

## **Georgia O’Keeffe In-School Transfer Policy**

**The Georgia O’Keeffe School based Instructional Council, made up of teachers, parents and administration have developed the following in-school transfer policy to promote fairness and consistency for determining movement of a student from one classroom to another.**

**Research indicates that children need a minimum of three weeks to adapt to a new classroom environment; therefore, requests for classroom transfers during the first 3 weeks of school will not be accepted.**

**After the first 3 weeks, the following process should be adhered to:**

- 1. If a parent has a concern about the child’s classroom placement, the parent must first speak directly to the teacher about their concerns. They are welcome to request a third party to attend if needed.**
- 2. From the parent teacher meeting, the teacher and parent will formulate a written informal agreement or an action plan that address the concerns that were raised.**
- 3. After this initial conference, if the parent continues to have concerns, the parent must notify the principal who will arrange a formal conference with the parent, teacher and counselor to rewrite the plan to be distributed to all parties. A minimum of 3 weeks MUST pass before the next step can occur.**
- 4. If there is evidence that the child’s needs aren’t being met, then a final conference will held in the principals office. The parents, teacher and potential receiving teacher will attend. The child’s needs will be discussed and a record of conference will be kept. Children will be moved into a new classroom based on two criteria:**
  - 1. Space available – classrooms will not be asked to go over the state class size regulations.**
  - 2. The child would be moved to the classroom with the lowest pupil-teacher ratio.**