

CASWELL COUNTY SCHOOLS BOARD OF EDUCATION POLICY	<u>STUDENTS</u> Admission, Assignment, Reassignment, and Transfer of Students to Schools	410
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I. GENERAL

- A. Persons under the age of twenty-one (21) years who are domiciled in the Caswell County Public Schools Administrative Unit who have not been removed from school for cause or who have not obtained a high school diploma are eligible for enrollment in one of the schools operated by the Caswell County Board of Public Education. Caswell County Public Schools will not accept students under suspension from any other school, public or private.
- B. Students in the Caswell County Public Schools Administrative Unit shall attend school in the district or attendance zone in which the student's parent(s) or legal guardian(s) are domiciled, unless otherwise assigned by the Caswell County Board of Public Education.
- C. "Domicile" means one's permanent home as distinguished from a temporary, although actual, established place of residence. The domicile of a child of separated or divorced parents shall be the domicile of the parent with custody ~~of~~ or the domicile of the parent with whom the child lives.
- D. "Residence" means an established place of residence of a student or the student's parent(s) or legal guardian(s) which is temporary, secondary, or otherwise not the permanent home of the student, parent(s), or guardian(s).
- E. Exceptions to the domicile requirement are: (1) Students living in or cared for and supported by an institution established, operated or incorporated for the purpose of rearing and caring for children; (2) Children of a homeless individual; (3) Homeless children; (4) Children whose parent(s) or guardian(s) are serving in the North Carolina General Assembly, children whose parent(s) or guardian(s) are students, employees, or faculty members of certain colleges or universities as described in North Carolina General Statutes 115C-366.2; and, (5) Under certain conditions, students residing with an adult who is domiciled in the Caswell County Public Schools Administrative Unit as a result of certain disasters or catastrophic circumstances, such as the death, serious illness, or incarceration of the parent(s) or guardian(s), all of which are more specifically defined in North Carolina General Statutes 115C-336.

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- F. (1) A child who lives with his or her adult natural guardian(s) domiciled in the Caswell County Public Schools Administrative Unit (such as a grandparent); (2) A child over the age of sixteen (16) years of age who has been emancipated by court order who has established domicile in the Caswell

County Public Schools Administrative Unit; and, (3) A person over the age of eighteen (18) years of age who has established domicile in the Caswell County Public Schools Administrative Unit may be admitted to attend schools operated by the Caswell County Board of Public Education. The domicile of married students, regardless of age, shall be the permanent home of the legally married husband and wife.

II. ADMISSION/ ASSIGNMENT/ REASSIGNMENT (TRANSFER) INTO A SCHOOL WITHIN THE CASWELL COUNTY PUBLIC SCHOOLS ADMINISTRATIVE UNIT FROM A SCHOOL WITHIN ANOTHER ADMINISTRATIVE UNIT

A child of any permanent full-time Caswell County Public Schools employee will be allowed to attend school out-of-county and tuition-free in the attendance zone where the parent is employed; however, the Superintendent may deny transfer for employees' children to any school because of overcrowding. An employee who serves in an itinerant capacity will be allowed to have his or her child enrolled in the school or attendance zone where the employee spends the majority of his or her time, if space is available. Approval must be granted by the Caswell County Board of Public Education.

The Superintendent or his designee, upon recommendation of the Principal of the school to which the student is admitted, is authorized to revoke the admission of any student under the provisions of this article if the Principal determines that such revocation is appropriate because of disciplinary infractions, attendance difficulties, academic performance or the falsification of records, affidavits, and applications.

Acceptance is for the year in which application is made, and the applications must be approved annually.

III. ADMISSION/ ASSIGNMENT/ REASSIGNMENT (TRANSFER) FROM A SCHOOL WITHIN THE CASWELL COUNTY PUBLIC SCHOOLS

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ADMINISTRATIVE UNIT INTO A SCHOOL WITHIN ANOTHER ADMINISTRATIVE UNIT

A parent/legal guardian/legal custodian, married student, legally emancipated student or a student eighteen (18) years of age or older may request a transfer from the Caswell County Public Schools Administrative Unit into a school within another North Carolina School Administrative Unit. Decisions regarding whether to grant transfers from the Caswell County Public Schools Administrative Unit to another Administrative Unit shall be made under the policies of the Administrative Unit to which the student desires to attend.

Approval must be granted by the Caswell County Board of Public Education for all students in this category.

The Superintendent's office shall require written confirmation that the released student has been accepted for enrollment by the receiving School Administrative Unit.

Any transfer is for one school year or the remainder of a school year, and additional applications to continue the transfer shall be completed annually.

IV. ASSIGNMENT/REASSIGNMENT (TRANSFER) BETWEEN SCHOOLS WITHIN THE CASWELL COUNTY PUBLIC SCHOOLS ADMINISTRATIVE UNIT

A parent/legal guardian/legal custodian, married student, legally emancipated student or a student eighteen (18) years of age or older may request a transfer to any other Caswell County Public School other than the school they are assigned to based on the domicile of the parent/legal guardian/legal custodian, married student, legally emancipated student or student eighteen (18) years of age or older.

