Regulation JBCD-R(1): Transfer and Withdrawals

Status: ADOPTED

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Non-Permissive Transfers and Stay Puts

A. Georgia SB 10 Special Needs Scholarship
Under this legislation, parents of students served via an Individualized Education Plan or a Section 504 plan are given four options for student placement.

1. Parents may choose for their student to attend another public school within the resident school system that has available space and services specified in the student's Individualized Education Plan (IEP).
2. If eligible, parents are allowed to enroll in and transport the student to a public school outside the student's resident system that has available space and a program with services as specified in the IEP.
3. Parents may choose for their student to attend one of the state schools for the deaf and blind operated by the State Board, if appropriate for the student's needs.
4. Parents may request and receive from the State Department of Education a scholarship for the student to attend a participating private school as defined in the Act.

Parents seeking a transfer under one of these options should make their request during the Permissive School Choice window outlined in section 3 of this regulation.

B. Children of Employees
Students may attend the school at which a parent is employed as provided in Georgia law, provided sufficient space is available at the school. In addition, all employees of Barrow County Schools who work 20 hours or more per week on a regular basis may enroll their children in the Barrow County school of their choice using the process designated by the Superintendent. Additionally, employees of third-party service providers who serve more than 20 hours per week and on a regular basis in Barrow County schools may be made eligible for employee placement at the discretion of the Superintendent or their designee. The employee will be responsible for transporting their student(s) to and from a school that is not the student's home school. In the event a teacher resigns or is otherwise terminated during the school year, the ex-employee may appeal to the Superintendent or their designee to allow the student to finish the current ~~academic semester~~ school year.

C. Siblings of Special Education Students Served at a Non-Zoned School based on IEP Placement

When the district does not have services available at a student's zoned school as required by his or her Individualized Education Plan (IEP), applications to attend the school of service may be submitted for any siblings of the special needs student, even if that school is considered closed for the general population. This allowance shall only apply to students entering that school while the special needs student is attending. Siblings of special needs students must abide by all other requirements of this policy, including transportation requirements. Siblings of special needs students may not ride specialized transportation provided for IEP students. These requests should be made in writing to the Superintendent or their designee.

D. Completion of School Year

Students in grades K-11 whose family moves out of their school attendance zone on or after the mid-point of the fall academic semester may request to complete the ~~semester~~ school year in their current school. Permission must be granted by the principal of the current school, and the parental request would be submitted in writing to the principal. ~~In subsequent academic semesters, students must attend the school whose attendance zone they reside in, although parents can apply for a permissive school choice should they choose as per section 2 of this regulation.~~ Students beginning the academic year with sufficient credits to be classified as a senior may be allowed to complete the remainder of the school year with principal permission, so long as the student's residence remains within Barrow County. Requests for seniors to complete the academic year should be submitted in writing to the principal.

2. **Permissive School Choice**

On or before July 1 of each year, the Barrow County School System shall notify parents of schools having available space to accommodate transfers in grades Kindergarten – 12th Grade. Schools with available space shall be determined in advance utilizing procedures developed by the System. This decision will be made with consideration of many factors including school capacity, enrollment, and both past and expected growth trends in the area. Available space is defined as permanent classroom space and does not include portable classroom space. Schools are not required to create space by using existing portable classrooms or locating additional portable classrooms on the school's property. The application window will be open for a minimum of 15 business days. After the close of the application window, the number of applications to accept in each grade, classroom, and program will be made based upon the net effect of applications received, individual needs of students, and feasibility of staffing changes to accommodate requests.

~~1. KINDERGARTEN STUDENTS~~

~~The District may limit pre-approvals for Kindergarten students until after the start of the upcoming school year. This limitation may be necessary due to the uncertainty of Kindergarten enrollment numbers until after the beginning of the school year.~~

2. SPECIAL EDUCATION & SECTION 504 STUDENTS

   If a parent requests a transfer to a school that does not have the services required by the current Individualized Education Plan (IEP), or accommodations not available to a student on a Section 504 plan, the school is not required to develop those services as long as they are available within the local school district. In both instances, the school must still meet requirements of least restrictive environment within their own services offered.

