

# Knox County Board of Education

Descriptor Term:

## Student Transfers Within the System

Descriptor Code:

**JBCD**

Issued:

**6/08**

Rescinds:

Issued:

**Revised 1/10**

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

### **Definitions**

The term "base school" means the school located in the parent's or guardian's school zone of residence where the student is required to attend unless a transfer is granted.

The term "receiving school" means the school to which a transfer is requested or granted.

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

The term "budget allocation model" refers to the formula used by the Knox County Schools to equitably assign teaching positions to schools across the system.

### **Conditions for General Transfers**

Transportation. Transportation of transferring students from base school to receiving school will not be provided by the Board of Education unless expressly stated herein. Unless so stated, transportation shall be the responsibility of the parents, guardians or students.

Required Approval. No out-of-zone student may be enrolled without a transfer approved by the Supervisor of Enrollment based upon parental application submitted within the transfer period established by the Director of Schools.

Available Capacity. All transfers are subject to limitations of available capacity. Determination of capacity will take into consideration physical space available, program offerings and the staffing level established under the school system budget allocation model.

Duration. Approved general transfers are generally effective through the terminal grade of the school to which the student is assigned. Students granted transfers will be expected to maintain an appropriate academic, disciplinary and attendance record at the receiving school. If a student does not meet these expectations, the principal of the receiving school may request that the transfer be revoked and the student be returned to the base school. The Director of Schools or his designee shall review, and approve or deny any principal's request to revoke a student transfer. Students who are directed to return to their base school shall do so at the end of the semester, unless the Director of Schools determines it is in the best interests of the student and/or the school system to do otherwise.

Employees' Children Transfers. Children of teachers employed by the Knox County Schools, upon application, shall be granted transfer to the school where the teacher is employed.<sup>1</sup> The Knox County Schools will make every effort to extend this benefit more broadly to all contract employees. Therefore,

1 every effort will be made to grant requested transfers for children of all employees to the school where the  
2 parent works, or the school of their choice, on a space available basis.

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

### 10 11 **General Transfer Application**

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

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23 The Director of Schools has the authority to administratively place a student for what the Director determines  
24 to be the well being of the student or the best interests of the school system.

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26 **Appeal.** The school system's decisions in the selection of receiving schools for students applying for magnet  
27 schools or courses not offered in their base schools are not appealable. Parents/guardians may appeal other  
28 transfer decisions to school officials in the following order:

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- 30 1. Supervisor of Enrollment
- 31 2. Appeals Committee
- 32 3. Director of Schools
- 33 4. Knox County Board of Education
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### 35 **School Choice Transfers Under the Elementary and Secondary Education Act** 36 **(ESEA or No Child Left Behind)**

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38 Each year, the Knox County Schools receives notification from the State of Tennessee of the schools which  
39 have not made Adequate Yearly Progress under the provisions of the No Child Left Behind Act (NCLB). In  
40 schools that have not made sufficient progress for an extended period, the school system may be required to  
41 offer some or all students the opportunity to transfer to a school that is in good standing.<sup>2</sup> These transfers  
42 are generally referred to as NCLB school choice transfers.

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44 Parents or guardians of students enrolled in a school required to offer NCLB school choice transfers will  
45 receive written notification from the Director of Schools. This notification will minimally state why the  
46 school is offering students a transfer, the schools to which the parent or guardian may request a transfer, the  
47 window to request a transfer, and the point at which a decision concerning the transfer will be rendered.

1 Students will be offered at least three schools to which applications for transfer may be made, provided that  
2 at least three schools are in good standing under the NCLB performance benchmarks. Transfers will be  
3 approved and students assigned to schools based on the applicable statute, regulation and non-regulatory  
4 guidance that is in effect at the time. The transfers are generally effective through the terminal grade offered  
5 at the receiving school. Every effort will be made to make the NCLB school choice transfer application  
6 and approval process as efficient and "family friendly" as possible.  
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8 Due to the extreme logistic actions that are required to provide an NCLB school choice transfer, students  
9 must remain at the receiving school for at least one school year after accepting the transfer unless otherwise  
10 determined by the Director of Schools. Requests to return to a base school may be submitted to the Knox  
11 County Schools Supervisor of Enrollment at anytime.  
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13 Students who opt to transfer from their base school under the NCLB school choice provisions will be  
14 eligible for transportation services to the receiving school provided by the Knox County Schools until such  
15 time as their base school returns to good standing. When an NCLB transfer student's base school returns  
16 to good standing, the Knox County Schools will no longer provide transportation to the receiving school.  
17 However, the student may remain at that school through its terminal grade.  
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19 An NCLB school choice transfer may not be withdrawn or terminated without parental request unless  
20 expressly approved by the Director of Schools.  
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46 Legal Reference:

- 47
- 48 1. TCA 49-6-3113 (b) (1)
- 49 2. TCA 39-16-504
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