

BOARD POLICY
Transfers and Withdrawals

Descriptor Term: JBCD
Date: XXXXXX XX, 2023

Transfer and Withdrawals

Change of Residence During the School Term

Students enrolled in the schools operated by the School District who change their residence within Bibb County during the school term will be transferred to the school in their new school zone in accordance with the following criteria:

- a. ~~Elementary school students who change their residence prior to the third grading period, and middle and high school students who change their residence prior to the second semester, will be transferred to the school zone of their new residence; however, upon request, they may remain in the school in which they are enrolled until the end of the grading period of the move in the case of elementary, or the semester in the case of middle and high school students.~~
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- b. ~~Elementary school students who change their residence after the third grading period and middle and high school students who change their residence after the second semester begins will be permitted to complete the academic year in their present school or transfer to their new school at the option of the student.~~
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- c. ~~If a student chooses to remain enrolled in his or her existing school following a change of residence, the parents will be responsible for providing any necessary transportation.~~

Special Rule for Students in Grades 4, 7 and 11

~~Students in grade 4 who complete a school term in one school, but move their residence prior to the end of the fourth grading period will be allowed to complete elementary. Transportation for students who choose to remain at their original school shall be the responsibility of the student and his/her parents.~~

~~Students in grades 7 and 11 who complete a school term in one school, but move their residency prior to the end of the second semester will be allowed to complete middle and high school by remaining at their original school. Transportation for students who choose to remain at their original school shall be the responsibility of the student and his/her parents.~~

Future Residential Occupancy

~~If at any time during the year, a family purchases a new home or begins construction on a new home, or rents/leases an apartment, at the request of their parents, the children will be permitted to attend the school in the zone in which the family plans to move if occupancy is expected to occur within ninety (90) days from the date of the rent/lease, purchase or~~

~~beginning date of construction of a residence. Parents making such a request must make application upon the appropriate form and provide to the school district a certification of expected occupancy from the apartment resident manager, a pg. 6 building contractor or their realtor. The certification shall contain the expected date of occupancy. The parents will be responsible for providing any necessary transportation under this provision.~~

Transfers

~~Parents desiring a transfer to a school outside of their assigned zone shall make written application on the appropriate form as provided by the Bibb County School District. The District may require additional information, as deemed necessary and may consult with or obtain the recommendation of the affected principals. After full consideration, the District shall approve or disapprove all transfer requests and communicate the decision to the parent(s) involved.~~

~~Certain provisions of federal and state law and District's policy, provide the option for parents to transfer their child to another school. To ensure compliance with all such laws and the District's policy, school transfers shall be prioritized in the following manner:~~

- ~~a. The first priority shall be school transfers which are authorized for eligible students based on federal and/or state law or Bibb County School District policy, regardless of school capacity.~~
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- ~~b. The second priority shall be school transfers which are authorized for eligible students based on federal law, contingent upon school capacity.~~
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- ~~c. The third priority shall be school transfers which are authorized for eligible students based on state law and/or Bibb County School District policy, contingent upon school capacity. Under this priority level, if the number of transfer requests for a particular school exceeds the available capacity of a school, a random lottery shall be conducted to ensure each interested student has an equal chance to be admitted.~~
 - ~~1. No student transferring from another school or school system shall be admitted to the Bibb County Schools unless or until such student presents records showing his/her prior attendance and that he/she was in good standing with that school or school system when last enrolled. Principals may satisfy this requirement through oral communication with the school district last attended, and admit the student upon receiving verbal assurances that he/she is in good standing, not under suspension or expulsion, and that the necessary records are forthcoming.~~
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 - ~~2. No student shall be admitted who comes from another school during a period when suspension or expulsion from that school system is still in effect. If the student still has time remaining under suspension or expulsion before being~~

~~eligible to return to the school previously attended, the student will not be eligible for admission to any school in this school system until the expiration of that suspension or expulsion.~~

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- ~~3. If any student seeking admission from another system states in writing any good and sufficient grounds showing why this policy should not apply to him/her. A due process hearing will be provided before either the principal of the school to which admission is sought, or before some tribunal constituted by the Superintendent or his designated representative, to consist of not more than three (3) members of the administrative staff.~~

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- ~~4. In any case where a student seeks to transfer from another system who has been permanently expelled from such system, such student may likewise file a written statement of reasons why his/her expulsion from the other system should not disqualify him from attendance in this system, and a due process hearing as provided above will be conducted to resolve the question of eligibility for admission.~~

Withdrawals

A student may be withdrawn by a parent, guardian, grandparent, or other person as provided in state board rule JBC.

