

SAFETY TRANSFER REQUEST PROCEDURES

This Circular will remain in effect unless rescinded or superseded by a subsequent version.

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.

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, or out of school that impacts school climate, shall be eligible for a safety transfer. All such request forms must have attached BPS Incident Reports and/or BPD 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 *Every Student Succeeds Act ("ESSA")*. The purpose of the ESSA *is to provide all children a significant opportunity to receive a fair, equitable, and high-quality education, and to close educational achievement gaps."*

3. Students with an Individualized Education Program (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 and coded as a safety transfer. A copy of the court order should be forwarded to the operational leader as a part of the documentation packet in all cases.
5. In all cases, student assignments shall be made by Welcome Services. **Requests for specific school assignments will not be honored**, but rather they shall be based on criteria established by Welcome Services, 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/caregiver of the impacted student.

2. The parent/guardian/caregiver should schedule a meeting with the head of school/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/caregiver must complete and sign the "Safety Transfer Request Form" (attached). All requests for safety transfers must be referred to the head of school/principal/program director for review and recommendation.
4. The head of school/principal/program director shall conduct a thorough investigation in response to the parent/guardian/caregiver's request and must gather all pertinent information and documentation. If the student has an IEP, 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/head of school. 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 head of school/principal supports the safety transfer request, they must 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 as well as a copy 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/guardian/caregiver should complete the appropriate language form which should be attached to the English version in the packet.
 - b. All pertinent supporting documentation (i.e., court orders, restraining orders, police reports, reports of investigation by school staff or safety services, etc.) If the student has been the victim of an assault.
 - 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 Welcome Services, 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 OSE coordinator and the OSE assistant director.

9. The operational leader will forward the complete safety transfer packet of the approved safety transfer request to Welcome Services 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 Welcome Services. Requests which are not approved will be returned to the citing the reasons for rejection. If the student requires a substantially separate assignment, Welcome Services and appropriate APD shall consult.
10. Welcome Services shall assign the student to the new school and notify the receiving and sending schools and the appropriate operational leader by email. The head of school/principal/program director of the sending school shall notify the parent/guardian/caretaker of the student's new school assignment. If the safety transfer is not approved, the "sending" building administrator shall 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/head of school. 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 District Safety Transfer Appeal Committee. An appeal

must be made by the parent/guardian/caregiver, in writing, within ten (10) days of the receipt of the decision. An appeal can either be submitted in writing and mailed to the attention of the Superintendent's Office, Attn: Ombudsperson, Bruce C. Bolling Municipal Building, 2300 Washington Street, Roxbury MA 02119 or electronically by submitting the [Safety Transfer Appeal Form](#).

Please Note:

1. During the summer months, no safety transfers will be processed. Any family seeking a change in school assignment due to safety concerns must follow the voluntary transfer process by visiting a BPS Welcome Center.
2. The family has the right to refuse the new school assignment. If so, the parent/guardian/caretaker should contact the principal/head of school and operational leader that they are rescinding the safety transfer request. In this case, the student will be returned to their original school and *will not* be permitted to submit an additional safety transfer request regarding the incident that initiated the original safety transfer request.

[Translations of the required documentation are available here.](#)

For more information about this circular, contact:

Owner:	Chief of Operations
Department:	Operations
Mailing Address:	2300 Washington Street, Roxbury, MA 02119
Phone:	617-635-9057
E-mail:	Operations-Department-Heads@bostonpublicschools.org

Mary Skipper, Superintendent

Safety Transfer Request form on following page.

SAFETY TRANSFER REQUEST
Principal/Head of School Page

Student's Name: _____

Student ID #: _____

Grade: _____

Current School: _____

Special Education Program (*if applicable*): _____

English Learner Program (*if applicable*): _____

Parent/Guardian/Caregiver Conference:

Date:_____ Time:_____

I ☐ support ☐ reject (*check one*) this Safety Transfer Request
for the following reason(s):

If approved, please list the names and ID numbers of the other students involved that led to this request.

Name 1 _____ ID _____

Name 2 _____ ID _____

Name 3 _____ ID _____

Name 4 _____ ID _____

If you know of other students that this student should not be placed with, please note their names and ID numbers.

Name 1 _____ ID _____

Name 2 _____ ID _____

Name 3 _____ ID _____

Name 4 _____ ID _____

Please check:

☐ I have explained to the parent that, if approved, the student can be assigned to any school where there is an available seat, and that requests for specific school assignments will not be honored.

Head of School/Principal

Date

Attach documentation.

cc: School File

SAFETY TRANSFER REQUEST

Family Page

Student's Name: _____

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. If there is any school that your child cannot attend due to similar safety concerns, then you must list them here.*

[Translated versions of this form can be found here.](#)

SAFETY TRANSFER REQUEST COVER PAGE

Completed by Operational Leader

Operational Leader: _____ Date: _____

Student Name: _____ ID: _____

The safety transfer has been:

☐ Approved ☐ Not Approved

Please check:

- ☐ The school has informed me that they explained to the parent that the child will be placed wherever there is an available, appropriate seat, and that requests for specific school assignments will not be honored.

Please check one:

- ☐ The child can be placed into any school with an available seat.
- ☐ The child should not be placed at the following school(s)
(please explain why):

School: _____

School: _____

School: _____

School: _____

Additional notes for consideration prior to assignment:

Operational Leader Signature

Date