

DATE: March 20, 2008

TO: All Principals

FROM: David Owens, Superintendent *David L. Owens*

RE: 2008/09 SPECIAL PUPIL REQUESTS; 2008/09 NON-RESIDENT ADMISSIONS Board Policy 4.06 PUPIL ASSIGNMENT remains in effect for the 2008/09 school year without change. Guidelines below for 2008/09:

STATUS	SCHOOL	ACTION REQUIRED
CLOSED schools to accept students residing out of the schools' established zones	KHE (see attached directives). AES, DIS, FIE, LAE, LES, MBE, OLS, OLV, OPE, PES, SLE, SPC, TBE, LAJH. ALL Clay County High Schools will be closed except for CHS and Academies listed below: FIH (exception for Academy of Business Finance; Information Technology; Academy of Television & Photo Journalism). RHS (exception for IB Program; Academy of Culinary Arts). CHS (exception for Academy of Law and Emergency Services; Future Educators Academy). OPHS (exception for Academy of Engineering & Design Tech; Academy of Health & Human Service). MHS (exception for Academy of Architecture and Construction Technology; Agriscience Academy). KHHS (exception for Keystone Academy of Teacher Education; Agriscience Academy).	Standard appeal: *County Office/ Superintendent or Designee
OPEN schools to accept students residing out of the schools' established zones	All other elementary schools and junior highs are OPEN based on grade level space availability.	Standard appeal: *County Office/ Superintendent, or Designee *Board Action

***** Please note:**

At the school level you may give consideration for SPR based on current Board Policy 4.06 which includes: (documented) medical condition (of the student); Seniors (those students entering their senior year); current SPR's at AES, DIS, FIE, LAE, LES, MBE, OLS, PES, SPC, TBE, LAJH, may apply to renew SPR continuance in 08/09. You may also give local consideration at the high school level to those students that have been formally accepted into academy programs and/or meet academy standards.

Board Policy 4.06(D) states that "Persons claiming extenuating circumstances to leave a zone which they have been redistricted to attend should be prepared to present documentation to the Superintendent and/or Designee."

N.J.R.O.T.C. students currently enrolled in the program (2007/08 school year) are automatically grand-fathered to continue if remaining in the program for 2008/2009 after completing SPR renewal paperwork.

Using the renewal form, current SPR students must renew for the 08-09 school year. **PLEASE** be sure that all rising 8th graders make course selections at the school they are zoned to attend, **not** school of choice.

GUIDELINES FOR APPROVAL: *Board Policy 4.06(C)*, keeping projected enrollment, current space available and staff allocations as a major focus, Principals may approve SPR's based on the guidelines reflected in Board Policy.

School Board Rule 4.06(B) **Employees** are approved for Special Pupil Request/Non-Resident Admissions following the guidelines stated. Please note that **substitute teachers are NOT employees of the CCSB** for the purposes of Special Pupil Request. Students of employees must maintain successful grades, regular attendance, and good discipline.

CHILD CARE: (Applicable to students Pre-K-6 ONLY) Parents desiring a special pupil request because of before/after school care may make application provided the day care provider is located within the attendance area of the requested school **AND** the requested school is open. Your approval is based on the above stated guidelines regarding enrollment, space availability and staff. **THIS IS A CONSIDERATION - NOT part of Board Policy.**

***Please use new forms.**

STD12414	Special Pupil Request
STD12440	Special Pupil Request (RENEWAL)
STD-12495	Non-Resident Student Application for Admission
STD-1-2479	Day Care Provider (grades Pre-K - 6)

All questions and concerns may be directed to Student Services, telephone number 284-6511.

- Enc. Pupil Assignment: School Board Policy 4.06
Evidence of Age: School Board Policy 4.07
Documents to Verify Residence
STD-1-2414 Special Pupil Request
STD-1-2440 Special Pupil Request (RENEWAL)
STD-1-2495 Non-Resident Student Application for Admission
STD-1-2479 Day Care Provider (grades Pre-K - 6)

- cc: Vice Principals
Assistant Principals
Denise Adams, Deputy Superintendent
Sharon Chapman, Assistant Superintendent, Instructional Division
Lee Oliver, Director, Elementary Ed.
Lyle Bandy, Director, Secondary Ed.
School Social Workers

NON-RESIDENT ADMISSIONS

The following information is applicable **ONLY** if the school has space available. Clay County's process for Non-Resident admission must be followed for all Non-Resident requests as stated below:

NON-RESIDENT ADMISSIONS: Board Policy: 4.06(B) EMPLOYEES, 4.06(E) others. PLEASE **note non-resident employees** need only obtain release from their County of residence and write a letter requesting admission giving student's full name, grade, school to attend, and parents SDCC work location. **All others** need to obtain their County's release and complete the Non-Resident Request for Admission paperwork. Guidelines for consideration, when the appropriate paperwork is received, are as follows:

EMPLOYEES: Employees' children may attend where parent requests as long as satisfactory grades, attendance, and discipline are maintained.

COACHES (contracted services): Children of coaches (hired through contracted services) may attend where the parent requests as long as satisfactory grades, attendance and discipline are maintained.

SUBSTITUTES: Substitute teachers are NOT considered full-time employees, therefore, their request for admission must be based on residency requirements and are not automatically accepted.

"FUTURE" CLAY COUNTY RESIDENTS: Parents must provide the school a notarized copy of their contract, with a copy of the Building Permit, to apply for admission into **Clay County**. The Building Permit must be active and identify a reasonable completion date (not more than four (4) months).

PRIVATE COMMUNITY SCHOOLS: No automatic privileges will be extended to Private School students. They will be considered through the normal "Non-Resident Admissions" process and guidelines.

KHE

CURRENT NON-RESIDENT STUDENTS: Students currently attending KHE for the 2007/08 school year may reapply for admission into Clay County at KHE for the 2008-2009 school year. This procedure applies only to non-resident business owners and non-resident school board employees.

CURRENT NON-RESIDENT STUDENTS OF BUSINESS OWNERS: School District of Clay County will accept children of business owners who operate their business within the KHE school zone during the 2008-09 school year. The children of business owners may receive NON-Resident status in the school zone in which the business operates. Business owners must supply the following when seeking Non-Resident status.

1. Student release from school district where residence is located.
2. Valid Keystone Heights business license.
3. Title or lease agreement of property indicating business location.

Note: This special consideration is not extended to holders of business licenses for seasonal sales, door to door sales, or vehicular vending sales.

The principal of KHE will request that all students currently enrolled provide **proof of residency** to continue their enrollment at KHE for the 2008/09 school year.