

# Hamblen County Board of Education

Monitoring: <b>Review: Annually, in April</b>	Descriptor Term: <b>Student Assignments</b>	Descriptor Code: <b>6.205</b>	Issued Date: <b>06/12/18</b>
		Rescinds: <b>6.205</b>	Issued: <b>11/10/15</b>

## 1 ASSIGNMENT TO SCHOOLS

2 Students are expected to attend the school to which they are assigned by virtue of their residence.<sup>1</sup>  
3 Students shall enroll in the school of appropriate grade in their school zone, and shall be provided  
4 transportation if the distance is one and one-half miles or more, without respect to race, color, or national  
5 origin. However, parents residing in Hamblen County may elect to enroll their children in any school in  
6 Hamblen County provided the parent provides transportation to and from that school, and provided that  
7 such choice of school does not cause overcrowding.<sup>2</sup> For purposes of out-of-zone student enrollment, a  
8 full classroom is defined as a classroom that has an enrollment of eighty-five percent (85%) of the  
9 acceptable pupil-teacher ratio as established by the Tennessee Department of Education for each grade  
10 level. Any exception to this policy requires a waiver by the director of schools.

11 High school students may attend school out of their transportation zone only one time in the attendance  
12 years for that particular school. (No student may transfer back and forth more than one time during high  
13 school attendance.) High school students who wish to attend school out of the zone of residence must  
14 submit their request by May 15 of the preceding school year (Exhibit 1). New resident high school  
15 students must submit their request by the first day of school. School board policy 4.301 speaks to the  
16 issue of high school sports participation by out-of-zone students.

17 No student whose custodial parent or legal guardian resides outside of Hamblen County shall be  
18 permitted to enroll in Hamblen County Schools. An exception to this policy includes those students who  
19 were enrolled in a Hamblen County school in Grades 6-12 and their siblings who were enrolled as of the  
20 last day of the 1996-97 school year. Out-of-county students meeting the guidelines above who attend  
21 Hamblen County high schools are zoned for attendance as follows: Grainger County, Hawkins County,  
22 and Greene County - East High; Jefferson County and Cocke County - West High. Students who move  
23 out of county during the school year may complete the grading period (nine weeks) in Hamblen County  
24 before transferring to the receiving school district.

25 The following guidelines shall apply in regard to enrollment of out-of-zone students in Grades K-8:

- 26 1. It shall be the responsibility of each building principal to annually establish and maintain an  
27 accurate file of currently enrolled out-of-zone students for each grade level. Each entry shall  
28 contain the specific date and time of request to enroll, child's name, parent's signature, and date  
29 of enrollment (Exhibit 2).
- 30 2. Annually, between 8:00 a.m. and 4:00 p.m. during the first five (5) school days following  
31 winter break, parents of currently enrolled out-of-zone students or their siblings may request a  
32 space for their child for the upcoming school year by personally signing the out-of-zone request  
33

1 list (Exhibit 3). Failure to sign up during the first week shall result in loss of priority status.

- 2
- 3 3. After the first five (5) days following winter break, parents of other students may request a
- 4 space for their out-of-zone children for the upcoming school year by personally signing the out-
- 5 of zone request list.
- 6
- 7 4. If space is available and if a principal chooses to accept out-of-zone students, enrollment shall
- 8 take place according to the following priority:
- 9
- 10 a. Currently enrolled students who have been rezoned to another school zone shall have
- 11 first priority for the first year of that rezoning. In subsequent years, these parents must
- 12 request a space for their child according to #2 above.
- 13
- 14 b. Currently enrolled out-of-zone students (see # 2) shall have second priority.
- 15
- 16 c. Siblings of currently enrolled out-of zone students (see # 2) shall have third priority.
- 17
- 18 d. New requests (see #3) shall have fourth priority.