The Superintendent or his designee, upon recommendation of the Principal of the school to which the student is transferred, is authorized to revoke the transfer of any student under the provisions of this article if the Principal determines that such revocation is appropriate because of disciplinary infractions, attendance difficulties, academic performance, or the falsification of records, applications for transfer, or affidavits.

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V. STANDARDS FOR ASSIGNMENT/REASSIGNMENT (TRANSFER) REQUESTS BETWEEN SCHOOLS WITHIN THE CASWELL COUNTY PUBLIC SCHOOLS ADMINISTRATIVE UNIT

This policy is devised to provide sufficient time for decision-making in regard to placement of teaching staff within each school. The purpose of this policy is not to restrict student transfers except where space is not available or where it would be detrimental to students who are already enrolled at a respective school. Addressing class size in respect to currently enrolled students and consideration of assignment/reassignment (transfer) requests is a significant task. For purposes of these decisions, a class will be considered full when membership in that class reaches or exceeds the state recommended class size. The final decision to accept or deny a transfer request resides with the Caswell County Board of Public Education.

If the parent/legal guardian/legal custodian changes domicile after a student has begun the twelfth grade, the student, upon application, may stay and complete high school in that school.

Students may return to the school in which they are domiciled, from a school to which they have been approved to attend by the transfer process, without either application or fee. They would only need to present themselves to their domiciled school with proof of residency. However, this return to a student's domiciled school can only be accomplished at the end of a grading period.

If the parent/legal guardian/legal custodian changes domicile after the student has begun a school year, they may file a transfer application to stay at that school and, if approved by the Board, may remain at that school until the end of that current year. Consideration to stay beyond that current year will be governed by the decision of the Caswell County Board of Public Education. If, however, the parent/legal guardian/legal custodian does not file a transfer application to remain at that school, or the Principal denies a filed transfer application, the student will either change schools to their domiciled school immediately or at the end of the current semester, as determined by the Superintendent or his designee.

The Superintendent or his designee, upon recommendation of the Principal of the school to which the student is transferred, is authorized to revoke the transfer of any student if the Principal determines that such revocation is appropriate

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because of disciplinary infractions, attendance difficulties, academic performance, the falsification of records, or the falsification of the application for transfer documents.

The Superintendent or his designee shall also have the authority to rescind transfers and to alter required transfer dates in cases of school consolidation, closing, reorganization, redistricting, and changes in attendance zones.

VI. ADMINISTRATIVE PROCEDURES

The Superintendent is authorized to disseminate procedures for implementing this policy and amend those procedures from time to time. Procedures issued by the Superintendent shall be a part of this policy's appendices without further action of the Board of Public Education and shall be filed in the official Policy Manual of the Board.

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APPENDIX A

**AN ADMINISTRATIVE PROCEDURE
FOR
ASSIGNMENT/REASSIGNMENT (TRANSFER) REQUESTS BETWEEN
INDIVIDUAL SCHOOLS WITHIN THE
CASWELL COUNTY PUBLIC SCHOOLS ADMINISTRATIVE UNIT**

- I. Complete written application for transfer on a standard application form provided by the Caswell County Board of Public Education.
- II. If a request for reassignment is granted, the parent/legal guardian/legal custodian shall be responsible for transportation of the student.
- III. If the request is granted, the approval will be valid as long as the student remains in the approved school.
- IV. The Superintendent or his designee will inform the applicant by mail if the individual is denied a transfer or if the approved transfer is rescinded.

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APPENDIX B

**AN ADMINISTRATIVE PROCEDURE
FOR
ASSIGNMENT/REASSIGNMENT (TRANSFER) REQUESTS
FOR ACCEPTANCE INTO A SCHOOL WITH
THE CASWELL COUNTY PUBLIC SCHOOLS
ADMINISTRATIVE UNIT FROM A SCHOOL WITHIN ANOTHER
ADMINISTRATIVE UNIT**

- I. Presentation of an annual written release from the domiciled School District. Note: Providing a release from the domicile School Administrative Unit does not mean acceptance into the Caswell County Public Schools Administrative Unit.
- II. All applications must be approved by the Caswell County Board of Public Education.
- III. If the transfer request is granted, the parent/legal guardian/legal custodian shall be responsible for transportation of the students.
- IV. Out-of-County Tuition: If a student who is domiciled outside of the Caswell County Public Schools Administrative Unit is approved to attend school within the Caswell County Public Schools Administrative Unit, the student shall be required to pay an annual out-of-county tuition equal to the local current expense appropriation from the Caswell County Board of Commissioners for the previous school year. Fifty percent (50%) of the annual out-of-county tuition can be paid at the beginning of each semester. The annual tuition check is to be made out to Caswell County Public Schools. Any transfer of a handicapped student must be accompanied by payment and a written contract from the releasing Administrative Unit to cover the actual cost of education.
- V. If the annual transfer request is denied, the Superintendent or his designee shall notify the parent/legal guardian/legal custodian of the decision by mail.