

Series 4000 Students

Section 4300 Student Administration

Policy 4302 ASSIGNMENT TO SCHOOLS

- 4302.1 All schools have been zoned for attendance purposes by the Harrison County Board of Education and pupils are required to attend the school in the attendance area where they live, except:
- 4302.1.2 A pupil may, because of unusual and justifiable circumstances, be transferred to another school provided:
- 4302.1.2.1 Room is available in accordance with the homeroom size listed below or by a similar method of grouping:
- | | |
|---------------------|--------------------------|
| Kindergarten | 23 students per homeroom |
| Grades 1 through 3 | 25 students per homeroom |
| Grades 4 through 6 | 28 students per homeroom |
| Grades 7 through 12 | 30 students per homeroom |
- Physical Education is an exception to this grouping number.
- 4302.1.2.2 Parents or legal guardians provide transportation for the child unless the student can board the bus at a regularly scheduled stop which would cause no deviation from the regular bus run and provided the bus has not already reached its seating capacity.
- 4302.1.2.3 Request meets approval of the principals involved and the superintendent of schools.
- 4302.1.2.4 Request is made by the parent or legal guardian by completing the Application for Student Transfer to Another School form.
- 4302.2 Students who currently have board permission to attend school out of their attendance area must comply with the terms of the initial agreement of the original transfer (i.e., discipline, attendance, enrollment figures, academics).

- 4302.3 A pupil who changes residence to a new attendance area during the second semester may complete the school term at the school he/she attended before moving provided he/she complies with Part I, Sections A, B, and C of this policy, and the request is made by the parent or legal guardian, in writing, to the principal as soon as possible after the change in residence occurs.
- 4302.4 A high school senior who moves to a new attendance area may be granted permission to attend the high school in which he/she completed the eleventh grade provided they comply with Part I, Sections A, B and C of this policy, and the request is made by the parent or legal guardians, in writing, to the principal as soon as possible after the change in residence occurs.
- 4302.5 All students who reside in a particular school attendance area and desire to attend the school in that attendance area but do not live with their parents or legal guardians must request and receive board permission to attend the school in that attendance area in compliance with Part I, Sections A, B and C of this policy.
- 4302.6 Eligibility for all extra-curricular activities governed by SSAC must be strictly followed as prescribed in the WVSSAC Handbook. Therefore, parents or legal guardians as well as principals must check these rules very carefully.
- 4302.7 Principals must meet with the bus drivers of their individual schools during the first week of school to inform them of all approved transfer students that desire to ride their buses and to make decisions as to the availability of transportation for those students.
- 4302.8 Transfers remain in effect unless rescinded by parent or Harrison County Board of Education and need not be renewed annually.
- 4302.9 Children living in the same household as other siblings who have already received permission to attend Harrison County Schools shall be allowed to attend school in Harrison County, provided that a proper student transfer form is completed and acted upon.
- 4302.10 The Harrison County Board of Education shall not be responsible for transportation cost for any student who attends school in a county other than that of their residence, even though the county board has approved the attendance in another county, unless the Harrison County Board initiated the plan to have the students attend school in a county other than their residence. In an instance where the plan has been initiated by one or more county boards of education, the sending and receiving counties, where both have agreed to the transfer, must determine the method of, and provide coverage for the cost of transportation to the other county.

Approved by Harrison County Board of Education

Effective Date: September 17, 2002

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