

**Meeting:** February 28, 2019

**Category:** Report

**Subject:** Student Transfer Process for the 2019-2020 school year

**Goal(s):** Success for All Students: Create safe and nurturing learning environments  
Effective and Efficient Operations: Clear and effective management systems

**Budget Implication:** None

**Summary:** Our district strives to create and maintain highly effective instructional programs and safe and nurturing learning environments in all of its schools. To achieve this, school enrollment is ideally to be kept as consistent as possible from school to school. There will always be variations, dependent on population growth or decline in given areas and the realities of capacity in our different school buildings.

Our in-district transfer process is guided by Policy 3131 (see attached). Applications for in-district transfers have been accepted for all schools in the past. This creates a challenge in that some schools are approaching or at their physical and or programmatic capacity. Principals, directors and the school board have needed to deny requests in recent years due to lack of space within buildings and programs. (See attached document of in-district transfer data which delineates the total number of students who have transferred from another school within the district.)

Our recommendation is to communicate to families clearly and in advance about which buildings are closed to new transfer requests for the coming year. This will save families from time and frustration in the application process and will prevent the lengthy appeals process from playing out in ways that are often disappointing. The exceptions to this would be students who have siblings who have already been accepted into a given school, students who had previously been admitted to a school within the feeder pattern, and students of full-time school employees as provided in RCW28A.225.225. Upon completion of the in-district transfer application, those students will be accepted into their sibling's or employee's school of choice.

**Data:** Data for in-district transfer for the current school year  
**(attached)** Current enrollment at each school

**References:** NKSD School Board Policy 3131  
**(attached)**

**Recommendations:** Elementary: Close Vinland Elementary, Poulsbo Elementary and Richard Gordon Elementary schools to new in-district transfer requests for the 2019-2020 school year. Requests for siblings of students who are already enrolled in these schools will be accepted and considered using the current procedure.

Middle School: Close Poulsbo Middle School to new in-district transfer requests for the 2019-2020 school year. Requests for siblings of students who are already enrolled in these schools, and for students who were previously accepted into feeder pattern elementary schools will be accepted and considered using the current procedure.

High School: Close North Kitsap High School to new in-district transfer requests for the 2019-2020 school year. Requests for siblings of students who are already enrolled at NKHS, and for students who were previously accepted into Poulsbo Middle School will be accepted and considered using the current procedure.

| School                    | Current Enrollment |
|---------------------------|--------------------|
| Richard Gordon Elementary | 472                |
| Hilder Pearson Elementary | 315                |
| Poulsbo Elementary        | 525                |
| Suquamish Elementary      | 405                |
| Vinland Elementary        | 587                |
| David Wolfle Elementary   | 361                |
| Kingston Middle School    | 505                |
| Poulsbo Middle School     | 800                |
| Kingston High School      | 671                |
| North Kitsap High School  | 1071               |

