

# Pupil Assignment, Reassignment or Transfer

Board Policy: A-4  
Adopted: February 10, 1992  
Revised: April 9, 2012

## 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 county or city 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 meet 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 have 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 an annual 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. The request must specify one of the following reasons why reassignment is sought. Parents are responsible for transportation if request is approved. This request must be submitted on an annual basis. Out of district students with excessive tardies, excessive absences, or frequent discipline incidents may be transferred back to their home school.

#### 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/children and child care arrangements.

3. Personal Problems

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

4. Clyde School District

All students living in or moving into the Clyde school district will be required to attend Canton Middle School and Pisgah High School. If a student exiting Clyde Elementary School has an older sibling attending Waynesville Middle School or Tuscola High School are required to submit a pupil reassignment request for Waynesville Middle School.

5. Title I School Choice

Students enrolled or who will enroll in a Title I school that has not met “adequate yearly progress” (AYP) for the last two consecutive years, under the federal *No Child Left Behind Act*, may transfer to an eligible transfer school. Eligible transfer schools will be those that meet the criteria to receive transfer students. The following procedures will govern the transfer of students under this section.

- a. Parents/Guardians will be notified that the Title I school their child attends is identified for school improvement and their child has an opportunity to transfer to an eligible transfer school.
- b. The notification will identify those schools that are available for choice transfers, describe the process for parents to request transfers, include a request for transfer form, identify the deadline for requesting the transfer and the deadline for accepting the transfer option.
- c. The school system will provide transportation for students who accept school improvement choice transfers for as long as the original school is identified for Title I school improvement.
- d. Students who transfer to an eligible transfer school will be permitted to remain in the choice school until he/she has completed the highest grade in the school. The transfer assignment is for a one-year period and a request to continue membership must be submitted on an annual basis. Students can return to the original school at the beginning of the next school year but will not be allowed to return during the school year.
- e. Schools that receive transfer students must ensure that students are enrolled in classes and other activities in the school in the same manner as all other students in the school. However, any policies or rules (such as Middle or High School Athletic Association rules) that restrict the activities for other transfer students will also apply to school choice transfer students.

E. Procedure for Appealing Disapproval of Assignment Request

1. If the application for reassignment is disapproved, the parent will receive notice by registered or certified mail.
2. Within five days of receiving the notice of the disapproval, 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.
4. 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.
5. 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.

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