

STUDENT TRANSFERS WITHIN PITT COUNTY SCHOOLS

I. ATTENDANCE ZONES

All students shall attend school within their regularly defined attendance zones whether entering school for the first time or presently enrolled. Under certain conditions, students may be reassigned to a school within the system other than the one to which they were originally assigned. Some of these conditions are:

A. Change of Domicile

A student may be reassigned if his/her domicile (parent's or court-ordered custodian/guardian's primary and permanent residence) is changed and if this change results in their living in another school attendance area. Students have the option of attending the school to which originally assigned or attending the school serving the area in which the new domicile is established. If students elect to remain at the original school, they may be allowed to do so for the current school year only.

B. Curriculum

All Pitt County schools serving students in grades K-8 provide the same basic instructional components as outlined within the North Carolina Standard Course of Study. Therefore, access to instructional opportunities for students in grades K-8 should not be a basis for transfer. Any unique situations would be reviewed on a case-by-case basis.

High school students may request a transfer and be reassigned if they need a particular course or program of study that is not offered within their assigned school either face to face or online to which they are assigned, provided they have met all prerequisites for the course or program and provided the course or program has not reached its enrollment capacity. The approval of such a course or program shall be made only after each of the options outlined below has been assessed at the regularly assigned school.

- Course availability through virtual learning
- Early bird or late classes
- Option to attend for a single period at a neighboring school offering the course

The Board of Education will not consider a transfer request based on the perception that the quality of one school's program is different from the quality of another.

C. Administrative Transfer

Students may be transferred administratively because of undue hardship when it is established that such a transfer is in the best interest of both the student and the affected schools. Transfer applications due to "hardship" and/or "unusual circumstances" must be submitted between April 1 and July 1 of each year. Late

transfer applications (those submitted after July 1) will be considered only if extenuating circumstances exist. (see II. PROCEDURE FOR REQUESTING A TRANSFER)

D. Siblings of Students in the assigned to district Exceptional Children's Program
Siblings of Students in the assigned to a district Exceptional Children's Program are allowed to transfer if they have a brother or sister now in the Exceptional Children's Program at the school to which they wish to transfer (and otherwise meet the school's academic requirements). They may continue to attend that school as long as their brother or sister is in the Exceptional Children's Program at that school.

E. Students of Employees

Full-time employees of Pitt County Schools may elect to have their children attend school in the school attendance area in which they work as long as the requirements listed in Procedure 10.111 are met.

F. Court-Ordered Change in Custody or Court-Ordered Guardianship

Students may be transferred when there has been a court-ordered change of custody or a court-ordered guardianship and the student permanently resides with the court-ordered custodian or guardian in a different attendance area. Changes in custody or appointment of guardians must not be for the purpose of enrolling the student in a different school. *

G. Written Custodial Agreements for Certain Hardship Situations

Students may be transferred when, due to one of the hardship situations listed below, they have moved full-time into the home of a custodian under a written custodial agreement, and the custodian lives in another attendance area.

- a) There has been an occurrence of child abuse or neglect and that occurrence has been documented either through court proceedings or the Department of Social Services.
- b) The parent becomes physically or mentally unable to care for the child and the disability is documented by a licensed, practicing physician.
- c) The home of the natural parent has been destroyed through a natural disaster.

*NOTE: In an opinion by the Attorney General to C. Wade Mobley, Superintendent, Rowan County Schools, the term "guardian" was concluded to mean a guardian appointed for a minor in accordance with the provisions and limitations contained in that part of Chapter 35A of the General Statutes which governs the appointment of guardians in connection with adjudications of incompetency (N.C.G.S. 35A-1101 and following). That opinion also stated that "where either parent is living and capable of caring for a child, a guardian, absent unusual circumstances, may not be appointed for the purpose of conferring a right upon a child to attend a school system where the parent is not domiciled."

