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SCHOOL ADMISSIONS

JBC revised 3-9-2015

A student who meets age eligibility and other enrollment requirements as set forth in state law and the State Board of Education Rule 160-5-1-.28 is eligible to enroll in a school in the Hart County School System if:

- (1) The student is a minor as defined by Georgia law and the student's parent, legal custodian or legal guardian is a resident of the Hart County School District;
- (2) The student is enrolled by an individual authorized to do so under a properly executed military or grandparent power of attorney;
- (3) The student is an adult or is legally emancipated under Georgia law and the student is a resident of the Hart County School District;
- (4) The student's parent, legal custodian or legal guardian is an employee of the Hart County Board of Education;
- (5) A child who is in the physical or legal custody of the Department of Juvenile Justice or the Department of Human Resources or in a placement operated by the Department of Human Resources, or in a facility or placement paid for by the Department of Juvenile Justice or the Department of Human Resources or any of its divisions and who is physically present within the Hart County School District, except for a child in a youth development center; or
- (6) The student qualifies for enrollment under the requirements of the McKinney Vento Homeless Assistance Act as outlined in Policy JBC(1).
- (7) For students over the age of 18 who establish a residence separate and apart from their parents, the residence of the student shall be considered the residence for school attendance purposes and proof of that residence may be required in the same manner described in this policy.

The student's parent or legal guardian must provide documents that clearly establish the student's eligibility to attend school regarding age, immunization or other health screenings required by state law. The Superintendent shall be authorized to implement enrollment procedures concerning these requirements and submission of the student's academic transcript and disciplinary record. Any adult, other than those listed in this policy, who seeks to enroll a student and is not the student's parent shall be required to provide proof of legal custody or guardianship, in the form of a certified copy of the applicable court order.

Residence

For purposes of this policy, a student's residence is defined as being the primary home where his or her parents live or the primary home of any other person who has been awarded legal custody or control of such student. This would include natural or adoptive parents, legal guardians or other persons awarded custody or guardianship by a court, foster parents appointed by a state agency, and a sponsor for any approved international exchange program (hereafter collectively referred to as parents). Parents are responsible for notifying the school of any change in residence within 30 days of the change.

Proof of Residence

Parents must provide a sworn statement as part of the enrollment process establishing their residence and attesting that the residence is their primary home where they live with the student. Additional proof of residence may be required including a deed, lease agreement, construction contract or non-contingent sales contract. Further proof of residence may include utility bills showing the same address as indicated on the deed or lease. A contingency real estate contract will not be accepted as proof of residence. If the parents and student are residing in the home of other individuals, a notarized statement or affidavit signed by the individual with whom the parent and student are residing may be required, along with proof of residence for that individual. If this residence is an apartment, the apartment manager may be required as a witness to the affidavit or statement. When a student's parents claim to live in multiple residences within Hart County, the student shall attend school in the attendance zone of the primary home of the family. Factors to be considered in making this determination under these circumstances include, but are not limited to, whether the residence is owned or leased, the location for which homestead exemption is claimed, the family's occupancy pattern at the various properties, the efficacy of a facility for family occupancy, and the rationale for living at multiple locations. As additional proof of residency, a copy of a court order establishing custody or guardianship may be required.

Students who are illegally enrolled shall be withdrawn from school. The parent/guardian will be charged tuition for the period of time that a student is illegally enrolled in the Hart County School System.

STUDENT ASSIGNMENT TO SCHOOLS

JBCCA revised 3-9-2015

School attendance zone lines are established and modified by the Board of Education from time to time in order to reduce overcrowding, provide an adequate and efficient transportation system, maximize the use of system resources, enhance the instructional program, and provide equity in assigning students to schools. Students are thus required to attend the school within the established attendance zone in which they reside, unless an exception is granted under this policy. A map showing current attendance zones shall be prepared by the Superintendent and shall be posted and available at the office of the Superintendent.

