

Policy JFABC Admission of Transfer Students

Issued 2/18

Purpose: To establish the basic structure for admission of transfer students into the district and for intradistrict transfers.

The district will assign students to attend the school that serves their legal place of residence as determined by the board for the current school year. The board delegates the authority to grant interdistrict and intradistrict transfers to the superintendent or his/her designee. With that authority, the superintendent may make special exceptions for extreme hardships, but he/she will adhere to the same policies and procedures in place for any other student enrolling in the district including, but not limited to, examination of the course of study and level of academic achievement of the student when determining the student's appropriate grade placement. The time of the school year when enrollment is sought will be a factor in determining the student's grade level placement.

The school district will begin accepting applications for extraordinary circumstances or intra-district transfers on March 1st, with the goal of the board to make all decisions on these requests by May 31st, and the deadline for accepting transfer requests will be April 1st. The district will not allow any changes in school attendance after the beginning of the school year unless approved by the superintendent. Falsification of information related to extraordinary circumstances will result in the immediate return of the student to his/her original school.

Students that are seeking admission following expulsion from their previous school district of residence and/or following adjudications of delinquency in any jurisdiction for violent crimes as defined under S.C. Code of Laws, 1976, as amended, [Section 16-1-60](#); adjudications for assault and battery of a high and aggravated nature; the unlawful use or possession of weapons; or the unlawful sale of drugs may not be admitted immediately upon request. In such cases, the board may review the student's disciplinary records and non-school records prior to making an admissions decision.

The district does not provide transportation for interdistrict or intradistrict transfer students unless otherwise required by law. Parents/Legal guardians whose transfer requests are approved will be responsible for providing transportation to and from school.

Intradistrict Transfers

Intradistrict student transfers will comply with board policy and state and federal law. Parents/Legal guardians seeking an intradistrict transfer may obtain a transfer request form from any school office or from the district office. The completed form should be submitted to the superintendent or his/her designee for review.

General hardship

While transfer requests will be considered for any extraordinary or extenuating circumstances, the following are typical reasons for which transfer requests for general hardships may be approved:

- transfers necessitated by parental separation that mandate the parent/legal guardian awarded custody to move out of the previous attendance area for the remainder of the school year
- death or serious illness necessitating removal to another attendance area for the convenience of the temporary guardian
- work schedule
- childcare hardship

The basis for any hardship transfer must be verified including requests based on work schedules and childcare. Childcare/Work schedule hardships are allowed for grades K thru 5th only.

Medical/Psychological best interest

Serious medical/psychological health conditions are approved reasons for an intradistrict transfer if the condition is documented by appropriate medical personnel and if there is documentation that the student's identified needs cannot be met at the home campus and/or that the new assignment can or will have a material effect on the student's condition.

Victim of assault, abuse, harassment, or stalking

The superintendent or his/her designee may determine that an intradistrict transfer is in the best interest of a student if the student is a victim of documented physical assault, harassment, or stalking and if the offender is a student at the victim's home campus or if the student is a victim of pervasive, documented bullying at his/her home campus that has not been alleviated by other interventions. An intradistrict transfer of this nature will not occur unless the approval of the student's parent/legal guardian is obtained and after consultation with both principals.

Provision of special education services

The district will permit eligible special education students to attend school in another attendance area if facilities within the JFABC

attendance areas where they reside do not house needed special education programs.

Disciplinary transfers

The board or its designee may make disciplinary transfers to another school, including to Newberry Alternative School, in lieu of expulsion but only after a conference or hearing with the parent/legal guardian and consultation with both principals.

Children or wards of district employees

As a professional courtesy, children or wards of district employees may be permitted to attend school at the facility where the parent/legal guardian is assigned or, if the grade level or program for which the child is eligible is not offered at that facility, the facility nearest to the parent/legal guardian's assigned facility on a space-available basis.

Athletics

Parents/legal guardians are responsible for reviewing the South Carolina High School League Regulations to determine the effect of an intradistrict transfer on their child's eligibility to participate in district sports programs.

Duration of approved transfers

Unless otherwise specified at the time the transfer is initiated, if the hardship transfer is approved, the student will be allowed to continue in that school on a year-to-year basis if space is available as determined by the board. A new application must be submitted and reviewed annually.

Revocation

An intradistrict transfer is a privilege in most cases. Any approved transfer may be revoked if a student is not making adequate academic progress, fails to maintain good conduct and behavior, becomes a disruption to the operation of the school or a detriment to the learning of other students, has excessive tardies and/or absences, or has submitted falsified documents to the district to obtain the transfer.

Interdistrict Transfer

Newberry County residents may request for students to attend school outside of the district. They must fill out a release form for the requested year. The district will assume no responsibility for tuition to the receiving school district. Prior to an approved transfer, the parent/legal guardian will be responsible for paying any fees owed by the student and for returning all textbooks and library books used by the student.

Appeals

The parent/legal guardian of a student may appeal a transfer decision to the board within 10 days of receipt of certified letter. Any such appeal will be requested in writing to the superintendent or his/her designee and will state the reason(s) for the appeal.

Adopted 1/27/76; revised 7/1/83, 10/27/87, 3/1/90, 3/21/94, 4/26/99, 4/23/01, 4/22/02, 3/29/04, 1/26/09, 2/26/18

Legal References:

S.C. Code, 1976, as amended:

[Section 59-19-90\(9\)](#) - Trustees have power to transfer and assign pupils.

[Section 59-19-510](#) - Parents right to appeal to the board.

[Sections 59-63-30, 31](#) - Qualifications for public school attendance.

[Section 59-63-210](#) - Grounds for which trustees may expel, suspend, or transfer students.

[Section 59-63-217](#) - Barring enrollment of student on the basis of adjudication of delinquency.

[Section 59-63-250](#) - Transfer of pupils.

[Section 59-63-425](#) - Transfer of high school students who are victims of physical abuse, harassment, or stalking by a classmate during school hours or restraining order being granted against the classmate.

[Section 59-63-470](#) - Transfer of pupils when enrollment of such pupils threatens to disturb peace.