

SAFETY TRANSFER REQUEST PROCEDURES

From time-to-time, it becomes necessary to make a change in a student's school assignment. One reason for such an assignment change may be motivated by the need to ensure a safe and secure learning environment for that student. For this reason, a safety transfer process has been established. In addition, this process has been reviewed and modified to comply with the safe learning environment requirement established by the No Child Left Behind (NCLB) Act.

CRITERIA

1. All students who are victims or intended victims of a serious physical, emotional and / or electronically transmitted assault or who are victims of a violent criminal offense, as determined by state law, while in or on school grounds, shall be eligible for a safety transfer. All such request forms must have attached B.P.S. Incident Reports and / or B.P.D. Reports to document the incident. The transfer should be processed by the building administrator within ten (10) school days of the receipt of the Safety Transfer Request Form.

Students who are perpetrators are subject to the Code of Conduct and not eligible for a safety transfer.

2. Students attending a school designated as "unsafe or persistently dangerous" in accordance with Massachusetts Department of Education criteria, upon receipt of a parent request, shall be transferred to a safe school in compliance with the No Child Left Behind Act.
3. Students with an Individual Education Plan (IEP) are subject to this transfer procedure provided the building administrator has consulted with the OSESS Coordinator. Resource Room students shall be dealt with in the same manner as regular education students. Students with IEPs providing a specialized program and / or requiring a restrictive setting shall be reassigned after consultation between the Coordinator and OSESS Assistant Program Director (APD).
4. Court Orders requiring a transfer of a student shall be honored. A copy of the Court Order should be forwarded to the **Operational Leader** as a part of the documentation packet in all cases (c.f. Item 5, page 2).
5. In all cases, student assignments shall be made by Enrollment Planning and Support. **Requests for specific school assignments will not be honored**, but rather they shall be based on criteria established by Enrollment Planning and Support, as well as on the need to ensure a safe learning environment and on the needs of the student.

PROCEDURES

The following procedures must be followed in all safety transfer cases:

1. All safety transfer requests must be initiated by the parent / guardian of the impacted student.
2. The parent / guardian should schedule a meeting with the Headmaster / Principal / Program Director of the school to which the student is assigned in order to discuss the circumstances surrounding the need for a safety transfer.

3. The parent / guardian must complete and sign the "Safety Transfer Request Form" (c.f. copy attached). All requests for safety transfers must be referred to the Headmaster / Principal / Program Director for review and recommendation.
4. Headmasters / Principals / Program Directors shall conduct a thorough investigation in response to the parent / guardian's request and must gather all pertinent information and documentation. If the student has an I.E.P., the building administrator shall consult with the Coordinator. The building administrator will provide a rationale for support or rejection of the transfer request on the reverse side of the Safety Transfer Form. The form must be signed by the Principal / Headmaster; please note, this responsibility may not be delegated. If the problem is gang-related, the names of the gangs involved should be noted. If the incident has occurred off school grounds, a copy of the Boston Police Department report should be obtained; if the incident occurred on school grounds, a copy of the Boston Public School Incident Report should be attached to the documentation packet.
5. If the Headmaster / Principal / Program Director supports the safety transfer request, he / she must so indicate and sign the Safety Transfer Form. The completed transfer packet should be sent to the **Operational Leader** for approval and processing.

The complete Safety Transfer packet must include:

- a. Completed and signed English version of the Parent's Safety Transfer Request Form, including the building administrator's rationale for support or rejection of request on page 2. If the language of the home is other than English, the parent should complete the appropriate language form which should be attached to the English version in the packet.
 - b. If the student has been the victim of an assault, all pertinent supporting documentation (i.e., court orders, restraining orders, police reports, reports of investigation by school staff or safety services, etc.)
 - c. If attending an "unsafe or persistently dangerous school," documentation supporting the school designation as such
6. If the building administrator does not support the Safety Transfer, a rationale indicating specific reasons for rejecting the transfer, including appropriate documentation, must be forwarded with the Safety Transfer packet to the **Operational Leader**.
 7. The packet must be submitted as soon as possible to the **Operational Leader** for review of completeness and appropriateness. The **Operational Leader** is authorized to approve or reject the request.
 8. Before forwarding a copy of the approved packet to Enrollment Planning and Support, the **Operational Leader** shall consult with the Department of Safety Services to discuss potential restrictions to school assignments (e.g. gang-related issues, "persistently dangerous" schools, etc.). If the student is assigned to a substantially separate class, the **Operational Leader** shall consult with the OSESS Coordinator and the Assistant Program Director (APD).

9. The **Operational Leader** will forward the complete Safety Transfer packet of the approved safety transfer request to Enrollment Planning and Support for processing an assignment. If safety issues were raised in discussions with Safety Services (c.f. Item 8 above), the **Operational Leader** shall call these issues to the attention of Enrollment Planning and Support. Requests which are not approved will be returned to the building administrator citing the reasons for rejection. If the student requires a substantially separate assignment, Enrollment Planning Support and appropriate APD shall consult.
10. Enrollment Planning and Support shall assign the student to the new school and notify the receiving and sending schools and the appropriate **Operational Leader** by E-MAIL. The sending school Headmaster / Principal / Program Director shall notify the parent of the student's new school assignment. If the safety transfer is not approved, the "sending" building administrator shall so notify the parent that the request has been rejected.
11. If the transfer is approved, the **Operational Leader** shall send a copy of the Transfer Form with copies of all attached documentation to the new school Principal / Headmaster. If the new building administrator has any further questions, the sending school building administrator shall respond to those questions. The sending school shall forward a copy of the student record to the new school.
12. Any appeal of a decision at the school level may be made to the Superintendent or his designee. An appeal must be made by the parent / guardian, in writing, within ten (10) days of the receipt of the decision.

Your cooperation in the implementation of these procedures will facilitate the process and minimize disruptions to the schools and students involved.

For more information about this circular, contact:

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Attachments



SAFETY TRANSFER REQUEST

Student's Name: _____ Student # _____

School: _____ Cluster: _____ Grade: _____

Special Ed. Program: _____ English Language Learner: Yes No

Date of Parent Conference: _____ Time: _____

Parent Statement:

I request a Safety Transfer for my son/daughter for the following reasons:

*Please be specific. If there have been incidents at the school, describe who was involved, when they occurred, what happened and other details (including the names of any gangs involved). Attach additional documentation (e.g. copy of incident report, copy of Boston Police Report, report of medical provider, etc.) as necessary.

I understand that if my Safety Transfer is approved, my son/daughter will be assigned to a different school by Enrollment Planning and Support. Special needs student assignments will be made in consultation with the Office of Special Education and Student Services. I understand that the selection of the new school will be made by the School Department and will depend on the availability of seats, and will not necessarily be the school of my choice.

Signature of Parent/Guardian: _____

Relationship to student: _____ Date: _____

** Principal/Headmaster rationale outlined on reverse side.*

Approved Not Approved _____, Operational Leader Date: _____

Contacted CAPD (If applicable) Date: _____

Recommendation by School Safety Services _____ Date: _____

Date to Enrollment Planning and Support _____ New School Assignment _____