It shall be the responsibility of each principal to determine that each student enrolled in his or her school is a resident of the attendance zone of that school. Any party dissatisfied with the determination of a principal as to the residency of a student may appeal the principal's decision to the Superintendent, who shall have the authority to resolve any such dispute. The Hart County School System reserves the right to assign students to a school based on proximity or space available.

1. Status of Student Who Moves Out of Zone During School Year.

Whenever a student moves out of zone after the school year begins, the following rules apply:

- A. The student can complete the school year at the school where the student began the year or the student can transfer immediately
- B. If the student moves during the summer, the student can complete one school year at the school in the zone from which the student moved
- C. Transportation will not be provided to any student under this paragraph who chooses to continue to attend the school where they began the year.

2. Status of Student Who Moves Out of the School System During School Year.

If a student moves out of the school system after the school year begins, the student can complete that school year but transportation will not be provided by the school system.

If the student moves out of county during the summer, the student can complete one school year at the school in the district from which the student moved. The student will be required to pay tuition if living out of county in accordance with Policy JBCB.

3. Admission of Students Whose Parents are Divorced or Legally Separated.

A student whose parents are divorced or legally separated may enroll in the attendance zone where either parent resides provided the court has not terminated the parental rights of the parent. Change in attendance zones based on this paragraph may be initiated only within the first ten days of a semester, within ten days of enrollment in the school system or within ten days of the date a divorce or change of custody order is granted.

4. Transfers Among Hart County Schools.

A student may be allowed to transfer to a school in another attendance zone in accordance with the requirements of state law and applicable state board of education rule. A student may transfer from a school that is over capacity to a school that is under capacity but such transfers must be approved on an annual basis. The impact of such transfers on the size of classes or specific programs will also be considered in determining whether or not to approve transfer requests. Transfer requests must be submitted not later than the end of the first ten days of each semester or within ten days of enrollment in the school system.

5. Disabled Students.

Students who are receiving services under the Individuals with Disabilities Education Act may be assigned to schools out of their attendance zone if necessary to provide appropriate services required under the student's IEP. The Director of Special Education is responsible for coordinating these determinations utilizing the procedural and legal requirements of federal and state laws, rules and regulations. When such a student is transferred to an out of zone school pursuant to this paragraph, other students within the same family and living in the same residence may be allowed to transfer to the out of zone school, but in such event the parents of the students must provide transportation.

6. Employees Children.

An employee may enroll his or her children in the school where they are stationed for the majority of their day. Additionally, employees at the central office, middle school or high school may send their children to Hartwell Elementary for purposes of closer proximity to their location assignment. However, the employee must provide transportation to any school outside the attendance zone where he or she resides. The Board of Education reserves the right to modify or adjust this policy as capacity issues occur at any of the Hart County schools. Any exceptions to this rule have to be approved by the Hart County Board of Education.

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7. The Board of Education may make an exception to this policy to avoid some unforeseen or unusual hardship, which the Board may determine on a case by case basis and which is consistent with State Board Rule 160-5-4-.09, Limited Public School Choice.

APPEALS PROCESS

Any dispute or complaint about the application of this policy will be referred to the Superintendent, whose decision shall be final.

NON-RESIDENT STUDENTS

JBCB revised 3-9-2015

Any student whose legal residence is outside the Hart County School System and within the geographical boundaries of the State of Georgia may request to attend school within the Hart County School System upon payment of that tuition which is required and determined by the Board of Education.

Part or all of the tuition otherwise required may be waived whenever the parents of a nonresident student(s) present evidence to the Superintendent of payment of ad valorem school taxes for school purposes paid by the parent(s) of such student(s). Tuition is waived for children of Hart County School System employees.