H. Transfers under the No Child Left Behind Legislation

1. Adequate Yearly Progress

If a Title I School does not make Adequate Yearly Progress (AYP) as defined by the State Board of Education for two or more consecutive years, students attending that Title I School shall be allowed to transfer to another school that is (1) not identified for Title I School Improvement or Restructuring and (2) has not been identified by the State Board of Education as “persistently dangerous.” The Superintendent or his/her designee will determine which is the appropriate school for students to attend, and the transfers will last until the Title I School is no longer identified for Improvement or Restructuring.

2. Persistently Dangerous School

If a school has been identified by the State Board of Education as “persistently dangerous,” students shall be allowed to transfer to another school in the system that is not so designated. Requests for reassignment shall be made in writing within 30 days of the determination that a school is “persistently dangerous,” or within 30 days of assignment to the school. The Superintendent or his/her designee will determine which is the appropriate school for students to attend.

3. Student Victims of Violent Crime on Campus

Any student who, in or on the grounds of the school which the student attends, is the victim of a violent criminal offense as defined in the North Carolina School Crime and Violence Report, shall be allowed to transfer to a different school, and to one that is not labeled “persistently dangerous,” provided the student requests the transfer in writing within 30 days of the violent criminal offense. The Superintendent or his/her designee will determine which is the appropriate school for the student to attend.

II. PROCEDURE FOR REQUESTING A TRANSFER

The following steps shall be taken if a parent/guardian wishes to transfer a student to a school other than the assigned school.

1. A request must be initiated by the parent/guardian of the student involved by discussing the case with the principal of the school in which the student is presently enrolled and by completing Form No. TR-85 obtained from the principal or from the Central Office (see Exhibit 10.111).
2. Transfer applications due to “hardship” and/or “unusual circumstances” must be submitted between April 1 and July 1 of each year. Students who apply for transfer between April 1 and July 1 shall be notified of a decision on or before August 1. Late transfer applications (those submitted after July 1) will be considered only if extenuating circumstances exist. Such circumstances include an unanticipated and significant change in the student's status occurring after July 1 or other

circumstances outside of the parent's/guardian's control that prevented them from meeting the application deadline. (Being unaware of the deadline is not considered an extenuating circumstance)

3. Parents are required to document thoroughly and completely in writing, any and all reasons that might constitute "hardship" or "unusual circumstances" which the staff, the Superintendent, or ultimately the Board of Education, might consider.
4. The completed form must be delivered to the Office of Superintendent of Pitt County Schools. Appeal forms will be reviewed and the Superintendent will make a determination as to the adequacy of the documentation provided. The parents/guardians will be contacted if additional information is requested.
5. Each request will be evaluated by the Superintendent or his designee, the principal of the school the student presently attends, and the principal of the school the student desires to attend. A written response to the request will be made by the Superintendent or his/her designee. If the request is denied, notice will be sent to the applicant by certified mail.
6. If the parent/guardian wants to appeal a denial of transfer to the Board of Education, he/she may within five days after receipt of the denial notice apply to the board for a hearing. Such application shall require turning in a completed appeal form that shall be sent with the denial. A panel of the Board will be convened to hear the parent/guardian's appeal. The panel of the Board will make a recommendation to the whole Board, who will vote on that recommendation in closed session. Notice of the Board's decision will be sent to the applicant by certified mail.

III. BUS TRANSPORTATION

No school bus transportation will be provided to students not attending school in the district in which they live. In certain circumstances where bus stops are necessary at public schools and where space is available on the bus, the Superintendent may allow children of employees to ride the bus to the feeder school. (Exception: Special Education Students)

IV. DURATION OF TRANSFER

All approved high school transfers related to curriculum will be for the current school year only unless otherwise stated. Other approved kindergarten through twelfth grade transfers will be for the exit grade unless otherwise stated.

Last Revision/Adoption: April 2, 2007, March 17, 2008, June 23, 2008, & August 1, 2011

Legal References: G.S. 115C-366

Cross References: Policy 10.113 (Open Enrollment Policy)