

## 4.06 STUDENT ASSIGNMENT

### A. STUDENTS

Students will be assigned to appropriate schools on the basis of attendance zones recommended by the Superintendent and established by the Clay County School Board. The recommendations of the Superintendent will be approved by the Clay County School Board for advertisement, in accordance with Florida Statutes 1002.31. In addition, the Superintendent will make a reasonable effort to notify parents/guardians whose children will be affected by the proposed change in zoning. Copies of the proposed zoning changes will be sent to each affected school's PFA president or School Advisory Council.

New students coming into the public schools during the school year will be assigned to the school located in the attendance zone in which the student resides.

When a parent/guardian desires his child to attend a school other than the one to which he has been assigned due to a hardship or unique circumstances, the parent/guardian must direct a written request to the Superintendent via the Special Pupil Request form, specifying the school assignment desired and stating the reasons for the request. Any applicable supporting documentation should be submitted along with the application. While the application is pending, the child must remain in attendance in the school of the original assignment. If the application is approved, the child may be authorized to ride the bus to the new school, but on a "space available" basis only. The child's status on the bus shall be the same as any other "courtesy rider" as defined in Board Policy 6.84, paragraph G.6.c. Note: All high schools are not accepting students outside of that school's zone with the exception of students accepted into Academies and IB or Cambridge programs.

In addition to the established attendance zone, Special Pupil Requests due to hardship, and career academies, the Clay County School District will provide additional options for school assignment based on Controlled Open Enrollment in accordance with Florida Statute 1002.31. The process for Controlled Open Enrollment shall be detailed in the Clay County School District's Open Enrollment Plan.

### B. EMPLOYEES

**Clay County Resident Employees** of the Clay County School Board, who wish to enroll their children in attendance zones other than the one in which they reside, shall complete the Special Pupil Request (STD-1-2414).

**Non-Clay County Resident Employees:** ~~If the employee's residence is in a county other than Clay, the parent must obtain for his child, a release from the School Board of that county, then direct a written request via the Non-Resident Student Application for Admission (STD-1-2495 (attaching release) to the Superintendent specifying the school assignment desired. Transportation to and from school must be provided by the parent.~~

Note: Students of employees are held to the same standard of other SPR students regarding grades, attendance and discipline to remain at their requested school.

C. SPECIFIC **HARDSHIP** ALLOWANCES FOR REQUESTING ATTENDANCE IN NON-ASSIGNED SCHOOL ZONE

**Day Care (PK-6 ONLY):** Must attach day care provider form (STD-1-2479). Approval is based on space availability in requested school.

**Medical:** **Must** attach physician's statement to [form](#) STD-1-2414.

**Academic Programs (Grades 9-12 ONLY):** [Submit form](#) STD-1-2414 with verification by principal of acceptance into academic program.

**Seniors:** Those students entering their senior year and their zoned school changes due to redistricting.

**Extenuating Circumstances:** (\*) [Attach](#) any/all documentation [to form STD-1-2414](#).

Renewals to remain at requested schools are approved based on grades, attendance, and discipline (STD-1-2440).

D. ESTABLISHMENT OF NEW SCHOOL ZONES

Special Pupil Requests by the parent/guardian as a result of a zoning change for secondary schools within the county are denied with the exception of seniors and academic programs as noted in "C".

*(\*) NOTE: Persons claiming extenuating circumstances to leave a zone which they have been redistricted to attend should be prepared to appear before the Board as their request may require action by the Clay County School Board.*

E. ~~NON-RESIDENT REQUEST FOR ADMISSION (Non-Clay County Residents)~~

~~Students residing in a county other than Clay may attend Clay County Schools only on the basis of agreements negotiated between the Clay County School Board and the Board of the other county and space availability in requested school.~~

~~The Superintendent may grant special permission to individual non-resident students on a case by case basis when there are not other agreements in force and when the interests of the Clay County School Board are not adversely affected.~~

~~Using form STD-1-2495, Non-Resident Student Application for Admission, a non-Clay County parent/guardian may apply for student admission into a Clay County school. Parent/Guardian must obtain a RELEASE from their county of residence and attach the release to their request form at time of application. Both form and county release should be forwarded to Student Services who will process and disseminate copies.~~

CONTROLLED OPEN ENROLLMENT

In an effort to provide parental choice regarding a student's education, parents/guardians shall have the option of applying to send a student to a different school provided the receiving school has adequate capacity.