Students whose legal residence is outside the Hart County School System and within the geographical boundaries of the State of Georgia may apply for enrollment by submitting an application to the Superintendent's office. Consideration for approval to attend the Hart County Schools is subject to the following conditions:

1. A student seeking enrollment may not have pending any disciplinary proceeding in the school where the student was previously enrolled and must otherwise be in good standing with the school the student last attended. Students who have withdrawn from a previous school district to avoid disciplinary action or who are under suspension, expulsion or other disciplinary action in a previous district may not enroll in the Hart County School System.
2. Once accepted for enrollment, a nonresident student's behavior, attendance record, and academic achievement will be reviewed by the principal each year in order to determine if the student is eligible for enrollment for the following school year.
3. Space must be available in the class and school in which the nonresident student seeks to enroll. A student may not be permitted to enroll if that student's placement would require the school district, under existing state law or State Board rules, to add additional staff, classes, or programs.
4. The admission of out of district students and their continued enrollment is a privilege and not a right. A nonresident student is admitted conditioned upon the student's good behavior and attendance and willingness to perform the required academic assignments. A nonresident student's violation of the student code of conduct serious enough to warrant a disciplinary hearing or the filing of truancy charges in court will result in the revocation of the student's privilege to attend Hart County Schools. Decisions regarding revocation of this privilege may be made by the principal without convening a student disciplinary

tribunal. A student may appeal the decision of the principal to the Superintendent, whose decision shall be final.

5. The Hart County School System does not discriminate on the basis of race, color, national origin, sex or disability in determining the admission of nonresident students.

HOMELESS STUDENTS (McKinney Vento)

JBC(1) revised 4-14-2008

In accordance with the McKinney-Vento Homeless Assistance Act, as amended by the No Child Left Behind Act of 2001, the school district will work with homeless children and youths and their families to provide stability in school attendance and other services. Special attention will be given to ensuring the enrollment and attendance of homeless children and youths not currently attending school in a manner that will not stigmatize or segregate them on the basis of their status as homeless. Homeless students will be provided district services for which they are eligible, including Head Start and comparable pre-school programs, Title I, similar state programs, educational programs for students with disabilities or limited English proficiency, vocational and technical education programs, gifted and talented programs and school nutrition programs.

Every child of a homeless individual and every homeless child are entitled to equal access to the same free, appropriate public education and transportation as provided to other students. The district will assign and admit a child who is homeless to a district school regardless of residence or whether the homeless child is able to produce records normally required for enrollment.

The Superintendent will review and revise as necessary rules or procedures that may be barriers to enrollment of homeless children and youths. In reviewing and revising such procedures, the Superintendent will consider issues of transportation, immunization, residence, birth certificates, school records and other documentation.

The Superintendent will appoint a liaison for homeless children.

A "homeless child" is defined as provided in the McKinney-Vento Homeless Assistance Act.

Anyone having a concern or complaint regarding placement or education of a homeless child or youth may initiate the resolution process directly at the the principal's office of the school in which enrollment is sought or at the district homeless liaison's office, either of which shall carry out the dispute resolution process as expeditiously as possible. If the dispute arises over school selection or enrollment, the child or youth shall be enrolled immediately in the school in which he/she is seeking admission, pending resolution of the dispute. Decisions at the school level may be appealed to the homeless liaison, whose decisions may be appealed to the Board. If the dispute remains unresolved at the district level, the parent may request a review of the dispute and the Board's decision by the Georgia Department of Education, in accordance with Dispute Resolution Guidelines and Procedures included in the Georgia Department of Education's publication "Implementing Title I in Georgia Schools: A Handbook for Title I Directors", which is available on the Department's web site.

STUDENT RECORD

JR revised 4-14-2008

It is the policy of Hart County Board of Education that accurate and complete student academic and discipline records shall be maintained for each student enrolled in the Hart County School System. Confidentiality of student records shall be preserved while access is provided to parents, eligible students (those over eighteen years of age), professional educators with legitimate educational interests, and those federal or state officials whose access is authorized in connection with an audit or evaluation of federal or state supported education programs or for the enforcement or compliance with federal legal requirements related to those programs.

