Regulation JBCD-R(1): Transfer and Withdrawals Status: ADOPTED

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I. RATIONALE/ OBJECTIVE

Georgia districts are required to track student enrollment and withdrawals. The following procedures are in place to ensure student moves are properly documented, tracked, and reported to the Georgia Department of Education.

The Bibb County School District ("District") provides limited opportunities for Bibb County students to attend schools outside the attendance zone in which they live. These opportunities result from a student's attendance at a magnet school, family moves that occur during the school year, House Bill (HB) 251, Senate Bill (SB) 10, House Bill (HB) 224, or extreme medical/emotional situations.

II. TRANSFERS

A. General Provisions for Transfers

1. If the student receives Special Education services, the school selected must have the Special Education services required by the current Individual Education Plan (IEP);

2. Students granted a transfer must maintain acceptable attendance, behavior, and grades as determined at the discretion of school administration;

3. The parent/guardian is expected to maintain a cordial and cooperative working relationship with school personnel;

4. Failure to comply with any provision of this paragraph shall authorize the principal to immediately withdraw such student; for students with disabilities, any such withdrawal shall be determined in compliance with state and federal law; and

5. If the student transfers at the high school level, he/she must meet Georgia High School Association requirements to participate in competitive interscholastic activities.

6. If false information is provided, or the circumstance under which a transfer was granted changes, transfers may be revoked.

A.B. ~~School Choice Transfer~~Military Student Transfers

1. ~~HB 224:~~

Military service member parents/guardians of a school aged child who lives on a military base or off-base housing located within the District may apply for a transfer in accordance with Georgia's Quality Basic Education Act. Military student

~~HB 224~~ transfers will be ~~included~~ enrolled following the same process as Intradistrict transfers ~~in the process for HB 251 transfers~~ (see item 3 below) including, but not limited to, application, space availability, lottery, and transfer expectations.

~~B.~~C. Siblings Choice Transfers~~:~~

Siblings of students already attending a school through an approved transfer may apply to attend the same school. This provision attempts to address siblings enrolled in different schools at the same time due to an approved transfer. The younger sibling must have been a student in the same school at some time during the tenure of the older sibling.

This provision does not apply to or impact student placement via an IEP team decision, which is determined in accordance with federal law.

A sibling is defined as a brother, sister, step-brother, or step-sister living in the same household and who otherwise meets the requirements for enrollment.

Parents/guardians wishing to apply for a sibling school choice transfer must do so during the annual application period.

~~C.~~D. Intra-District (School Choice) Transfer~~HB 251~~:

1. Parents/guardians of a student enrolled in a District school may apply for an ~~HB 251~~intradistrict transfer to a school other than the one to which the student has been assigned if such school has classroom space available after its assigned students have been enrolled. ~~in accordance with Georgia's Quality Basic Education Act.~~ In accordance with State Board of Education procedures, these transfers will be available during an announced application period annually. The application procedures, forms, and dates will be posted on the District's website during the second semester each school year. Information regarding space availability at individual schools will be included in the posted information. Parents/guardians will be notified regarding the approval of an ~~HB 251~~intradistrict transfer request by July 15 each year. (O.C.G.A. § 20-2-2131)

2. Parents/guardians wishing to apply for an ~~HB 251~~intradistrict transfer must complete a transfer application during the annual application period. Up to two schools may be requested on the application.

3. In the event that the number of applications exceeds the available capacity at a particular school, the District will conduct a random lottery.

4. The Research, Evaluation, Assessment and Accountability Department will conduct the random lottery with priority given to fifth and eighth-grade students who have applied for a transfer within the same feeder pattern of the school they are currently attending.

5. No additional staff will be hired to accommodate a transfer.

6. Students not chosen in the random lottery for their first-choice school will be placed on a waiting list based on the outcome of the first-choice lottery.

7. Students transferred pursuant to this section may be required to return to their home school if the student has attendance or behavior issues.

