

TRANSFERS AND WITHDRAWALS OF STUDENTS

(Policies stated herein apply to transfers of students from accredited schools. See Board Policy JBAB and JBB for transfers from non-accredited schools.)

NO CHILD LEFT BEHIND ACT

Students who attend a district school identified for improvement, corrective action, or restructuring under the No Child Left Behind Act of 2001 may, as required by law, transfer to another public school in the district which has not been identified for improvement or as persistently dangerous.

Additionally, students who attend a district school identified as persistently dangerous, or who are victims of a violent criminal offense occurring in or on the grounds of the school the student attends, may transfer to a safe public school in the district that has not been identified as in need of improvement.

The Hinds County School Board recognizes there may be circumstances that arise under the No Child Left Behind Act of 2001, when it is necessary to release a student who resides within the boundaries of the district to attend school in another district that agrees to accept the student. *No other interdistrict transfer of resident students will be permitted.* The superintendent will develop administrative regulations, as necessary, to implement these requirements under the No Child Left Behind Act.

Transfer of Non-Resident Students:

Any full-time employee (as defined by having PERS retirement benefits taken out of pay) of the Hinds County School District or a Hinds Community College facility located in Hinds County School District attendance zone may have the privilege of enrolling his/her child within the attendance zone in which he/she is currently employed. These full-time employees must make application for such transfers on a yearly basis and provide all normal enrollment documentation with the exception of residency. A Request for Student Transfer (Form JBCD-F) must be obtained from the Office of the Superintendent, completed, and returned to the superintendent no later than two weeks prior to the opening of the school year.

All employees of contracted services whose children enrolled prior to July 1, 2006, will continue to receive services by the Hinds County School District until such time as the student graduates or the parent is no longer employed by the service. After July 1, 2006, the Hinds County School District will no longer enroll children of employees who do not live in the school district and are employed by a contracted service. Such full-time employees must, on a yearly basis, secure a Request for Student Transfer Form (JBCD-F) from the Superintendent's Office. This form must be completed and returned no later than two weeks prior to the beginning of the school year. For the purposes of this policy, a full-time employee shall be one who actively contributes and participates in the state Public Employees' Retirement System (PERS).

When such students are transferred into the Hinds County School District, this district shall notify in writing the school district from which the pupil or pupils are transferring, and the school board of the transferring school district shall spread the same upon its minutes.

Legal Transfers of Other Students:

The transfer of students to the Hinds County School District from another school district shall be by the mutual consent of the school boards concerned and said consent shall be given in writing and spread upon the minutes of such boards.

Parents must complete Form JBCD-F (Request for Student Transfer), available from the superintendent's office, for admission of student(s). The superintendent through the authority of the Board of Education will approve or deny the request.

The Hinds County School District assumes no obligation nor do transfer students who live outside of the attendance zones/district zones where their parents are employed have any right to transportation provided by the Hinds County School District; however, the transfer students will be allowed the privilege of using Hinds County School District transportation to and from school provided

- space is available;
- current pick up/drop off points are already established;
- the bus does not cross attendance zones or Hinds County School District zones;
- and no additional circumstances or accommodations are required.

Any transfer student who is found using Hinds County School District Transportation outside the guidelines stated will forfeit the transfer status. These guidelines do not apply to students on school-sponsored activities (field trips, athletic contests, etc.) or to transportation provided to the Career Center, RESTART Center, etc.

Withdrawals:

If a student withdraws from the Hinds County School District to move outside this district, the principal of the school from which the student is withdrawing should be notified in advance as soon as practicable. The last day of attendance by the student shall be considered the date of withdrawal. The student's cumulative record (Form 1 only) shall be forwarded to the school to which the student is transferring, upon written request by that school. The form should be checked and brought up to date before being forwarded to the other school. Form 2 of the permanent record shall remain in the files of the school from which the student is withdrawing.

If a student is transferring from one Hinds County District School to another, the entire cumulative record is forwarded. If the school to which the student is transferring is out of the state of Mississippi, a duplicate of Form 2 shall be forwarded to said school.

The Hinds County School District will grant parents access to their child(ren)'s records in accordance with the Family Rights and Privacy Act.

SAFE PUBLIC SCHOOL CHOICE TRANSFER REQUESTS

In the event a district school is identified by the Mississippi Department of Education (MDE) as persistently dangerous or a student has been a victim of a violent criminal offense while in or on the grounds of a school the student attends, a transfer to meet the safe public school choice requirements of NCLBA will be provided, subject to the following:

1. The district will provide notification to parents of all students attending a school identified as persistently dangerous of their student's right to transfer. The notice will:
 - a. Be in writing, provided within [10] school days from the time the district becomes aware that the school has been identified by MDE as persistently dangerous or from the time a parent or student has notified the district that the student has been the victim of a violent criminal offense as defined by MDE;
 - b. Inform parents that their student is eligible to attend another public school in the district due to the identification of the school as persistently dangerous, or inform the parent of a student who has been the victim of a violent criminal offense, as defined by MDE, while in or on the grounds of a school the student attends, that their student is eligible to attend another public school in the district;
 - c. Identify each public school in the district, including public charter schools, that the parent may select;
 - d. Explain why the choices made available may have been limited including, as applicable, that no choices are currently available; and
 - e. Describe the performance and quality of those schools of choice. Parents may request more detailed information and may ask to see a school's academic report card.
2. The transfer will be to a safe district school and to the extent possible, to a district school that is making adequate yearly progress and that has not been identified as in need of improvement, corrective action, or restructuring;
3. Requests to transfer must be in writing (standard mail, fax or E-mail) and submitted to the school office for consideration generally no later than 20 school days from the district notice. The district will confirm requests;
4. The district will consider the education needs and preferences of the student and parent. Parents may decline the assigned school;
5. Approved transfers will generally occur within 30 school days from the time the district learns that the school has been identified as persistently dangerous. A student who has been the victim of a violent criminal offense will be transferred as soon as practicable;
6. Transfers may be temporary or permanent but will minimally be in effect as long as the student's original school is identified as persistently dangerous. Transfers for a student who has been the victim of a violent criminal offense will remain in effect until such time as may be appropriate, based on the safety and welfare of the student. The district will consider the educational needs of all transfer students as well as other factors affecting the student's ability to succeed if returned to the transferring school;
7. The district may provide transportation using federal funds or through cooperative agreements with local victims assistance units.

In the event a district school is identified by MDE as persistently dangerous, or a student has been a victim of a violent criminal offense while in or on the grounds of a school the student attends and there is not another school in the district for the student to transfer to, the district may develop an agreement with a neighboring district to accept transfer students. The development of such agreements is at the discretion of the district. Transfer approval will be in accordance with established Board policy and administrative regulation.

CROSS REF.: Policy JBAB - Home Schooling /Transfer Student Testing
JBCD-F - Request for Transfer Form