The Superintendent shall ensure that every principal develops a means to notify, on an annual basis, students and parents, including non-English-speaking parents, of their rights under the Family Educational Rights and Privacy Act either by letter or through a student handbook distributed to each student in the school.

The Hart County Board of Education designates the information listed below as "directory information". Unless a parent or eligible student makes a timely request to the principal of the school where the student is enrolled that such information not be designated directory information for the individual student, such information will not be considered confidential and may be disclosed upon request to the public, including for secondary school students, names, addresses and telephone listings to armed forces recruiters or institutions of higher education. The following has been designated as directory information by the Hart County Board of Education:

- a. Students name, address and telephone number;
- b. Students date and place of birth;
- c. Students participation in official school clubs and sports;
- d. Weight and height of student if he/she is a member of an athletic team;
- e. Dates of attendance at the Hart County School System;
- f. Awards received during the time enrolled in Hart County School System;
- g. Video, audio or film images or recordings;
- h. Photograph; and
- i. Grade level.
- j. Students e-mail address.

Student records will be forwarded to schools within or outside the Hart County School System upon request of the school where a student is enrolling.

PROCEDURES FOR OBTAINING ACCESS TO STUDENT RECORDS

Any person whose parental rights have not been specifically revoked by court order, any guardian, or any individual acting as a parent in the absence of a parent or

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guardian may inspect the education records of his or her child during regular school hours while school is in session. Such requests may be made to the Superintendents office if the school is closed for vacation breaks.

Generally, a parent will be permitted to obtain a copy of education records of his child upon reasonable notice and payment of reasonable copying costs of 25 cents per page.

Education records are maintained at the school where a student is enrolled and are in the custody of the principal or his designee.

With the exception of directory information, as defined above, personally identifiable information will not be released by the school system from an education record without prior written consent of the parent or eligible student except under the following circumstances:

1. Disclosures will be made to school administrators, teachers or other professionals employed or associated by the school system who have some role in evaluating or educating the student.
2. Records will be sent to a school where the student has enrolled upon request of the institution.
3. Disclosures will be made to federal or state officials in connection with the audit of educational programs.
4. Disclosures will be made in connection with financial aid applications of the student to determine the eligibility for and amount of aid as well as enforcement of the terms and conditions of financial aid.
5. Disclosures will be made to comply with state law, Internal Revenue Service laws and regulations, judicial orders or lawfully issued subpoenas. Unless otherwise required by a judicial order or federal grand jury subpoena, a reasonable effort will be made to notify parents or eligible students in advance of such disclosures.
6. Disclosures will be made to organizations conducting studies on behalf of or by educational institutions for the purpose of developing, validating or administering predictive tests, administering student aid, or improving instruction.
7. Disclosure may be made to accrediting institutions to carry out their accrediting function.
8. Disclosures will be made in connection with a health or safety emergency.

9. Disclosures of personally identifiable information may be released to the Attorney General of the United States (or his or her designee) in connection with the investigation or prosecution of terrorism.

Each records custodian in Hart County School System shall maintain as part of each students file a log of those persons to whom access to the educational records has been provided.

A parent or eligible student who contends the students record contains information which is inaccurate or misleading may request its amendment. The request shall be in writing to the school principal, clearly identifying the part of the record they request to be changed, and specifying why they contend the record is inaccurate or misleading.

The principal or his or her designee shall investigate and determine whether or not to amend the record. If the matter cannot be thus resolved, a parent or eligible student may request a hearing pursuant to federal regulations at 34 C.F.R. 99.21-99.22 as well as applicable Georgia Board of Education Rule 160-4-7-.12. If the hearing results in a determination that the record contained inaccurate or misleading information, it shall be amended and the parent or eligible student shall be informed in writing of the amendment; if the information contained in the record is determined not to be inaccurate or misleading, the parent may place a statement in the record commenting upon the contested information and stating the basis for disagreement. The statement shall thereafter be disclosed whenever the portion to which it relates is disclosed.

