once you have “liked” the page, you’ll be notified about upcoming events, opportunities, and helpful hints and articles to better navigate the middle school years. The page is not designed to be interactive, but is for information sharing purposes only. Students and parents who want to contact Mr. Virostko with comments and questions are encouraged to do so by email, phone, or in person.

## POWERSCHOOL FOR PARENTS

Parents will be able to access PowerSchool from the Castle Rock website once signed up at: [Castlerockms.com](http://Castlerockms.com). PowerSchool has a ParentConnect module that provides parents with secure internet access to a wide array of their children’s school data, such as: district, school, and classroom news, student demographics, student schedules, attendance activity, class assignments, report cards and progress reports, transcripts, standardized testing results, and email links to teachers, counselors, and school administrators. Parents can access the program through any internet connected computer. **Parents need to sign up for this service in the Main Office, or call 281-5800. Please ensure you have a PowerSchool Parent Account. This information is used to communicate out to parents throughout the school year.**

### Castle Rock Middle School Website

You can access Castle Rock’s website at:

**[Castlerockms.com](http://Castlerockms.com)**



## Gang Activity or Association

For the purpose of this dress policy, a gang is an unauthorized group of three or more people who demonstrate the following traits: exhibit antisocial behavior often associated with crime or a threat to the community; interact together to the exclusion of others; claim a territory or area; have a name; have rivals/ enemies, and/or create an atmosphere in which the well-being students, staff, or any other person is adversely affected by undue pressure, behavior, intimidation, overt gesture, or threat of violence. **Failure to cooperate with the dress code policy will result in one or more of the following consequences:** Change to appropriate clothing of the student's, or from the school's collection; Parent notification to bring appropriate clothing to school; or disciplinary consequence.

## **Discipline:**

If a student or students violate this policy, the principal or designee is to request the student make a correction. If a student refuses, the parent or guardian will be notified and asked to facilitate the necessary correction. If both the student and the parent refuse, or if there are repeated problems of the same nature, the principal will take disciplinary action.

## FERPA Annual Notification

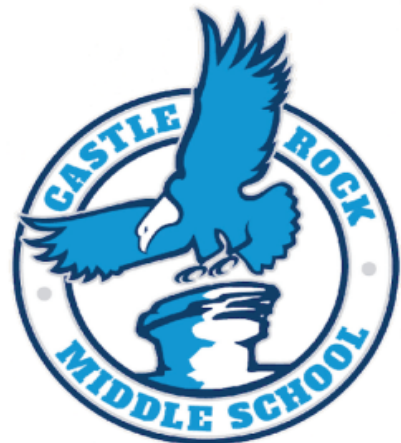
Family Education Rights and Privacy Act) — The District shall annually afford parents and students over 18 (eligible students) certain rights with respect to the student's education records. They are the right to: 1) Inspect and review the student's education records within 45 days of the District receiving a written request from the parent/eligible student for record access. The written request identifying the specific records the parents wish to inspect should be submitted to the building principal. The principal will make arrangements for access and the parent/eligible student will be notified of the time and place where the records may be inspected; 2) Seek amendment of the student's educational records that the parent or eligible student believes to be inaccurate, misleading, or otherwise in violation of the student's privacy rights by submitting a written request to the building principal of the specific information challenged. If the District decides not to amend the record as requested, the District will notify the parent/eligible student of that decision, advise them of their right to a hearing regarding the request for amendment, and provide additional information on the hearing procedure; 3) Consent to disclosure of personally identifiable information contained in the student's educational records, except when disclosure is permitted without consent to include:

- ♦ school officials or representatives with legitimate educational interest in the record, including financial aid for which the student has applied or received;
- ♦ authorized representatives for the enforcement of compliance with federal, state or local legal requirements;
- ♦ directory information including the student's name, address, telephone (unless unlisted has been specified), date and place of birth, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, and awards received. The parent(s) or eligible student may specify, in writing to the principal, refusal to disclose any or all types of directory information when that notice has been received prior to the publication or release of information;

4) This District will maintain a permanent record of a student's name, address, and phone number, his or her grades, attendance record, classes attended, grade level completed, the year completed, and immunizations without time limitations;

5) File a complaint concerning alleged failures by the District to comply with the requirements of Family Educational Rights and Privacy Act (FERPA) with the Department of Education at 400 Maryland Avenue, S.W., Washington, D.C. 20202-4605.

6) Be notified that rights are transferred from the parent to the eligible student at the age of 18.



## **SCHOOL ATTENDANCE AREAS: PROCEDURE 2050-P1**

The attendance boundaries for the schools of the District shall be approved by the Board. Students must attend the school designated for the area in which they live, except by permission of the Superintendent or his/her designee.