# NKSD In-District Transfer Grade Tally as of October 2018

Grade Level

| TO: <b>POULSBO ELEMENTARY</b>   | K | 01 | 02 | 03 | 04 | 05 | 06 | 07 | 08 | 09 | 10 | 11 | 12 | Grand Total |
|---------------------------------|---|----|----|----|----|----|----|----|----|----|----|----|----|-------------|
| Gordon Elementary               | 1 | 1  | 2  | 2  | 2  | 4  |    |    |    |    |    |    |    | 12          |
| Pearson Elementary              |   |    |    |    | 1  | 1  |    |    |    |    |    |    |    | 2           |
| Vinland Elementary              | 2 | 1  | 1  | 1  | 4  | 6  |    |    |    |    |    |    |    | 15          |
| Wolfe Elementary                | 2 | 2  | 3  | 1  | 1  |    |    |    |    |    |    |    |    | 9           |
|                                 | 5 | 4  | 6  | 4  | 8  | 11 |    |    |    |    |    |    |    | 38          |
| TO: <b>SUQUAMISH ELEMENTARY</b> | K | 01 | 02 | 03 | 04 | 05 | 06 | 07 | 08 | 09 | 10 | 11 | 12 | Grand Total |
| Gordon Elementary               | 2 | 4  | 5  | 4  | 1  | 1  |    |    |    |    |    |    |    | 17          |
| Poulsbo Elementary              | 1 |    | 1  | 2  |    |    |    |    |    |    |    |    |    | 4           |
| Vinland Elementary              | 1 | 2  | 1  |    |    |    |    |    |    |    |    |    |    | 4           |
| Wolfe Elementary                |   |    | 1  | 2  | 2  | 1  |    |    |    |    |    |    |    | 6           |
|                                 | 4 | 6  | 8  | 8  | 3  | 2  |    |    |    |    |    |    |    | 31          |
| TO: <b>WOLFLE ELEMENTARY</b>    | K | 01 | 02 | 03 | 04 | 05 | 06 | 07 | 08 | 09 | 10 | 11 | 12 | Grand Total |
| Gordon Elementary               | 2 | 5  | 1  | 4  | 5  | 1  |    |    |    |    |    |    |    | 18          |
| Poulsbo Elementary              |   |    |    | 1  |    |    |    |    |    |    |    |    |    | 1           |
| Vinland Elementary              | 2 | 2  | 1  |    | 2  | 1  |    |    |    |    |    |    |    | 8           |
|                                 | 4 | 7  | 2  | 5  | 7  | 2  |    |    |    |    |    |    |    | 27          |
| TO: <b>PEARSON ELEMENTARY</b>   | K | 01 | 02 | 03 | 04 | 05 | 06 | 07 | 08 | 09 | 10 | 11 | 12 | Grand Total |
| Poulsbo Elementary              |   |    |    |    | 1  |    |    |    |    |    |    |    |    | 1           |
| Vinland Elementary              | 1 | 1  |    |    | 1  | 1  |    |    |    |    |    |    |    | 4           |
| Wolfe Elementary                | 1 | 1  |    |    |    |    |    |    |    |    |    |    |    | 2           |
|                                 | 2 | 2  |    |    | 2  | 1  |    |    |    |    |    |    |    | 7           |
| TO: <b>VINLAND ELEMENTARY</b>   | K | 01 | 02 | 03 | 04 | 05 | 06 | 07 | 08 | 09 | 10 | 11 | 12 | Grand Total |
| Gordon Elementary               | 1 |    |    |    | 1  |    |    |    |    |    |    |    |    | 2           |
| Pearson Elementary              |   |    |    |    |    | 1  |    |    |    |    |    |    |    | 1           |
| Poulsbo Elementary              | 4 |    | 1  |    | 2  |    |    |    |    |    |    |    |    | 7           |
| Wolfe Elementary                |   |    |    | 1  |    |    |    |    |    |    |    |    |    | 1           |
|                                 | 5 |    | 1  | 1  | 3  | 1  |    |    |    |    |    |    |    | 11          |
| TO: <b>GORDON ELEMENTARY</b>    | K | 01 | 02 | 03 | 04 | 05 | 06 | 07 | 08 | 09 | 10 | 11 | 12 | Grand Total |
| Pearson Elementary              |   |    |    | 1  |    |    |    |    |    |    |    |    |    | 1           |
| Poulsbo Elementary              | 1 |    |    |    |    |    |    |    |    |    |    |    |    | 1           |
| Vinland Elementary              | 3 |    |    |    | 1  |    |    |    |    |    |    |    |    | 4           |
| Wolfe Elementary                | 3 | 3  | 5  | 1  | 5  |    |    |    |    |    |    |    |    | 17          |
|                                 | 7 | 3  | 5  | 2  | 6  |    |    |    |    |    |    |    |    | 23          |

## NKSD In-District Transfer Grade Tally as of October 2018

|   |   |    |    |    |    |    |    |    |    |    |    |    |    |            |
|---|---|----|----|----|----|----|----|----|----|----|----|----|----|------------|
| <b>TO: POULSBO MIDDLE SCHOOL</b><br>Kingston Middle School  | K | 01 | 02 | 03 | 04 | 05 | 06 | 07 | 08 | 09 | 10 | 11 | 12 |            |
|   |   |    |    |    |    |    | 13 | 11 | 12 |    |    |    |    | 36         |
|   |   |    |    |    |    |    |    |    |    |    |    |    |    | 36         |
| <b>TO: KINGSTON MIDDLE SCHOOL</b><br>Poulsbo Middle School  | K | 01 | 02 | 03 | 04 | 05 | 06 | 07 | 08 | 09 | 10 | 11 | 12 |            |
|   |   |    |    |    |    |    | 3  | 4  | 2  |    |    |    |    | 9          |
|   |   |    |    |    |    |    |    |    |    |    |    |    |    | 9          |
| <b>TO: NORTH KITSAP HIGH SCHOOL</b><br>Kingston High School | K | 01 | 02 | 03 | 04 | 05 | 06 | 07 | 08 | 09 | 10 | 11 | 12 |            |
|   |   |    |    |    |    |    |    |    |    | 4  | 1  | 2  | 4  | 11         |
|   |   |    |    |    |    |    |    |    |    |    |    |    |    | 11         |
| <b>TO: KINGSTON HIGH SCHOOL</b><br>North Kitsap High School | K | 01 | 02 | 03 | 04 | 05 | 06 | 07 | 08 | 09 | 10 | 11 | 12 |            |
|   |   |    |    |    |    |    |    |    |    | 1  | 4  | 3  | 8  | 16         |
|   |   |    |    |    |    |    |    |    |    |    |    |    |    | 16         |
|   |   |    |    |    |    |    |    |    |    |    |    |    |    | 16         |
| <b>Grand Total</b>  |   |    |    |    |    |    |    |    |    |    |    |    |    | <b>209</b> |

