

FOR SCHOOL USE ONLY:

Date Received: _____ Received By: _____

HAWKINS COUNTY BOARD OF EDUCATION

APPLICATION FOR ATTENDANCE OF OUT-ZONE-STUDENTS

An Out-of-Zone student is defined as a student who resides in Hawkins County, but not within the city limits of Rogersville or Kingsport, who wishes to attend a Hawkins County School other than the school for which they are zoned. For the purpose of this policy, school zones are based on the busing routes which service the legal residence of the student. Please complete the application and return it to the principal of the school you wish for your child to attend. If you have children who will be attending different schools (example – a student in elementary school and a student in middle school), then you must submit an application to the principal of each school. Acceptance of Out-of Zone Students will be dependent upon acceptance by the principal of the Out of Zone or receiving school as outlined in Hawkins County Board Policy 6.206 “Transfers” and based on available space and teaching capacity.

Parents/Legal Guardian: _____

Physical Address: _____

Telephone: (Home) _____ (Cell) _____ (Business) _____

E-mail (If Available): _____

Full Name of Student(s)	Grade Level	Birth Date
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Out-of Zone School You Wish to Attend: _____

Zoned School Where Student(s) Resides: _____

School Now Attending: _____

Is your child currently under disciplinary action at the school they are attending or is any disciplinary action pending? YES _____ NO _____

If yes, please specify offense, date, punishment, and circumstances:

_____ Accept student(s) for enrollment at _____ School

_____ Request for transfer or enrollment of Out-of-Zone student(s) not approved

Principal

Date

IT SHOULD BE UNDERSTOOD:

Parent(s)/Guardian(s) of Out-of-Zone Students accepted for enrollment in an Out-Zone-School will be responsible for providing transportation to and from the school. **The exception to this is that students shall be allowed to ride on established bus routes within the attendance zone of the Out of Zone School to and from a caregiver’s house.** If truancy or tardiness becomes an issue, as related to the parent or guardian's transportation responsibility, the student's enrollment will be transferred back to the school for which he/she is zoned based on the decision of the Truancy Review Board.

For the purpose of this policy, school zones are based on the busing routes which service the legal residence of the student. A student can have only one legal residence, and that legal residence will be deemed to be that of the parent(s), legal custodian (court-appointed or approved), or legal guardian (court-appointed or approved). The legal residence of a student cannot be changed to a location other than that of the student’s custodial parent(s), legal custodian or legal guardian without a court order from a court of competent jurisdiction changing the custody or guardianship of that student.

Middle school or high school students who fail one or more subjects **based on end of the year grading** at the conclusion of the current school year **may be placed on probation for the following year.** The decision shall be derived through a conference between the principal and the parent(s) or legal guardian(s) **before the start of the next** school year. The conference may include other faculty members or school officials who have knowledge relevant to the case. **If the student fails one or more subjects based on the end of the probationary year grading, he/she may be asked to return to their zoned school.**

Students who have satisfactory attendance and grades will be allowed to continue attending the Out of Zone School for the grade span that school offers. When the student changes schools through normal grade progression, the student must re-apply as an Out of Zone student and be accepted by the new Out of Zone School they wish to attend.

Factors determining acceptance and/or assignment of Out-of-Zone Students will be those “factors in determining assignment” as recorded in Tennessee Code/TITLE 49 EDUCATION/CHAPTER 6 ELEMENTARY AND SECONDARY EDUCATION/PART 31 CENSUS AND ASSIGNMENT OF STUDENTS GENERALLY/49-6-3103.

PRIORITY OF ACCEPTANCE OF OUT-OF-ZONE STUDENTS SHALL BE:

- FIRST: Children of Hawkins County School System Employees
- SECOND: Out-of-Zone Students (in good standing) who were enrolled the previous year.
- THIRD: Siblings of Out-of-Zone Students who were enrolled the previous year.
- FOURTH: New Out-of-Zone Students

I agree that my child/children will abide by the rules and regulations of the Hawkins County School System and the school to which the child/children are assigned. Furthermore, I understand that “acceptance” of Out-of-Zone Students is a privilege, not a right.