Students, upon a written request of parent or guardian, may be considered for transfer between schools, and a decision regarding transfer requests will be made by the Superintendent or designee. Requests based upon such factors as student educational, psychological, or emotional welfare will be considered; but those based on participation in extracurricular activities will be denied. Students who are allowed to transfer will not be denied participation in school activities, unless the participation would be in violation of the rules and regulations of the Montana High School Association. In the case of a transfer, the transportation will be the responsibility of the parent or guardian.

Special education students may be exempt from this policy.

### **Elementary Out-of-Area Transfer Requests**

1. The parent will meet with the home school principal and request an out-of-area transfer form. The parents will complete the form and ask the principal to sign.
2. The parent or home school principal will send the form to the principal of the receiving school.
3. The receiving school principal indicates 'yes' or 'no' on the form and forwards the form to the Executive Director of Elementary Education who accepts or declines the request.
4. The parent will receive a copy of the completed transfer request.

**Middle School Out-of-Area Transfer Requests** This procedure for student out-of-area transfers carries out School Board Policy 2050. The policy requires that "students must attend the school designated for the area in which they live, except by permission of the Superintendent or his/her designee.

**" Exceptions will be granted only when:**

1. Medical or physical conditions cause the home school to be less appropriate.
2. The place of residence is changed in mid-year.

### **PROCEDURES FOR MAKING AN OUT-OF-AREA TRANSFER REQUEST:**

#### **Students Currently Attending School District #2 Grades 7-8:**

1. The form requesting an out-of-area transfer must first be signed by the home school administrator, then by the receiving school principal.
2. The form is forwarded to the Executive Director of Secondary Education for final approval.
3. The Executive Director confirms whether or not the transfer request has met the established criteria and notifies the requesting party using the goldenrod copy of the request form.

**No out-of-area transfer requests will be approved unless the request meets the criteria of the existing exceptions.**

**A student may have only one transfer during his/her middle school career.**

**Approval of an out-of-area transfer request carries the following conditions:**

The parent/guardian must provide transportation for the student to and from school. Attendance at an out-of-area school requires full observance of school rules, regular attendance, and passing grades by the student.

**High School Out-of-Area Transfer Requests** This procedure for student out-of-area transfers carries out School Board Policy 2050. The policy requires that "students must attend the school designated for the area in which they live, except by permission of the Superintendent or his/her designee.

**" Exceptions will be granted only when:**

1. Medical or physical conditions cause the home school to be less appropriate as documented by a physician, clinical counselor, court or school records.
2. The place of residence is changed in mid-year and proof of the residence change is provided.
3. A sibling is/will be enrolled during the same year as that for which the request is sought.

### **PROCEDURES FOR MAKING AN OUT-OF-AREA TRANSFER REQUEST:**

#### **Current 8<sup>th</sup> Graders Residing in the District:**

1. Each 8<sup>th</sup> grader establishes his/her home high school by the location of his/her residence.
2. The form requesting an out-of-area transfer must be submitted to the Executive Director of Secondary Education by May 31<sup>st</sup>. Any submitted after that date will be denied.
3. Transfer requests based on participation in extracurricular activities will be denied.
4. The district reserves the right to approve any request if and when such request will allow the district to manage capacity/overcrowding issues in the schools.

#### **Students in Grades 9-12 Moving into the District:**

The form requesting an out-of-area transfer must be submitted to the Executive Director of Secondary Education for approval.

#### **Students Currently Attending School District #2 Grades 9-12:**

1. The form requesting an out-of-area transfer must first be signed by the home school administrator, then by the receiving school principal.
2. The form is forwarded to the Executive Director of Secondary Education for final approval.
3. The Executive Director confirms whether or not the transfer request has met the established criteria and notifies the requesting party using the goldenrod copy of the request form.

**Due to the overcrowding at the high schools, no out-of-area transfer requests for 9-12<sup>th</sup> grade students will be approved unless the request meets the criteria of the existing exceptions.**

**The actual transfer, if approved, may occur only at the beginning of the semester. A student may have only one transfer during his/her high school career and only if the transfer is legitimately based on the stated exceptions. Approval of an out-of-area transfer request carries the following conditions:**

1. The parent/guardian must provide transportation for the student to and from school.
2. Varsity level eligibility may be affected if a student transfers. MHSA Regulations, "When two or more high schools have been established within one school system and under the administration of one board of trustees, the district shall be divided into a corresponding number of high school attendance areas. Students shall attend the high school of the designated attendance area."

Implementing Policy 2050: Entrance, Placement, and Transfer

### **Cross References:**

2050-P2: Boundary Change

2413: Placement of Students from non-accredited, Nonpublic Schools

2413-P1: Placement of Students from Non-accredited, Nonpublic Schools

**Procedure History** Issued by Superintendent on *February 28, 2005*;

Presented to Board on *March 21, 2005*; Revised on *March 20, 2006*.