TRANSFER OF STUDENT RECORDS

1. After receiving a written request for student records from a public or private school, including a school operated by the Department of Juvenile Justice, the Hart County School System or school from which the records are requested shall mail or otherwise deliver within a period of no more than 10 calendar days a copy of all requested student records to the school system or school to which a student has transferred. The schools of the Hart County School System shall not withhold any student record because of nonpayment of fees or fines.
2. The Hart County School System or the school which receives the transferred record shall notify the parent(s)/guardian(s) of students in grades 7 through 12 that the record has been received.
3. The Hart County School System and each school from which records are requested shall maintain copies of all student records for the minimum period of time required by the *Common Records Retention Schedules for School Systems* or the Hart County Board of Education records retention plan.

AWARDING UNITS AND TRANSFERRING CREDITS

JBC(4) revised 4-14-2008

Students entering the Hart County School System from accredited and non-accredited public and private schools, including home study programs or schools, will be awarded credit for previous study and placed at the appropriate grade level based upon the following criteria:

I. STUDENTS ENTERING FROM REGIONALLY AND/OR STATE ACCREDITED PUBLIC OR PRIVATE SCHOOLS.

Elementary and middle school students transferring to the Hart County School System from a regionally or state public or private school as defined in paragraph VIII below, will be accepted and placed at the appropriate grade level in the Hart County School System according to the students age and/or grade at the former school.

High school students transferring to the Hart County School System from a regionally or state accredited public or private school will receive credit for courses taken at the former school as recorded on the transcript(s) from the issuing school or schools. Letter grades from transferred courses will be converted to a numerical grade using the Hart County School Systems conversion formula. Provided the numerical grading system from other systems is identical to that of the Hart County School System,, numerical grades from other systems will be recorded unchanged. Transferred elective course titles, if necessary, will be changed to broad categorical titles such as physical education, business education, and vocational education. High school students who transfer from accredited schools must also pass the Georgia High School Graduation Test or the Basic Skills Test (if applicable) and meet State of Georgia and Hart County School System graduation requirements before a diploma will be issued.

II. STUDENTS FROM NONACCREDITED PUBLIC AND PRIVATE ELEMENTARY AND MIDDLE SCHOOLS.

Students requesting admission into the Hart County Elementary and Middle Schools from non-accredited public or private schools, including home schools, will be evaluated for grade placement based upon the following criteria:

1. State and local board of education policy requirements relating to entrance into kindergarten or first grade.

2. Performance on standardized tests and/or instructional placement tests in language arts, mathematics, science and social studies.
3. Grade level placement and performance in the non-accredited school or program.
4. Chronological age verified by certified documents, physical size, social and emotional maturity levels of the particular student.
5. For students enrolling from a home school, whether the requirements of O.C.G.A. 20-2-690 were met during the operation of the home school may be considered in determining grade placement.

After reviewing the above criteria, the principal of the school shall place the student in the appropriate grade level. A review of placement will be conducted after six weeks to determine final placement.

III. STUDENTS ENTERING HIGH SCHOOL FROM NONACCREDITED PUBLIC AND PRIVATE SCHOOLS.

Students requesting admission into a high school in the Hart County School System from private or public non-accredited schools or programs, including home schools, shall be awarded Carnegie Units in the areas of language arts, science, social studies, and mathematics for previous course work based upon a review of the course materials and based upon the students performance on standardized and/or instructional placement tests. For students entering from a home school, whether the home school met the requirements of O.C.G.A. 20-2-690 during the period of its operation may be considered in the school systems decision to award Carnegie Units.

The maximum number of Carnegie Units the Hart County School System will accept from non-accredited public and private schools, including home schools, is twelve (12), two (2) per area tested. No more seven (7) units can be awarded for study at a non-accredited public or private school, in any single academic year. Hart County School System will not award Carnegie Units for courses taken during the summer in a home school setting.

