

TO: School Committee

FROM: Tim Piwowar, Superintendent

DATE: May 29, 2027

RE: Proposed Revised Policy JFB: Intra-District Transfer Policy

Following our discussion this year about the implementation of buffer zones, there is the potential for a conflict between the assignment of students to elementary schools through the buffer zone process, and our existing policy on intra-district transfers. The policy changes redlined in the policy below are designed to reaffirm the district's commitment to neighborhood schools, and to close a loophole where this policy could be used to circumvent buffer zone assignments.

It is my recommendation that the Committee conduct a first reading of this revision at the upcoming June 4 meeting, and if reviewed favorably, consider waiving the third reading at voting to adopt during its summer meeting.

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File: JFB - INTRA-DISTRICT TRANSFER POLICY

Students are required to attend school in the attendance area in which they reside, unless special permission has been granted by the Superintendent. The Superintendent will consider each intra-district transfer request individually and will approve or deny the request based on the specific circumstances related to that request. When reviewing the transfer request, the Superintendent will consider the total needs of the receiving school and the ability of the receiving school to meet the student's needs. **To preserve the integrity of the District's commitment to neighborhood schools, the granting of requests under this policy should be done sparingly, and only in exceptional circumstances.**

The following conditions apply to all intra-district transfer requests unless overridden by the Superintendent.

1. Parents or legal guardians requesting an intra-district transfer for their child must obtain an application from the Superintendent of Schools and return it no later than June 1 of the prior school year for which the transfer is requested. No requests will be considered after the June 1st deadline, and parents will be notified of the Superintendent's decision by July 31st.

2. Intra-district transfer requests will be considered on a case-by-case basis (*i.e. not first-come, first served*).
3. No intra-district transfer requests will be considered after the start of the school year, with the following exception: If a student starts the school year in one attendance area and moves to another attendance area mid-year, the student is entitled to remain in the original attendance area for the remainder of the school year without approval from the Superintendent.
4. Intra-district transfer requests will only be considered when the receiving school has class sizes below the minimum range of class size guidelines established by the Westwood School Committee.
5. If a particular receiving school is requested by the parents or guardians, the Superintendent will consider the request. However, final placement will be determined by the Superintendent after considering the total needs of the receiving school and the student, and the ability of the receiving school to meet the student's needs.
6. Intra-district transfers expire at the end of the school year, and families must reapply annually. A student may be required to revert back to his/her home school at any time after his/her intra-district transfer is approved.
7. Siblings of students not attending their home school via an intra-district transfer must also complete an application, and are not guaranteed a transfer and/or the same placement.
8. Students not attending their home school via an intra-district transfer are not entitled to school bus transportation. The parent or legal guardian accepts responsibility for providing transportation to and from school. If space is available on an existing route, a transfer student may be allowed to ride the bus; however, no special bus routing will be established.
9. Intra-district transfer requests that circumvent the district's assignment of a student to an elementary school through buffer zone procedures shall not be granted.
910. The Superintendent's decision to approve or deny an intra-district request is final, and is not subject to appeal.

Approved by School Committee on July 13, 2023