

# SCHOOL DISTRICT OF CLAY COUNTY



**Ben H. Wortham**  
Superintendent of Schools

23 South Green Street  
Green Cove Springs, Florida 32043

## Telephones

904/284/6511 (GCS) - 904/529/4893 (OP)  
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## BOARD MEMBERS

Janice Kerekes  
*District 1*  
Carol Studdard  
*District 2*  
Charles Van Zant, Jr.  
*District 3*  
Frank Farrell  
*District 4*  
Lisa Graham  
*District 5*

\*\*Parents may ask for Special Pupil Request forms beginning **May 21 through August 2, 2012**. The Principals' primary consideration in approving SPR's will be the ability to maintain class size caps throughout grade levels. Forms not processed by the August 2<sup>nd</sup> deadline will not be considered for the 2012-2013 school year.

DATE: May 17, 2012  
TO: All Principals  
FROM: Ben H. Wortham  
RE: **2012-2013 SPECIAL PUPIL REQUESTS; 2012-2013 NON-RESIDENT ADMISSIONS**

**Board Policy 4.06 PUPIL ASSIGNMENT** remains in effect for the **2012/2013** school year without change. Guidelines listed below:

STATUS	SCHOOL	ACTION REQUIRED
<b>CLOSED</b> schools to accept students residing out of the schools' established zones	<p><b>KHE</b> (see attached directives). <b>AES,CGE,DIS,LES,MCE,OPE,POE,SLE,TBE,TES</b></p> <p><b>ALL Clay County High Schools will be closed except for CHS, and Academies listed below:</b></p> <p><b>FIH</b> (exception for Academy of Business Finance; Academy of Television &amp; Photo Journalism). <b>RHS</b> (exception for IB Program; Academy of Culinary Arts; Cisco Academy of Information Technology; IB Career Cert.). <b>KHH</b> (exception Academy of Agriscience) <b>OLH</b> (exception Academy of Aerospace Technology; Plant Biotech). <b>OPH</b> (exception for Academy of Engineering &amp; Computer Science; Academy of Health Science). <b>MHS</b> (exception for Academy of Architecture, Construction and Interior Design; Agriscience Academy; IT Academy).</p>	<p>Standard appeal: *County Office/ Director of Student Services</p> <p>Requests for McKay Scholarships may be considered at any time. Space availability is limited to programs capable of providing those services required by the student's IEP and exists within the transportation zone.</p>
<b>OPEN</b> schools to accept students residing out of the schools' established zones	<p>All other elementary schools not listed above and junior highs are <b>OPEN based on grade level space availability.</b></p>	<p>Standard appeal: *County Office/ Director of Student Services *Board Action</p>

**\*\*\* 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); keeping siblings together; Seniors (those students entering their senior year); students who reside in Clay County who currently have an approved SPR will not need to reapply to continue attending that school next year. Principals will have the right to rescind the SPR at anytime attendance; grades, behavior, etc. become issues and return students to their zoned schools if necessary.

**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 will have the right to rescind the SPR at anytime attendance; grades, behavior, etc. become issues and return students to their zoned schools if necessary.

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.**

STD-1-2414	Special Pupil Request
STD-1-2495	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-1-2495 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  
Diane Kornegay, Assistant Superintendent, Instructional Division  
Michael Wingate, Director, Secondary Ed.  
School Social Workers

## NON-RESIDENT ADMISSIONS

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 every year. 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.

**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).

### KHE

**CURRENT NON-RESIDENT STUDENTS:** Students currently attending KHE for the 2011/2012 school year may reapply for admission into Clay County at KHE for the 2012-2013 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 2012-2013 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 2012-2013 school year.