Students from public and private non-accredited schools, including home schools must meet State of Georgia and Hart County School System graduation requirements before a diploma will be issued.

Students from public or private non-accredited schools may be awarded

Carnegie Units for nonacademic courses based upon their performance on tests, portfolio review, and/or interviews conducted by school district personnel. Nonacademic courses which rely heavily on group participation, public performances, and social interaction will not be considered for an award of Carnegie Units.

Grades for courses from non-accredited public or private schools, including home schools, for which the student receives credit from the Hart County School System shall be recorded as "pass" only and shall not be averaged with grades received for Hart County School System courses for any purpose.

IV. RIGHTS TO APPEAL.

If a parent or legal guardian disagrees with either the credit awarded or denied for course work completed at the non-accredited public or private school, or a home school, or with the grade placement selected, an appeal may be made to the principal of the school and then, to the Superintendent of Schools. The decision of the Superintendent is final.

V. STUDENTS ENROLLING IN THE HART COUNTY SCHOOL SYSTEM AFTER THE GRADING PERIOD HAS BEGUN.

Students from non-accredited public or private or home schools may enroll after a grade period has begun only in courses for which they can be awarded credit. Hart County School System does not permit students to "audit" classes for any purpose. Students must attend Hart County High School for a minimum of one semester in order to be eligible for graduation or for honor graduate.

VI. HONOR GRADUATES.

The determination of honor graduates, as well as the selection of valedictorian and salutatorian, shall be governed by the regulations set forth in the high school student handbook. Students must be enrolled in Hart County High School prior to the first day of second semester of the eleventh grade and remain enrolled continuously in order to be eligible for recognition at the end of the twelfth grade as valedictorian or salutatorian.

VII. ELIGIBILITY FOR EXTRACURRICULAR ACTIVITIES.

Eligibility and on track requirements to participate in extracurricular activities, interscholastic athletics or any activity covered by local policy, state board rule or the Georgia High School Association must be met by

students entering or re-entering the Hart County School System from public or private accredited or non-accredited schools. A student whose records are incomplete or whose official records do not show semester averages and end of the year grades is ineligible to participate in extracurricular activities for a full semester plus any part thereof if entering the school district during a semester or grading period. For high school students from non-accredited public or private schools, the schools principal must document on track credits based upon the units awarded as a result of the review and testing process described in paragraph III above.

VIII. ACCREDITED SCHOOLS - DEFINITION.

For the purposes of this policy, accredited schools shall include those schools accredited by one of the accrediting agencies recognized in Georgia Board of Education rule and those schools outside the State of Georgia which have been certified by the particular states State Department of Education as an accredited school.

TRANSFER AND WITHDRAWALS

JBCD revised 4-14-2008

Definitions:

1. Emancipated Minor - An individual under the age of eighteen who is no longer under the control or authority of his or her parents or guardians by operation of law or pursuant to a petition filed by the minor with the juvenile court as provided in O.C.G.A. 15-11-202. Emancipation by operation of law occurs when a minor is validly married or as otherwise prescribed by law. Emancipation by petition is granted by a judge in juvenile court after the judge determines emancipation is in the best interest of the minor.
2. Other Person - An adult at least 18 years of age or an emancipated minor at least sixteen years of age residing within the school system who is not the parent or guardian of a child but stands *in loco parentis* (i.e., to assume the duties and responsibilities of a parent such as providing food, shelter, clothing or medical care.)
3. Withdraw - The removal of a student from the official roll of a school.

Requirements for Student Transfer

1. A transferring student applying for admission to a Hart County school in a grade higher than sixth grade shall as a prerequisite to admission present a certified copy of his or her academic transcript and disciplinary record from the school previously attended. A transferring student may be admitted on a conditional basis if he or she and his or her parent or legal guardian executes a document providing the name and address of the school last attended and authorizing the release of all academic and disciplinary records to the school administration. The release document must disclose whether or not the student has ever been found guilty of the commission of a designated felony act as defined in O.C.G.A. 15-11-37 and if so the date of such adjudication, the offense committed, the jurisdiction in which such adjudication was made, and the sentence imposed.