The Clay County School District's Open Enrollment Plan shall be submitted by the Superintendent and approved by the Clay County School Board annually.

The Open Enrollment Plan shall detail:

- which schools have available capacity for a given year;
- the percentage threshold used to determine capacity;
- the dates and method of applying for Open Enrollment; and
- the lottery process used to determine which applications are granted.

There shall be no appeals process for Controlled Open Enrollment as the selection of students is based strictly on a random lottery procedure.

Controlled Open Enrollment shall be administered by the Superintendent and/or his designee. Applications shall be received by the Superintendent and individual schools shall not be involved in the Controlled Open Enrollment Process.

No District transportation options are available to any Controlled Open Enrollment assignment in Clay County. Transportation must be arranged and provided by the parent/guardian.

Controlled Open Enrollment placement may be rescinded if:  
-Incorrect or false information was provided in the application; or  
-Attendance, tardiness or discipline/behavior problems develop at the receiving school.

#### F. CATEGORY RANKINGS FOR DETERMINING SCHOOL ASSIGNMENT

For purposes of determining school assignment, Special Pupil Requests and applications pursuant to Controlled Open Enrollment shall be processed in the following order:

1. Career and Technical Education Academies (including academic acceleration programs such as IB and AICE):
  - a. Students residing in the school district shall be given priority access;
  - b. Out-of-County Residents may be accepted in any remaining program openings.
2. Clay County School District Employees;
3. Hardship applications including Special Pupil Requests;
4. Controlled Open Enrollment – Group I (to be ranked equally):
  - a. Dependent children of active duty military personnel whose move resulted from military orders;
  - b. Children who have been relocated due to a foster care placement in a different school zone;
  - c. Children who move due to a court-ordered change in custody due to separation or divorce, or the serious illness or death of a custodial parent;
  - d. Students residing in the school district.

5. Controlled Open Enrollment – Group II:
  - a. Out-of-County Residents

**FG. CHANGE OF ADDRESS DURING SCHOOL YEAR**

When a family moves from one attendance zone to another during the school year, the parent/guardian may elect to transfer the child to the school for the zone of the new address or keep the child enrolled for the remainder of the school year. If the parents/guardians choose the latter option, they must complete a Special Pupil Request form (STD-1-2414), which should be processed by the school as usual. If approved, the child may be permitted to ride the school bus under the “space available” conditions identified in “A” above.

If the family anticipates a move and wishes to enroll in the new home address school zone, parent(s)/guardian(s) should present a NOTARIZED statement/contract from the realtor for processing with the Special Student Assignment. When parent(s)/guardian(s) presents an architect’s or contractor’s NOTARIZED statement that their home is under construction, with an anticipated completion date within four (4) months, the children may be enrolled in the school for the zone of the new home. This statement should be attached to the Special Pupil Request for processing.

**SPECIAL PUPIL REQUESTS MAY BE RECOMMENDED FOR CANCELLATION BY THE PRINCIPAL OF THE RECEIVING SCHOOL IF THE REASON FOR THE ASSIGNMENT IS NO LONGER VALID OR IF THE STUDENT FAILS TO FOLLOW RULES OR REQUIREMENTS OF THE SCHOOL DURING THE SCHOOL YEAR.**

