

Series 1000 -School District Organization and Operations

Section 1100 - School District Organization

Policy 1101 - School Attendance Areas

Each school in the county has been zoned by the Board of Education for attendance purposes.

- 1101.1 For school enrollment purposes, residency refers to domicile, or the parent's or legal guardian's and student's true, fixed, permanent home and place of habitation.
- A. Owning a property does not constitute residency unless the family actually lives in the residence.
 - B. The board shall reserve the right to require written documents, affidavits, verifications, or other evidence necessary to establish the domicile of a student and family.
 - C. The burden of establishing domicile to gain feeder area status is upon the family of the student in question.
 - D. Property tax receipts, utility bills, current driver's license, a legitimate lease, passport, etc., may be used to establish domicile.
 - E. Any family providing false or misleading information regarding domicile shall be denied enrollment as an out of attendance area student.
- 1101.2 All pupils are required to attend the school in the attendance area of their residence, with two exceptions, as follows:
- A. A pupil who changes residence to a new attendance area during the school year may be allowed to complete the school year at the school he/she attended before moving if the principals agree.
 - B. A pupil may, because of justifiable circumstances, be transferred to another school in consultation with the principals involved and with the recommendation of the superintendent of schools and the approval of the board provided:
 - a. Request is made by the parent or legal guardian by completing the **Application to Attend Outside of Home School Attendance Area**.
 - b. Room is available in accordance with the homeroom size listed below or by a similar method:

Kindergarten: 20 students per homeroom (Kindergarten may extend to 23 per classroom for students residing in the attendance zone.)

Grades 1 through 6: 25 students per homeroom (Grades 4, 5, & 6 may extend to 28 per class for students residing in the attendance zone.)

- c. 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.
- d. Request meets the approval of the principals involved and the superintendent of schools.

1101.3 The following guidelines apply to in-county transfer students:

- A. Students who attend school out of their attendance area must comply with the terms of **Application to Attend Outside of Home School Attendance Area**.
- B. All initial transfers are approved contingent on good behavior, faithful attendance, and academic achievement and both principals' approval.
- C. A pupil who changes residence to a new attendance area during the school year may complete the school year at the school he/she attended before moving provided he/she complies with 1101.2 thru 1101.4, F of this policy. 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.
- D. Students who have transferred will be placed in their home school if the teacher-pupil ratio is exceeded or causes an additional financial burden upon the county school system.
- E. During the 9th, 10th, 11th, 12th grades, a student shall be entitled to one transfer back into the public member school located within the attendance zone where the students' parent's residence is located regardless of from where the student is transferring. A student shall be entitled to transfer back to a non public member school if said student had been enrolled in said non-public member school or non public member feeder school the 365 days prior to enrollment in the 9th grade. Any student transferring under the provisions of this rule will not become eligible until completion of the school year in which said transfer occurs. Eligibility will begin with the succeeding fall sports season. Transfer must be completed prior to the first day of school.
- F. All current rules and regulations of the WVSSAC concerning transfer and athletic eligibility will be followed.
- G. Beginning with the 2015-2016 school year, once a request has been granted by the Harrison County Board of Education, a student, who has an approved out-of-area

request, shall complete his/her education at that out-of-area school through the completion of that school's academic level.

- H. Transfers remain in effect unless rescinded by the Harrison County Board of Education.

1101.4 The following guidelines apply to out-of-county new enrollments:

- A. Documentation and application for out-of-county new enrollment requests after September 1 for the current school term shall be presented to the Attendance Director for application, review, and approval.
- B. Out of county new enrollment requests prior to September 1, must be presented to the principal to verifying that the home county has granted permission for the release of the student.

Reference: School Laws of West Virginia §18 5-16, §18-5-16a, WVSSAC §127-2-7.2.9

Revised: July 20, 1982; August 20, 1996; September 30, 2002;

May 2, 2006; September 18, 2007; March 6, 2012; December 15, 2015 (effective January 4, 2015)

Harrison County Board of Education