- ~~1. When a parent, guardian, grandparent, or other person withdraws a student according to the District's policies and procedures, with documentation of proof of enrollment, the student's withdrawal date shall be recorded as the last day of student attendance.
 - ~~a. If a student is under suspension or expulsion, on the date of withdrawal, the new school of enrollment, the student's withdrawal date shall be recorded as the last day of student attendance.~~
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 - ~~b. If a student is an unemancipated minor who is older than the age of mandatory attendance as required in O.C.G.A. § 20-2-690.1(a) and who has not completed all requirements for a high school diploma, wishes to withdraw from school, the student must have the written permission of his or her parent or legal guardian prior to withdrawing and a conference must be held with the school principal or designee.~~~~
- ~~2. When a parent, guardian or other person does not withdraw a student from a current school according to district policies, the district shall withdraw the student.~~

- a. ~~With proof of enrollment in another school, other LEA, private school, or study program, the date of withdrawal for a student shall be the last school day of a student attendance.~~
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- b. ~~With no proof of enrollment in another school, other LEA private school, or home study program, a student shall be withdrawn from a school after 10 consecutive unexcused absences or when the district provides documentation validating the student no longer resides in the school's attendance zone.~~
 - i. ~~The student withdrawal date shall be the last day of attendance or the day the district obtains documentation validating the student no longer resides in the school's attendance zone.~~
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 - ii. ~~In the absence of the documented proof, the withdrawal code shall indicate that the student was removed for lack of attendance.~~
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 - iii. ~~Each superintendent or the superintendent's designee shall notify the parent, guardian, or other person if the district plans to withdraw such student. Such notification shall be by certified mail, return receipt requested.~~

~~Withdrawing of Students for Home Study Programs or Non-Accredited Schools~~

~~A student withdrawing from the School System to enter a home study program must meet the following requirements:~~

- 1. ~~Parent or guardian files a declaration of intent to operate a home study program and the name(s) of the student(s) enrolled.~~
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- 2. ~~Parents or guardians may teach only their own children or employ a tutor who holds a high school diploma or GED diploma to teach such children.~~
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- 3. ~~Program provides a basic academic program equivalent to 180 days of instruction including, but not limited to, reading language arts, mathematics, social studies, and science.~~
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- 4. ~~Monthly attendance reports are submitted annually to the State Department of Education.~~
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- 5. ~~Students take an appropriate nationally standardized test to evaluate their educational progress at least every three years beginning at the end of the third grade. These records must be retained in the home.~~
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- ~~6. Instructor writes an annual assessment of each student's academic progress and retains the reports in the home at least three years. Any student in a home study program must adhere to the compulsory attendance law in accordance with O.C.G.A. § 20-2-690.1.~~

~~Any student in a home study program must adhere to the compulsory attendance law in accordance with O.C.G.A. § 20-2-690.1.~~

Student Transfers

The Bibb County Board of Education ("Board") defines a student's home school as the assigned school serving the geographic attendance zone in which the student resides. The Board recognizes that there may be exceptions for a student's home school assignment based on federal and state law, State Board of Education Rules, or Bibb County School District ("District") policies or regulations.

The Superintendent or his or her designee is authorized to develop and maintain a regulation regarding the requirements for transfers in the District. This regulation will comply with State Board of Education Rule 160-5-1-.15, Awarding Units of Credit and Acceptance of Transfer Credit and/or Grades, and any other federal or state laws regarding transfers.

Student Withdrawal

The Superintendent or his or her designee is authorized to develop and maintain a regulation regarding the withdrawal of students in accordance with State Board of Education Rule 160-5-1-.28, Student Enrollment and Withdrawal, and any other federal or state laws regarding withdrawals.