



## 701.8.1AP Cross-Jurisdictional (Non-Resident) Boundary Exemption Requests

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**AMENDED:**

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### CROSS REFERENCE:

- [701BP Student Transportation Services](#)
  - [701.8.1 AP Exhibit 1 Cross-Jurisdictional \(Non-Resident\) Boundary Exemption Request Form](#)
  - [701.8 AP Boundary Exemption Resident Students](#)
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### DEFINITIONS:

**A Boundary Exemption Non-Resident Student** is a student that resides outside the Buffalo Trail Public Schools jurisdiction who is attending a school of choice located within Buffalo Trail Public Schools jurisdiction. These types of requests are considered Cross-jurisdictional (Non-Resident) Boundary Exemption Requests.

**A Boundary Exemption Resident Student** is a student that resides within the Buffalo Trail Public Schools jurisdiction who is attending a school of choice outside their designated transportation service area. See Administrative Procedure 701.8AP Boundary Exemption Resident Student.

**Resident Board:** The school jurisdiction in which the student physically resides in, based on their legal address.

**Attending Board:** For the purposes of this administrative procedure the Attending Board is the school jurisdiction that oversees the school in which the student is attending.

**Transporting Board:** The school jurisdiction that oversees the transportation for the student attending a nonresident school. For the purposes of this procedure, Buffalo Trail Public Schools is the transporting board.

## CONDITIONS:

1. Cross-jurisdictional (Non-Resident) Boundary Exemption bussing services may be made available, subject to the following:
  - 1.1. Non-resident student(s) has been registered and accepted at their school of choice.
  - 1.2. They have requested in writing and have received approval from their resident Board giving authorization for Buffalo Trail Public Schools to transport the said student(s) from their residence.
    - 1.2.1. If parents/guardian is not requesting that the bus transport the student from their residence and they are requesting to meet the bus on route, they do not require permission from the Resident, Attending, or Transporting Board. They would require approval from the Director of Transportation as per 701.8AP Boundary Exemption Resident Students. They would complete 701.8.1 Exhibit 1 Cross-Jurisdictional (Non-Resident) Boundary Exemption Request Form, however, because they are a non-resident student.
  - 1.3. If the school of choice is not a Buffalo Trail Public School, permission must also be received from the Attending Board stating that they will cover any additional costs to transport the said child(ren) from their residence if the costs to transport the child(ren) exceed the transportation grant funding for that student(s).
  - 1.4. Requests for final approval must include copies of the letters from 1.2 and 1.3 above and must be received by the Board of Trustees of Buffalo Trail Public Schools via letter to the Board or Board Secretary (contact information is available on the BTPS website).
  - 1.5. The Cross Jurisdictional (Non-Resident) Boundary Exemption Request form (701.8.1AP Exhibit 1) has been signed and completed by the parent.
  - 1.6. All Cross-Jurisdictional (Non-Resident) boundary exemption requests must be made in writing annually as bus routes (i.e. time, capacity, etc.) are subject to change. Failure to re-apply annually may result in families having to meet an existing bus on route.
  - 1.7. The deadline for Cross-Jurisdictional (Non-Resident) boundary exemption requests is May 1st of the current school year. The Board will hear all cross-jurisdictional requests at the June Board meeting, with an exception for families who move in to the area or have a change of residence. No new requests will be accepted after September 30 of the current school year.
  - 1.8. There must be space available on the bus. If space becomes an issue, then the privilege of cross-jurisdictional transportation may be revoked.

## PROCEDURES:

1. Parents/Guardians will:
  - 1.1 Register the student at the school of choice
  - 1.2 Complete the Cross-Jurisdictional (Non-Resident) Boundary Exemption Request Form (701.82AP Exhibit 1) annually and forward to the Student Transportation Services Office by May 1st of the current school year.
  - 1.3 Obtain written approval from their Resident Board if requesting school bus transportation services from their residence. Please refer to definitions above.
    - 1.3.1 Obtain written approval from the Director Transportation if requesting to meet the bus on route.
  - 1.4 Obtain written approval from their Attending Board, if different from the Transporting Board (Board of Trustees of Buffalo Trail Public Schools). Please refer to definitions above.
  - 1.5 Obtain written approval from Buffalo Trail Public Schools.
  - 1.6 Ineligible bussing fee has been paid (if applicable).
  - 1.7 Abide by all Buffalo Trail Public Schools administrative procedures that guide school bus transportation.
2. Student Transportation Services will:
  - 2.1 Make 701.8.1AP Exhibit 1 Cross-Jurisdictional (Non-Resident) Boundary Exemption form available for parents on the BTPS website or Student Transportation Services Office.
  - 2.2 Receive, indicate date received and file.
  - 2.3 Upon receipt verify that either:
    - 2.3.1 The student has been registered and accepted at the school of choice.
      - 2.3.1.1 For special education students the Student Education Services Department must be notified.
    - 2.3.2 A bus route is in place, space is available and transportation can therefore be accommodated.
    - 2.3.3 A bus route is not in place, but may be modified to accommodate request.
    - 2.3.4 A bus route is in place but space is not available.
    - 2.3.5 A bus route is in place but it cannot be determined until a later date whether space will be available.
    - 2.3.6 Determine the location where they will meet the bus on route if not requesting school bus transportation services from their residence.
  - 2.4 In the case of delayed response, Student Transportation follows this procedure as rapidly as possible:
    - 2.4.1 A final determination of the number of students which the Board is obligated to transport on a particular bus route is made.
    - 2.4.2 Any bus route adjustments necessary to the overall transportation plan are made.

- 2.4.3 A final determination of ineligible bussing requests for transportation is made.
  - 2.5 Provide a map of existing bus routes of the area, with current and projected pick up and drop off times, rated bus capacity and existing student loads as well as estimated cost of additional mileage (if applicable) to the Transporting Board for their consideration of the cross-jurisdictional (non-resident) boundary exemption request.
3. The Bus Contractor/Driver will:
  - 3.1. Direct parents/guardians to contact the Buffalo Trail Public Schools Transportation Department before transporting any cross-jurisdictional (non-resident) boundary exemption student.
  - 3.2. Provide student transportation services only after receiving notice from the Director of Transportation and subsequent Board approval.
  - 3.3. Notify the Transportation Department if their bus route has changed or is changing and can no longer accommodate cross-jurisdiction boundary exemption student.
4. The Board of Trustees will:
  - 4.1 Consider all cross-jurisdictional (non-resident) boundary exemption requests at their June regular meeting, with the exception of families who move in to the area or have a change of residence.
  - 4.2 Provide notification to all applicants regarding the Board's decision.