**GH. RELEASE FROM ATTENDING SCHOOL IN CLAY COUNTY**

Clay County students may be released by the Superintendent to attend school in an adjoining county pursuant to Controlled Open Enrollment. Financial, transportation, and other responsibilities shall become the responsibility of the receiving school district. For purposes of state reporting, the student shall be reported by the receiving school district unless a letter of agreement is negotiated between the Clay County School Board and the School Board of the other county detailing a cost sharing or other arrangement. ~~in order to participate in certain program(s), which are currently not available in Clay County. Financial, transportation, or other responsibilities of the Clay County School Board shall be determined on the basis of letters of agreement negotiated between the Clay County School Board and the School Board of the other county.~~

**HI. HOMELESS**

The School Board of Clay County shall ensure that homeless children and youth, including preschool-aged children are afforded the same free, appropriate public education as provided to other students and have access to the education and other services that such students need to ensure that they have an opportunity to meet the same challenging Florida student academic achievement standards to which all students are held. Homeless students shall not be stigmatized or segregated or separated into other educational programs on the basis of their status as homeless. This district shall establish safeguards that protect homeless students from discrimination on the basis of their

homelessness. The district will removed barriers that affect the enrollment and retention of homeless students.

## 1. Definitions

The District homeless education liaison shall make a final determination of homeless status on a case-by-case basis.

- a. The McKinney-Vento Act defines homeless students as individuals who lack a fixed, regular, and adequate nighttime residence and includes children and youth who:
  - 1) Are sharing the housing of other persons due to loss of housing economic hardship, or similar reason;
  - 2) Are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations;
  - 3) Are living in emergency or transitional shelters; abandoned in hospitals; or awaiting foster care placement;
  - 4) have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodations for human beings;
  - 5) are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and
  - 6) are migratory children who qualify as homeless because the children are living in circumstances described in 1) through 5).
- b. The term “unaccompanied youth” means a student who is not in the physical custody of a parent or guardian.
- c. The term “school or origin” means the school that the student attended when permanently housed or the school where the child or youth was last enrolled.
- d. The terms “enroll and enrollment” mean attending school and participating fully in school activities.
- e. The term “immediate” means without delay.
- f. The term “parent” means parent or guardian of a student.
- g. The term “liaison” means the staff person designated by our LEA and each LEA in the state as their person responsible for carrying out the duties assigned to the liaison by the McKinney-Vento Act.

## 2. School Selection

- a. The District shall, according to that which is in the student's best interest, and if it is the wish of the parent, guardian, or unaccompanied youth, continue the homeless student's education in the school of origin for the duration of homelessness, or enroll the student in a District school in the attendance zone in which the homeless student is actually living on the same basis as other district students.
- b. In determining that which is in the best interest of the student, the District shall;

- 1) To the extent feasible, keep a homeless student in the school of origin, unless doing so is contrary to the wishes of the student's parent or guardian.
- 2) Provide a written explanation, including a statement regarding the right to appeal, if the District sends a homeless student to a school other than the school of origin.
- 3) In the case of an unaccompanied student, ensure that the District homeless education liaison helps in placement or enrollment decisions, considers the views of the student, and provides notice of the right to appeal placement and enrollment decisions.
- 4) The school of origin means the school that the student attended when permanently housed or the school in which the student was last enrolled. The choice regarding placement shall be made regardless of whether the student lives with the homeless parent or guardian or has been temporarily placed elsewhere.
- 5) The requirements of the Student Assignment Plan for students moving their physical residence from one attendance zone to another, to transfer to a school in the new zone of residence, shall not apply to homeless students.
- 6) The school selection may be documented through the Student Assignment waiver process.

### 3. Enrollment

The District will immediately enroll homeless students, new to the district, in school, even if they do have documents usually required for enrollment, such as school records (includes Individualized Education Plan-IEP, medical and immunization records, birth certificate, other documentation, or proof of residency or guardianship).