2. Agency-Placed Students

When a student is being placed by the Department of Human Resources (DHR) into a new home or facility that would require a change in school or school system, the school system in which that student is attending school shall consult with the student's custodian to ascertain whether the student should be maintained in the school of origin or assigned to the appropriate

school in the new school system in accordance with the McKinney-Vento Act. Foster children awaiting permanent placement qualify as homeless under the McKinney-Vento Act.

Requirements for Student Withdrawal

1. No-Shows

A student who is not in attendance on the first day of school but was expected based on prior year enrollment, shall be withdrawn as a no-show student and shall not be included in any enrollment or attendance counts.

2. Voluntary Withdrawal In Accordance With Procedures

- a. When a parent, guardian or other person withdraws a student according to established withdrawal procedures, the student's withdrawal date shall be recorded as the last day of student attendance. If a student is under suspension on the date of withdrawal, the new school of enrollment, if known, shall be notified of the terms of the suspension.
- b. If a sixteen or seventeen year old student who has not completed all requirements for a high school diploma wishes to withdraw from school, the student must have the written permission of his or her parent or legal guardian prior to withdrawing. The principal or designee will make a reasonable attempt to hold a conference with the student and parent or guardian to share the educational options available, pursuant to O.C.G.A. 20-2-690.1(e).

3. Involuntary Withdrawal When Withdrawal Procedures Are Not Followed

- a. When a parent, guardian, or other person does not withdraw a student from school according to established procedures and the school has proof of enrollment in a different school, school system, private school or home study program, the date of withdrawal for a student shall be the last school day of student attendance. If a student is under suspension on the date of withdrawal, the new school of enrollment shall be notified of the terms of the suspension.
- b. With no proof of enrollment in another school, school system, private school, or home study program, a student shall be withdrawn from a school after 10 consecutive unexcused absences or when the school system obtains documentation that the student no longer resides in the school's attendance zone. The student withdrawal date shall be the last day of attendance or the day the school system obtains documentation validating the student no

longer resides in the school's attendance zone, unless the student is allowed to continue to attend in accordance with board policy or an exception granted previously on the basis of O.C.G.A. 20-2-293 or 20-2-294. The Superintendent or designee shall use his or her best efforts to notify the parent, guardian, or other person if the school system plans to withdraw the student.

4. A student shall not be withdrawn due to excused absences defined in Board Rule 160-5-1-.10 (JB - Student Attendance) and O.C.G.A. 20-2-690.1(a).
 5. A student shall not be withdrawn while participating in a Hospital/Homebound Instruction Program in accordance with the requirements of the program.
 6. The principal or designee shall record the reason for withdrawal in the Student Information System (SIS) as defined in the Department of Education's student record collection or the Georgia Statewide Student Information System (GSSIS).
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UNSAFE SCHOOL CHOICE OPTION

JBCCA(2) revised 4-14-2008

It shall be the policy of the Hart County Board of Education to comply with the requirements of State Board Rule 160-4-8-.16 UNSAFE SCHOOL CHOICE OPTION (USCO).

The Superintendent and appropriate staff shall develop procedures for approval by the Board that comply with the applicable state board rule and are consistent with the state guidelines that include provisions for the following:

1. Notification of the parents/guardians of students enrolled in the school that has been classified as a persistently dangerous school within ten (10) school days of notification to the local school system by the Georgia Department of Education (GDOE).
2. Facilitation of the transfer of students who are victims of violent criminal offenses within ten (10) school days of the commission of the violent criminal offense, and to the extent possible, allow victims to transfer to a school that is making adequate yearly progress and has not been identified as being on school improvement, corrective action, or restructuring.
3. The development and submission to the GDOE of a corrective action plan for each school identified by the GDOE as a persistently dangerous school within 20 days after notification to the local school system.