

## Students

### Student Assignment and Transfers

#### Attendance Areas

The School District is divided into school attendance areas. The Superintendent will review the boundary lines annually and recommend any changes to the School Board. The Superintendent or designee shall maintain a map of the District showing current school attendance areas. Students living in a given school attendance area will be assigned to that school. Homeless children shall be assigned according to Board policy 6:140, *Education of Homeless Children*.

#### Boundaries of Attendance Centers

A description of the legal boundaries of Belleville Township High School District Number 201 shall be on file in the Board of Education office.

#### The boundaries of Belleville Township High School East shall include:

Belleville Elementary District Number 118 (East of the center line of Illinois Street), Belle Valley School District Number 119, Grant District Number 110, Pontiac School District Number 105, Whiteside School District Number 115, Wolf Branch School District Number 113, and that portion of Freeburg District Number 70 within Belleville Township High School District Number 201.

#### The boundaries of Belleville Township High School West shall include:

Belleville Elementary district Number 118 (West of the center line of Illinois Street), Harmony-Emge-Ellis District Number 175, High Mount District Number 116, Millstadt School District Number 160, and Signal Hill School District Number 181.

Maps of the district and of the attendance centers shall be maintained in the office of the Board of Education and in the office of the Principal on each campus.

#### Transfers Within the District

Belleville Township High School District 201 has specific boundaries for its attendance center, Belleville Township high School East and Belleville Township High School West. A student is to attend the school within whose geographic boundaries he/she resides. A student whose parent(s) moves during the school term from the geographic area served by Belleville Township High School East to the area served by Belleville Township High School West, or vice versa, may complete the in-progress term. However, a student who is a freshman or a sophomore at the time of the parental move must then transfer to the school in which the parent(s) resides. If the parent(s) and student move after the student has completed his/her first two years on one campus, the student may continue his/her education for the junior and senior years of attendance at the same campus. Siblings who have not completed both the freshman and sophomore years on one campus will be required to transfer to the school which serves the new residence. The provisions in this section have no applicability to transfers pursuant to the Unsafe School Choice Option covered in Board policy 4:170, *Safety*.

#### Students of District Employees

Employees with children who reside within the boundaries of Belleville Township High School District 201 may elect to have their children attend the school in which they are employed. This may only be done when the student is an incoming freshman and the selection must remain in effect until the student graduates from high school.

### Transferring In

School systems vary widely in relation to the number of credits awarded and required, method of calculating GPA, and graduation requirements. So that students can be appropriately and relatively placed in the District 201 system, the records office will translate official out-of-district student records into District 201 terms according to the following guidelines.

1. All District 201 graduation requirements, policies, and practices currently in effect with district students (examples: method of calculating GPA, number and type of honors courses allowed and used in the GPA) will be applied.
2. For purposes of satisfying specific graduation requirements, District 201 will accept all credits from high schools the student has previously attended.
3. For purposes of the number of credits counting toward the 19.5 (20.5 for the class of 2013) required for graduation, District 201 will accept a maximum of three credits per semester (class of 2012 only) and 3.25 credits per semester beginning with the class of 2013 (examples: maximum total of six at the end of the freshman year, twelve at the end of the sophomore year, and eighteen at the end of the junior year).

### Transferring Out

Parent(s)/guardian(s) of a student transferring from the District should give the Building Principal written notification of their intent, pay outstanding fees or fines, sign a release form, and return all school-owned property.

The Building Principal shall complete a *good standing* form for any student transferring from the District. Within 10 days of a transfer notification, the Building Principal shall send to the District in which the student will or has enrolled a completed *good standing* form, an unofficial record of the student's grades, and the remainder of the student's school records. If a transferring student was suspended or expelled and the period of suspension or expulsion has not expired at the time the student attempts to transfer into another public school, any school student records required to be transferred shall include the date and duration of the suspension or expulsion. Within 10 days after the student has paid all outstanding fines and fees, the Building Principal shall mail an official transcript of the scholastic records.

### Class Assignments

The Building Principal shall assign students to classes.

LEGAL REF.: 105 ILCS 5/10-21.3, 5/10-21.3a, and 5/10-22.5.

CROSS REF.: 4:170 (Safety), 6:15 (School Accountability), 6:30 (Organization of Instruction), 6:140 (Education of Homeless Children)

ADOPTED: December 19, 2016