19 In all cases, residential students shall have preference over students who reside out-of-zone. In

20 accordance with TCA 49-6-3113, teachers' children shall be considered residential students at the school

21 where the parent teaches. The out-of-county child of a Hamblen County K-12 teacher shall attend the

22 school of the teacher assignment when applicable. When a teacher's child in grades K-8 attends a school

23 with a grade span different from the teacher's assignment, the student shall be considered an out-of-zone

24 student and shall be enrolled on a space-available basis. In the case of a K-8 teacher's high school child,

25 the student shall attend the appropriate high school as outlined on page one paragraph three. In the case

26 of a 9-12 teacher's high school child, the student shall attend the appropriate high school as outlined on

27 page one paragraph three. (Exception: If a 9-12 teacher has been employed full-time for a minimum of

28 27 months at the same high school, that teacher's high school child may attend and participate in

29 extracurricular activities at the teacher's assigned school.) Students affected by this policy shall be

30 eligible to participate in all extracurricular activities. In the event of an overcrowded condition, the last

31 out-of-zone student enrolled in the affected class or grade level shall be the first student transferred out.

## 32 **ASSIGNMENT TO CLASSES**

33 Assignment to classes is the duty of the principal and shall be made on an individual basis. Students

34 who enter Hamblen County Schools from another system are to be placed by the principal in the grade

35 and/or level as indicated by records from the former school. In the event the student's placement is

36 inappropriate in the grade or level assigned, the student may be re-assigned by the principal to another

37 grade level. Parents shall be notified and a conference provided before the reassignment.

38 The principal shall separate an alleged victim of child sexual abuse from an alleged perpetrator if the

39 abuse allegedly occurred while the child was under the supervision or care of the school. If available and

40 appropriate, a child shall be reassigned if a request is made by the child's parent or custodian and the

41 perpetrator has been: (1) substantiated by the department of children's services; (2) adjudicated by a

42 juvenile court to have committed the child sexual abuse; or (3) criminally charged.<sup>3</sup>

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Legal References

1. TCA 49-6-3102, 3103; Public Acts of 2018, Chapter No. 1004
2. TCA 49-6-3201
3. TCA 49-6-3102(h)

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Cross References

Homeless Students 6.503  
Students in Foster Care 6.505

HAMBLEN COUNTY SCHOOLS  
HIGH SCHOOL TRANSFER REQUEST

School of Residence \_\_\_\_\_

Request Transfer To \_\_\_\_\_

\_\_\_\_\_  
Student Name

\_\_\_\_\_  
Parent/Guardian Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
City/State/Zip

Reasons For Transfer Request \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

*We, the undersigned, understand that this transfer is being granted based on space available.*

\_\_\_\_\_  
Signature of Student

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Parent/Guardian\*

\_\_\_\_\_  
Date\*\*

\_\_\_\_\_  
Signature of Principal of Receiving School\*\*\*

\_\_\_\_\_  
Date

\*Parent or guardian signature must accompany any request to transfer zones.  
\*\*This form must be completed by May 15 preceding the school year for which the request is made.  
\*\*\*Forward copy to director of school's office.

Submit to principal's office.

HAMBLEN COUNTY SCHOOLS  
Letter of Understanding  
Out-Of-Zone Residents Enrolling in School

Date of request to enroll: \_\_\_\_\_ Time of request: \_\_\_\_\_ Enrollment date: \_\_\_\_\_

*As of this date, I have enrolled my child, \_\_\_\_\_, in the  
\_\_\_\_\_ School on a space available basis. I understand that, in the  
event the principal determines that the school has become overcrowded, my child may be asked to transfer out.*

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Parent/Guardian

\_\_\_\_\_

\_\_\_\_\_  
Address of Student

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Principal

Copies: Principal  
Parent

HAMBLEN COUNTY SCHOOLS  
CHRONOLOGICAL REQUESTS FOR OUT-OF-ZONE ENROLLMENT

SCHOOL: \_\_\_\_\_ GRADE LEVEL: \_\_\_\_\_ SCHOOL YEAR: \_\_\_\_\_

	DATE	TIME	STUDENT NAME	SIBLING OF CURRENT STUDENT	PARENT SIGNATURE	PHONE	EMPLOYEE WITNESS	ACKNOWLEDGEMENT OF PRINCIPAL
1								
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Enrollment will be on a space-available basis according to school board policy 6.205. Space must be reserved on an annual basis, following winter break. Currently-enrolled students have first priority, their siblings have second priority, and all others have third priority chronologically. In the event of overcrowding, the last student enrolled will be the first person transferred out.

**To be maintained in the principal's office.**