

# **Oak Ridge Schools**

## **Office of the Superintendent**



### **Administrative Procedure 6.206**

### **Revocation of a Cross Boundary**

November 1, 2022

Per School Board Policy 6.206, continuation is contingent upon the student remaining in good standing, which is defined as maintaining appropriate/high levels of attendance, behavior and achievement. A deficit in any of these areas may place the student on probation, which could result in the cross boundary status being revoked.

Cross boundary assignments cannot be revoked unless the following steps have been taken prior to sending the revocation request to the Director of Pupil Services:

1. Cross boundary assignments will not be revoked during the last nine weeks of the school year.
2. Prior to the revocation request, the principal must provide:
  - a. Evidence of the reason for the revocation
  - b. Evidence of a parent conference for the child whose cross boundary status is in jeopardy
  - c. Conversation with the principal of the child's base school to make him/her aware of the possible revocation
3. All of the above information is to be sent to the Director of Pupil Services for review and final action. Revocations will only be approved for the end of the 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> grading periods.
4. The current enrollment numbers of the student's grade level for the zoned school will be considered prior to approving a request for revocation. Students scheduled for DHA Hearings may be considered for immediate revocation.

## Revocation of a Student Cross-boundary

The following steps/action are required prior to revoking a student approved cross-boundary.

Student Name \_\_\_\_\_ DOB \_\_\_\_\_

Parent Name \_\_\_\_\_ Phone Number \_\_\_\_\_

Student Address \_\_\_\_\_

School student is currently attending: \_\_\_\_\_

Home School \_\_\_\_\_

**Step One** – School Administrator will contact the parent and share the concerns, if not corrected, that will lead to the approved cross-boundary being revoked. **A 45-day period to allow the student the opportunity to take corrective action is required prior to moving to step two.**

1. Name of Person Contacted \_\_\_\_\_ Date Contacted \_\_\_\_\_

2. Administrator Name \_\_\_\_\_ Signature \_\_\_\_\_

**Step Two** – School administrator will contact the parent and communicate that they are filing a request with the Director of Pupil Services to revoke the students current cross-boundary status.

1. Person Contacted \_\_\_\_\_ Date \_\_\_\_\_

2. Administrator Name \_\_\_\_\_ Signature \_\_\_\_\_

**Step Three** – School administrator will send a copy of this form with steps one and two completed and attach a summary of the concerns that have led to this request.

A summary of student concerns is attached Yes \_\_\_\_\_

**Step Four** – The Director of Pupil Services is making the follow Recommendation:

1. \_\_\_\_\_ The student is being placed on probation and will continue at the current assigned school as an approved cross-boundary student.

2. \_\_\_\_\_ The request to revoke the student cross-boundary has been approved and the student will report to their home school on the following date: \_\_\_\_\_

3. \_\_\_\_\_ Other Recommendation

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Step Five** – The office of Pupil Services will contact the parent to inform them of the decision.

Parent/Guardian Name \_\_\_\_\_

Date of Contact \_\_\_\_\_

**Step Six** – Pupil Services will provide a copy of the completed form to the appropriate schools.

Director of Pupil Services Signature \_\_\_\_\_ Date \_\_\_\_\_