

Hardin County Board of Education

Monitoring: Review: Annually, in April	Descriptor Term: Transfers Within the System	Descriptor Code: 6.206	Issued Date: 02/13/17
		Rescinds: 6.206	Issued: 03/08/10

1 The Hardin County Board of Education recognizes that there are situations where, in the best interest
2 of a student, a family may wish for their child to attend a school other than the one to which he or she
3 has been assigned. The policy below sets forth the parameters through which such a transfer may be
4 sought.

5 **Definitions**

6 The term “base school” means the school located in the parent’s or guardian’s school zone of residence
7 where the student is required to attend unless a transfer is granted.

8 The term “receiving school” means the school to which a transfer is requested or granted.

9 An “out-of-zone student” is a student who attends a school that is not his or her base school.

10 **Conditions for General Transfers**

11 **Transportation.** Transportation of transferring students from base school to receiving school will not be
12 provided by the Board of Education unless approved by the director of schools. Transportation shall be
13 the responsibility of the parents, guardians, or students.¹

14 **Required Approval.** No out-of-zone student may be enrolled without a transfer approved by the principal
15 of the receiving school, supervisor of attendance, and director of schools based upon parental application
16 submitted within the annual transfer period established by the director of schools.

17 **Available Capacity.** All transfers are subject to limitations of available capacity. Determination of
18 capacity will take into consideration physical space available, the staffing level established under the
19 school system budget, and State of Tennessee class size guidelines.

20 **Duration.** Approved transfers are effective through the terminal grade of the school to which the student
21 is assigned. Students granted transfers will be expected to maintain an appropriate academic, disciplinary
22 and attendance record at the receiving school. If a student does not meet these expectations, the principal
23 of the receiving school may request that the transfer be revoked and the student be returned to the base
24 school. The director of schools shall review, and approve or deny any principal’s request to revoke a
25 student transfer. Students who are directed to return to their base school shall do so at the end of the
26 grading periods, unless the director of schools determines it is in the best interests of the student and /or
27 the school system to do otherwise.

28 **Employees’ Children Transfers.** Children of teachers employed by Hardin County Schools, upon
29 application, may be granted transfer to the school where the teacher is employed. The Hardin County

1 Schools will make every effort to extend this benefit more broadly to all employees. Therefore, every
 2 effort will be made to grant requested transfers for children of all employees to the school where the
 3 parent works, or the school of their choice, on a space available basis.

4 **Wrongful Transfer or Enrollment.** Any out-of-zone student found to be enrolled in or attending a
 5 school other than their base school without an approved transfer shall be returned to the appropriate base
 6 school at the end of the grading period in which the violation is discovered , unless the director of schools
 7 determines it is in the best interests of the student and/or the school system to do otherwise. If the
 8 wrongful transfer or enrollment is believed to have been a willful action on the part of a parent or legal
 9 guardian, the director of schools may pursue action under the provisions of the Tennessee Code
 10 Annotated.²

11 **General Transfer Application**

12 **Application.** Only the student’s parent or legal guardian may apply for a transfer on behalf of the student.
 13 The director of schools will establish a transfer procedure that will provide transparent and equitable
 14 opportunity for transfer to all applicants. All general transfers must be requested during a period annually
 15 established by the director of schools as soon as he or she determines is feasible after the first day of
 16 January. This transfer period will be minimally two weeks in duration. Parents or legal guardians of
 17 students changing residence or family status after the general transfer application period may apply for a
 18 transfer during a special transfer period established by the director of schools in early summer. If an
 19 application is not made at the proper time, or is denied, students shall report to their base school at the
 20 beginning of the new school year.

21 The director of schools has the authority to administratively place a student for what the director
 22 determines to be the well-being of the student or the best interests of the school system.

23 **Appeal.** Parents/guardians may appeal transfer decisions to school officials in the following order:

- 24 1. Supervisor of Attendance
- 25 2. Appeals Committee (composed of System Supervisor, Guidance Counselor and
 26 Administration from a school not involved in the appeal).
- 27 3. Director of Schools
- 28 4. Hardin County Board of Education

Legal References

1. TCA 49-2-128
2. TCA 39-16-504

Cross References