_____ Date: _____
Parent/Legal Guardian Signature Indicates Understanding and Agreement

Hawkins County Board of Education

Monitoring Review: Annually In May	Descriptor Term Transfers Within the System	Descriptor Code 6.206	Issue Date 05/12/05
		Rescinds 6.206	Issued 09/10/09

1 Transfer students will meet the same enrollment requirements as new students.

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3 Parent(s) or guardian (s) of a student may apply for the student to attend a school within the system other

4 than the one to which he/she is zoned to attend. ** However, acceptance of out-of-zone students residing in

5 the attendance zone of the Hawkins County School System will be dependent upon acceptance by the

6 principal of the out-of-zone or receiving school. It should be understood that the parent(s) or guardian(s) of

7 the student must be responsible for providing transportation to and from the out-of-zone school. **The**

8 **exception to this is that students shall be allowed to ride on established bus routes within the**

9 **attendance zone of the Out of Zone School to and from a caregiver’s house.** If truancy or tardiness

10 becomes an issue, as related to the parent(s) or guardian's transportation responsibility, the student's

11 enrollment will be transferred back to the school for which he /she is zoned based on the decision of the

12 Truancy Review Board.

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14 After a student has enrolled in an out-of-zone school within the system, he/she will not be permitted to

15 transfer to another school within the system during the current school year unless there is a change in

16 residence of the student’s parent(s) or guardian(s) or the student is instructed to do so by the Truancy Review

17 Board due to truancy or tardiness. Once enrolled in an out-of-zone school, students will not be permitted to

18 flip flop enrollment between schools during a school year, unless the principals of both schools involved

19 agree. Under no circumstance will transfers **to an Out of Zone school** be considered where disciplinary

20 action or truancy issues are pending **at the home school. Students who have satisfactory attendance and**

21 **grades will be allowed to continue attending the Out of Zone School for the grade span that school**

22 **offers. When the student changes schools through normal grade progression, the student must re-**

23 **apply as an Out of Zone student and be accepted by the new Out of Zone School they wish to attend.**

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25 Middle school or high school students who fail one or more subjects **based on end of the year grading** at

26 the conclusion of the current school year **may be placed on probation for the following year.** The decision

27 **to place a student on probation** shall be derived through a conference between the principal and the

28 parent(s) or legal guardian(s) **before the start of the next** school year. The conference may include other

29 faculty members or school officials who have knowledge relevant to the case. **If the student fails one or**

30 **more subjects based on the end of the probationary year grading, he/she may be asked to return to**

31 **their zoned school.**

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33 Factors determining acceptance and/or assignment of Out-of-Zone Students will be those “factors in

34 determining assignment” as recorded in Tennessee Code/TITLE 49 EDUCATION/CHAPTER 6

35 ELEMENTARY AND SECONDARY EDUCATION/PART 31 CENSUS AND ASSIGNMENT OF

36 STUDENTS GENERALLY/49-6-3103.

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38 PRIORITY OF ACCEPTANCE OF OUT-OF-ZONE STUDENTS SHALL BE:

39

40 FIRST: Children of Hawkins County School System Employees

41 SECOND: Out-of-Zone Students (in good standing) who were enrolled the previous year.

42 THIRD: Siblings of Out-of-Zone Students who were enrolled the previous year.

FOURTH: New Out-of-Zone Students

Legal Reference: 1. TRR/MS 0520-1-3-.03 (11)(a-e) TCA 49-6-3103	Cross Reference: Attendance of Non-Resident Students 6.204
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Hawkins County Board of Education

Monitoring Review: Annually In April	Descriptor Term Transfers Within the System	Descriptor Code 6.206	Issue Date 05/12/05
		Rescinds 6.206	Issued 05/04/95

1 Students whose families change residence to another school zone in the Hawkins County School System,
2 after the first month of school, may complete the **current** school year at their former school, so long as the
3 parent or guardian (or student, if applicable) provides his/her own transportation. Students who present
4 evidence that they will move during the school year and who desire to enroll in a new school in the new area
5 may do so with prior written request for a change of school area. Only under the most extreme or unusual
6 circumstances may the director of schools grant other exceptions to this policy for good and sufficient
7 reasons. This transfer policy does not apply to non-resident students to the Hawkins County School System's
8 attendance zone. See Board Policy 6.204 Non-Resident Students.
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10 Principals shall allow credit for work transferred from other schools only when substantiated by official
11 transcripts or successful completion of comprehensive written examinations approved, administered, and
12 graded by the principal or his/her designated representative.¹
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