3. SCHEDULING OF COURSES

   Principals shall not be required to create courses in order to meet the needs or preferences of students transferring under this policy. Furthermore, principals are only required to begin scheduling those transferring under this policy after approvals are processed. Any classes already filled by current students may no longer be available to those transferring pursuant to *Permissive School Choice*.

4. ATHLETICS AND OTHER EXTRACURRICULAR ACTIVITIES

   The Georgia High School Association (GHSA) governs eligibility for participation in extracurricular activities at the high school level. Parents are responsible for knowing the eligibility policies regarding their child(ren) if a transfer is approved. Those students applying for *Permissive School Choice* may not participate in athletic tryouts or practices and may not apply to participate in extracurricular activities at the requested school prior to receiving their decision letter regarding approval or denial. This may limit a student's ability to participate in some athletic and extracurricular activities with early Spring tryouts or application periods.

3. **Submission of Permissive School Choice Applications**

   1. PRE-REGISTRATION REQUIREMENT

      Any student who will be transferring from a school outside of the Barrow County School System or will be attending school for the first time must be fully registered for the upcoming year at the appropriate school in their attendance zone in accordance with policy JBC School Admissions prior to the close of the *Permissive School Choice* application acceptance window. A current proof of residency shall be required, except as exempted by law in the case of families pre-registering with military orders or those qualifying as homeless under the McKinney-Vento act.

   2. PARENT/GUARDIAN REQUESTING TRANSFER

      Applications shall only be accepted if signed by the parent initially registering the child for school or the other biological or legal guardian residing in the same household. Parent/guardians living at secondary addresses shall not be authorized to submit *Permissive School Choice* transfer requests.

   3. CURRENT ADDRESS

      For students already registered in a Barrow County school, if the primary physical address listed on the *Permissive School Choice* application does not match the primary physical address in the student information system, an updated proof of residency shall be required prior to the close of the *Permissive School Choice* acceptance window. Applications found to have false information will be voided.

   4. SUBMISSION OF APPLICATION

      Applications shall be submitted via electronic form that will be provided to parents as part of communication about schools with available space prior to the transfer window opening.

   5. PRIORITIZATION OF APPLICATIONS

      In the event a particular school has available space and the number of transfer requests exceeds the remaining available capacity, the system will conduct a random lottery that provides each interested student with an equal chance to be admitted.

6. NOTIFICATION OF ACCEPTANCE STATUS

   Within three (3) weeks of the close of a Permissive School Choice window, letters will be mailed informing all applicants of the approval status. Any student approved for transfer will automatically be added to the roll of the new school. Any parents wishing to withdraw their application must notify the new school immediately of this intention.

7. YEAR-TO-YEAR ROLL UP OF PERMISSIVE SCHOOL CHOICE STUDENTS

   Once approved to attend a non-zoned school under the provisions of this policy, a student will automatically roll-up to the approved school through the highest grade offered, subject to the attendance requirements contained within this policy. Once a student completes all grades at a particular school, the student will automatically roll up to the next school associated with the primary household address. If attendance at a different school with available space is desired, a new *Permissive School Choice* will be required.

   Parents opting to return to their zoned school after being approved to attend a non-zoned school under this policy must inform the school of this decision as soon as possible so that records may be transferred.

8. BUS TRANSPORTATION

   Parents must provide transportation to school for all students approved under any area of this regulation and policy JBCD unless already provided by an Individualized Education Plan (IEP) or a Section 504 plan.

SCHOOL ATTENDANCE & DISCIPLINE

Attendance at a non-zoned school is a privilege that carries the parental responsibility for ensuring that students are transported to and from school in accordance with daily start and end times and that students comport with behavioral expectations. The Principal of the receiving school may request the Superintendent or their designee to revoke the *Permissive School Choice* transfer of any student for excessive disciplinary or attendance actions. Decisions by the Superintendent, or their designee, to revoke a transfer shall be final and not subject to appeal