## DISTRICT ATTENDANCE AREA TRANSFERS

Each student in the district is required to attend the school designated for the geographic attendance area in which he or she resides.

A parent or guardian may request that his or her child be allowed to attend another school in the district. Requests must be submitted, on the appropriate district forms, to the principal of the building at which the student is currently assigned. Secondary students who request attendance area transfers are subject to the Washington Interscholastic Activities Association's eligibility rules.

Transfers may be granted if:

- A. A financial, educational, safety, or health condition affecting the student would be reasonably improved as a result of the transfer;
- B. Attendance at another school in the district is more accessible to the parent's place of work or to the location of child care; or
- C. There is some other special hardship or detrimental condition affecting the student or the student's immediate family which would be alleviated as a result of the transfer.

The principal of the currently-assigned school will consult with the principal of the school to which the student desires to transfer to determine:

1. Whether space is available in the grade level or classes at the building in which the student desires to be enrolled;
2. Whether appropriate educational programs or services are available to improve the student's condition as stated in requesting the transfer; and
3. Whether the student's transfer is likely to create a risk to the health or safety of other students or staff at the new building.

Transfers will be granted if the student is a child of a full-time certificated or classified school employee unless:

- A. The student has a history of convictions, violent or disruptive behavior, or gang membership;
- B. The student has been expelled or suspended from school for more than ten consecutive days; or
- C. Enrollment of a non-resident child would displace a child who is a resident of the district (the resident child must be permitted to remain enrolled until he or she completes his or her schooling).

Parents will be informed annually of the district's attendance area transfer option. The district will make available for public inspection the Superintendent of Public Instruction's annual information booklet on enrollment options in the state at each school building, the central office

and local public libraries. This information will also be available on the website of the Superintendent of Public Instruction.

If a request for transfer is denied by the principal or the executive director, the parents will have the right of appeal to the superintendent.

|                       |                                |  |
|-----------------------|--------------------------------|--|
| Cross References:     | Board Policy 3130              | District Attendance Areas  |
| Legal References:     | RCW 28A.225.270                | Intradistrict enrollment options policies                          |
|                       | RCW 28A.225.290                | Enrollment options information booklet                             |
|                       | RCW 28A.225.300                | Enrollment options information to parents                          |
|                       | RCW 28A.225.225                | Enrolling children of certificated and classified school employees |
| Management Resources: |                                |  |
|                       | <i>Policy News</i> , June 2003 | Enrolling Children of School Employees                             |

Revised: November 13, 2014  
3000 Series Revised and Adopted June 24, 1999  
North Kitsap School District



## NKHS/KHS Shared Program—Pilot 2019-2020



This upcoming school year, students at North Kitsap High School and Kingston High School will have the opportunity to take classes at the other high school.

### ***Which Classes Are Available?***

#### **NKHS:**

Introduction to Agriculture  
Choir (Men's and Women's)  
Russian 1  
Culinary Arts 1

#### **KHS:**

Video Production  
Engineering—Robotics  
American Sign Language  
Drama/Theater Tech

### ***What Would My Day Look Like?***

You would take a bus in the morning to the other school for the first half of your day. Three of your six scheduled classes would be taken at the other school during this morning time. Which classes will be dependent on availability and credit needs. On Tuesday and Wednesday, this would also include your morning Study Session classes. You would then take the bus back to your home school during your lunch period, eating lunch on the bus. The remainder of your day would be completed at your home school. Participation in this program is a full year commitment.

### ***How Do I Sign Up For This?***

If you are interested, make sure to let your counselor know. On your registration sheet, note the courses that are included from the other school and make sure you register for the course(s) you are interested.

All students who are interested in this opportunity will be required to attend a mandatory meeting to learn more about this program.

If we are not able to ensure that all graduation credits will be met, you may need to continue with your regular program at your home school. Because of this, be sure to include alternates for any course you select so that we know how best to schedule you in this circumstance.