~~8. General Provisions:~~

~~9. For all school choice transfers, the following provisions apply:~~

~~10.~~8. Students who receive a school choice transfer may attend the school through the highest grade of the particular school prior to re-applying;

~~a. Transportation must be provided by the parent/guardian;~~

~~b.~~a. ~~If the student receives Special Education services, the school selected must have the Special Education services required by the current Individual Education Plan (IEP);~~

~~c.~~a. ~~Students granted a school choice transfer must maintain acceptable attendance, behavior, and grades as determined at the discretion of school administration;~~

~~d.~~a. ~~The parent/guardian is expected to maintain a cordial and cooperative working relationship with school personnel;~~

~~e.~~a. ~~Failure to comply with any provision of this paragraph shall authorize the principal to immediately withdraw such student; for students with disabilities, any such withdrawal shall be determined in compliance with state and federal law; and~~

~~f.~~a. ~~If the student transfers at the high school level, he/she must meet Georgia High School Association requirements to participate in competitive interscholastic activities.~~

~~11.~~9. Acceptance of a Sschool Cchoice Ttransfer:

a. Once a school choice transfer is approved, the parent/guardian must acknowledge acceptance of the transfer by the established deadline.

b. Failure to accept an approved transfer by the established deadline will result in the school choice transfer being nullified and forfeiting of the student's seat.

(1) A waiting list generated during the lottery process will be used to fill any available seats that are vacated.

(2) Any student so chosen from the waiting list will be notified prior to the start of the school year.

~~D.~~E. Hardship Transfers

Parents/guardians of students requesting a hardship transfer from the District school to which they are zoned must submit a hardship transfer application to the ~~Policy and Planning office~~Office of Student Affairs. A decision regarding the transfer request will be made by a hardship transfer committee, and all decisions are final. Parents/guardians should receive a response to the transfer request within thirty (30) days of receipt of the request.

1. Hardship transfers may be considered for the following reasons:

a. Legal – The student is subject to a court order that would prevent him/her from attending the school to which he/she is zoned to attend;

b. Medical – The student's physician, psychiatrist or physiologist should provide written documentation and specific medical reasons (physical and/or psychological) that would prohibit a student from attending the school to which he/she is zoned to attend; or

c. Other issues that would prohibit a student from attending the school to which he/she is zoned

to attend, to be evaluated at District discretion on a case-by-case basis.

2. Unique or undue hardships depend on individual family situations. The following situations are not considered an undue hardship: general peer conflict, discipline, attendance problems, and a general dissatisfaction with a particular school.

3. For all hHardship transfers, the following provisions apply:

   a. A student may receive only one hardship transfer during a school year; and

   b. Transfers are considered for individual students, not family groups.;

   ~~c. Transportation must be provided by the parent/guardian;If the student transfers at the high school level, he/she must meet Georgia High School Association requirements to participate in competitive interscholastic activities;Students granted hardship transfers must maintain acceptable attendance, behavior, and grades as determined at the discretion of school administration;The parent/guardian is expected to maintain a cordial and cooperative working relationship with school personnel;Failure to comply with any provision of this paragraph shall authorize the principal to immediately withdraw such student; for students with disabilities, any such withdrawal shall be determined in compliance with state and federal law; andIf false information is provided, or the circumstance under which a transfer was granted changes, transfers may be revoked.~~

~~E.~~F. Special Needs ~~Hardship~~ Scholarship Transfers

Special Needs Scholarship Transfers (also known as SB 10 transfers) from a resident public school to a participating private school or to another public school within the resident school district are available each year during a period established by the Georgia State Board of Education. Information regarding these transfers including procedures and qualifications will be posted on the District's wWebsite annually, prior to the beginning of the school year.

1. Private School Transfers~~Eligibility~~:

   ~~a.~~ A student with a disability may apply for a scholarship to an approved private school pursuant to SB 10 by applying directly to the State Department of Education.

   ~~b.~~ An application for such scholarship is available at www.doe.k12.ga.us.

   a.

~~c. Statewide Assessments:~~

2. ~~Students with disabilities who attend an approved private school pursuant to a scholarship obtained through SB 10 may elect to take statewide assessments as described in O.C.G.A. §20-2-281 through the State Department of Education.~~Public School Transfers:

   a. The public school to which a student is requesting a transfer must have available space and a program with the services agreed to in the student's existing IEP.

3. Students with disabilities who attend an approved private school or another resident public school pursuant to a scholarship obtained through SB 10 may elect to take statewide assessments as described in O.C.G.A. §20-2-281 through the State Department of Education.

G. 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 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.

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.

H. Transfer Student Records

See Regulation JRB-R(1) for information regarding Transfer Student Records.

III. WITHDRAWALS

A. Standard Withdrawal Procedures

A student may be withdrawn by a parent, ~~guardian, grandparen~~legal custodian, individual with executed power of attorney, or kinship caregiver ~~t, or other person~~ as provided in State Board of Education Rule 160-5-1-.28.

1. When a parent or other authorized person~~, guardian, grandparent, or other person~~ withdraws a student according to the District's policies and procedures, with documentation of proof of enrollment in a different school, other local education agency ("LEA"), private school or home study program, 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 shall be notified of the terms of the suspension or expulsion.