- a. A homeless student will be assigned to the student's school of origin as requested by the parent or guardian or to the District school in the attendance zone in which the student is actually living and in accordance with that which is in the student's best interest.
- b. Homeless students have a right either to remain in their school of origin or to attend school where they are temporarily residing.
- c. Homeless students who choose to remain in their school of origin have the right to remain there until the end of the school year in which they get permanent housing.
- d. If a homeless student arrives without records, the school shall contact the previously attended school system to obtain the required records and the assigned liaison shall assist the family as needed.
- e. The District shall immediately refer the parent or guardian to the districts homeless liaison for children and youth in transition, who will help in obtaining necessary immunizations or records if the student needs to obtain these records.

### 4. Residency

A homeless student is considered a resident if the child or youth is personally somewhere within the district with a purpose to live here temporarily, but not necessarily to remain permanently.

- a. The student shall be considered a resident when living with a parent, guardian, or person in loco parentis not solely for school purposes or for participation in

extracurricular activities.

- b. Homeless students who do not live with their parents or guardians may enroll themselves in school.
- c. The address listed on the enrollment forms becomes proof that the student lives in Clay County, Florida.

## 5. Guardianship

- a. For purposes of school placement, any parent, guardian or person in-loco parentis who has legal or physical custody of a homeless child or youth shall enroll that child or youth directly in a District school via the school that registers students on-site, if selected.
- b. The District Guardian Responsibilities form should be completed within a reasonable period of time for those homeless students who are not accompanied by a parent or guardian, once a child or youth is enrolled in and attending a school.

## 6. Disputes

If a dispute arises over school selection, enrollment, or any issue covered in this Policy:

- a. The student shall be immediately admitted to the school of origin or assigned zone school as requested by the parent or guardian and transportation provided to and from the school of origin, pending resolution of the dispute;
- b. The parent or guardian of the student shall be provided with a written explanation of the District's decision regarding school selection, including the rights of the parent, guardian or student to appeal the decision through the Districts' enrollment dispute procedure and the Florida Department of Education's appeal process.
- c. The student, parent or guardian shall be referred to the District Homeless Education Liaison, who shall ensure the resolution process, is carried out as expeditiously as possible after receiving notice of the dispute; and
- d. In the case of an unaccompanied student, the District Homeless Education Liaison shall ensure that the student is immediately enrolled in school pending the resolution of the dispute.

## 7. Transportation

The District shall ensure at the request of the parent, or in the case of an unaccompanied youth, the District Homeless Education Liaison, transportation will be provided for a homeless student to and from the school of origin as follows:

- a. If the homeless student continues to live in the School District, in which the school of origin is located, transportation will be provided.
- b. If the homeless student moves to an area served by another district, though continuing his or her education at the school of origin, the district of origin and the district in which the student resides must agree upon a method to apportion

responsibility and costs for transportation to the school of origin.

- c. If the districts cannot agree upon such a method, the responsibility and costs must be shared equally.

8. Homeless students shall be provided services and educational programs comparable to those offered to other students in the school selected, including the following:

- a. Preschool programs;
- b. Transportation services;
- c. Educational Services for which the student meets the eligibility criteria, including special education and related services and programs for English language learners;
- d. Vocational and technical education programs;
- e. Gifted programs;
- f. School nutrition programs;
- g. Title I, Part a programs; and
- h. Before-and after-school programs.

9. Preschool Programs

The district shall ensure that homeless preschool-aged children and their families have access to educational services for which they are eligible, including preschool programs administered by the district.

10. Homeless Education Liaison

The Superintendent shall ensure that there is a District Homeless Education Liaison and his/her duties are communicated to district and school personnel and appropriate community agencies and providers.

(Ref F.S. 1003.01, 1003.21 and 1003.22)

- IJ. The Superintendent or designee is authorized to assign a student to any school or program as deemed by the Superintendent to be in the best interest of the student or school district. This paragraph does not apply to requests for special pupil assignment made by the student, parent or guardian.

(Adopted: 01/08/81)(Amended: 02/17/94, 09/21/06, 04/15/10)