

## **Pupil Assignment, Reassignment or Transfer**

Board Policy: A-4

Adopted: February 10, 1992

Revised: September 10, 2012

Revised: August 12, 2013

### **I. General Policy Statement**

All students shall attend the school serving the attendance area where the student's parent or legal guardian maintains primary legal residence within Haywood County. Conditions for reassignment or transfer from one attendance area to another are noted in Section II of this policy. Policy A-14 addresses the requirements when a student living in another school district requests to attend Haywood County Schools.

### **II. Regulations**

#### **A. Exceptional Children (Students with an IEP)**

An exceptional child shall be assigned to the school within their attendance area to the extent that appropriate facilities and programs are available to address the needs specified in the student's IEP. In other cases, the exceptional child shall be assigned to the nearest school to their residence area that provides the appropriate facilities and services that the IEP team has deemed appropriate. If one child in a family is assigned to a school out of district the parents have the option of enrolling other children in that school unless a student is assigned to Bridges or the Middle Academy. These students are required to return to their home school upon completion of the intervention program.

#### **B. Homeless Students**

A student attending school in Haywood County who becomes homeless has a right to attend the school of origin for the duration of the homelessness.

#### **C. Change of Residence**

When there is a change of school attendance areas due to a residence change, the student may remain in the original school for the remainder of the year if the parents provide transportation. Parents or guardians who desire for their child to stay in the original school beyond the remainder of the year are required to submit a pupil reassignment request for consideration.

#### **D. Requests for Pupil Reassignment or Transfer**

Parents or guardians may request assignments to a school outside of their attendance area. Requests to assign children from the same family and residence to different schools with the same grade span will be denied. Requests must specify one of the following reasons why reassignment is sought. Parents are responsible for transportation if a request is approved. This request must be submitted on and approved prior to enrollment in the requested school. Out of district students with excessive tardies, excessive absences, or frequent discipline incidents may be transferred back to their home school. Tardies convert to absences in grades six through 12 as defined in Board Policy: A-5, Attendance, Membership and Course Credit. In Kindergarten through fifth grade, five tardies and/or checkouts per nine-week grading period is considered excessive.

#### 1. Open Enrollment Schools

Transfers under this policy must be made during the summer prior to the opening of school. School requests are limited to Central Elementary, an integrated arts school (A+) and Meadowbrook Elementary, a year-round school. These requests will be denied if they cause segregated schools, violate class load laws or exceed space and facilities capacities.

#### 2. Work Related Hardships

Work Related Hardships are defined as a documented verifiable work related problems resulting in before or after school child care problems. Work related hardship requests will be denied if they cause segregated schools, violation of class load laws or space and facilities capacities to be exceeded. In work related hardship cases the school system reserves the right to verify working conditions, the location of the work place in relation to the requested school, pick up times, the age of the child and childcare arrangements.

#### 3. Personal Problems

Personal problems may cause a desire to change schools. Personal problems are defined as verifiable and documented factors that are unique to the individual. Requests relating to school rules, personality conflicts, discipline matters, sports participation, classroom or course assignment and other school related concerns will be denied.

### E. Application Procedural Steps

1. Requests shall be submitted to the current (or previous) school principal or designee. The principal or designee will review the requests, confer with the families if needed and provide an initial release or a release with reservations. This procedural step does not apply to students who have never been enrolled in Haywood County Schools.
2. Following the release or release with reservations, parents will forward requests to the principal or designee of the requested school. The principal or designee will review

requests and give initial approval or initial denial based upon the standards set forth in this policy and the current available space as determined by class load size.

3. Following initial approval or initial denial, parents will forward requests to the superintendent or designee. The superintendent or designee will review requests and give final approval or final denial based upon the standards set forth in this policy and the current available space as determined by class load size.
4. The superintendent or designee will maintain a record of approved and denied requests.

#### **F. Procedure for Appealing Disapproval of Assignment Request**

1. If a request for reassignment is denied, the superintendent or designee will notify the parent by registered or certified mail.
2. Within five days of receiving the notice of the denial, the parent may request a hearing on the reassignment request.
3. The board or a panel of the board will hear the appeal. If a panel hears the appeal, the panel's recommendation will be submitted to the full board for final determination.
5. At the hearing the board will consider the criteria listed in II.D. above and make a determination based upon the best interest of the child, the orderly and efficient administration of the schools, and the instruction, health and safety of the pupils enrolled.
6. The board will promptly render a decision, and notice of the decision will be given to the applicant by mail, telephone, telefax, email, or any other method designed to achieve notice.
7. There is no entitlement to a board hearing when approved reassignments are revoked due to excessive tardies, excessive absences or frequent discipline.

**Legal References: G.S. 115C-366, -367, -368, -369: NCLB Act of 2001**