   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. The principal or designee shall make a reasonable attempt to share with the student and parent or guardian the information on the process of voluntary withdrawal of emancipated minors who are older than the age of compulsory attendance, pursuant to O.C.G.A. § 20-2-690.1 (f).

   c. If an individual attempts to withdraw a student that did not originally enroll the student, the District may require the individual to provide additional documentation supporting the individual's authority to withdraw the student.

2. When a parent, guardian, or other person does not withdraw a student from a current school according to D~~d~~istrict policies, the ~~d~~District ~~shall~~ will withdraw the student.~~:~~

3. ~~w~~With proof of enrollment in another school, other LEA, private school, or home study program, the date of withdrawal for a student ~~shall~~ will be the last school day of student attendance.

2.4. ~~w~~With no proof of enrollment in another school, other LEA, private school, or home study program, a student ~~shall~~ will be withdrawn from a school after 10 consecutive unexcused absences or when the LEA provides documentation validating the student no longer resides in the school's attendance zone.

a. The student withdrawal date ~~shall~~ will be the last day of attendance or the day the LEA obtains documentation validating the student no longer resides in the school's attendance zone.

b. In the absence of the documented proof, the withdrawal code ~~shall~~ will indicate that the student was removed for lack of attendance.

c. ~~Each~~ The superintendent or the superintendent's designee ~~shall~~ will notify the parent, guardian, or other person if the ~~district~~ District plans to withdraw such student. Such notification ~~shall~~ will be by certified mail, return receipt requested.

5. In the event that a student does not ~~for a period of 30 consecutive days~~ attend the public school in which he or she is enrolled or provisionally enrolled for a period of 30 consecutive days and:

a. The parent or guardian does not notify the school of such student's withdrawal from the school;

b. The parent or guardian does not notify the school of such student's enrollment or intent to enroll in a home study program or another school;

c. Such student is withdrawn from such school without a declaration of intent to utilize a home study program filed pursuant to O.C.G.A. 20-2-690(c); or

d. Such student is 16 years of age or older and stops attending such school without completing the conference required under O.C.G.A. 20-2-690.1, the school will:

i. Refer the matter to the Division of Family and Children Services of the Department of Human Services to conduct an assessment for the purpose of determining whether such withdrawal was to avoid educating such student; and

ii. Refer the matter to the RESA student affairs officer of the regional educational service agency in which such student resides for the purpose of determining whether such student has enrolled in a home study program or another school, and if such student has enrolled in another school, to determine whether such school has received such students education records from the student's previous school.

~~5.~~6. Nothing contained herein shall be construed to prohibit or limit a public school from making reasonable efforts at any time to determine the whereabouts of a student who is withdrawn from such school as provided in section 5 above.

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

A student withdrawing from the ~~School System~~District to enter a home study program, shall provide a declaration of intent form signed by the parent enrolling a child, which declares their decision to educate the student in a home study program.

IV. REQUIREMENTS FOR HOME STUDY PROGRAMS

Parents or guardians may teach their children at home in a home study program that meets ~~must meet~~ the following requirements as provided in O.C.G.A. § 20-2-690(c):

1. Parent or guardian must submit ~~files a declaration of intent to operate a home study program~~ within 30 days of the establishment of the home study program and by September 1 annually thereafter, a declaration of intent to utilize a home study program ~~by September 1 annually with~~ to the Department of Education. The Department of Education shall provide a copy of such declarations to the local school system ~~superintendent of the District~~ in which the home study program is located.

2. The declaration shall include the name(s) and age(s) of the student(s) enrolled in the home study program, the address where the home study program is located, the local school system in which the home study program is located, and a statement of the 12 month period that is to be considered the school year for that home study program.

3. Parents or guardians may teach only their own children or may employ a tutor. However, the parent, guardian or hired teacher must possess at least a high school diploma or GED diploma to teach such children.

4. The Program must provide~~s~~ a basic academic educational program equivalent to 180 school days of instruction including, but not limited to, reading language arts, mathematics, social studies, and science. Each school day shall consist of at least four and one-half school hours unless the child is physically unable to comply.

5. Attendance records for the home study program shall be kept and shall be submitted at the end of each month to the school superintendent of the local school district in which the home study program is located.

6. Students shall take an appropriate nationally standardized testing program 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.

7. The instructor shall write an annual progress assessment report of each student's academic progress and retain the reports in the home for 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.