

**Policy 4.06 - Discussion Agenda - 09/21/06 - Public Hearing**

**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, the parent/guardian must direct a written request to the Superintendent via the Special Pupil Request form, specifying the school assignment desired and stating reasons for the request. 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. (Amended: 03/25/93) 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.

~~The term "homeless children and youths" means individuals who lack a fixed, regular, and adequate nighttime residence; and includes children and youths who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; are abandoned in hospitals; or are awaiting foster care placement; children and youths who have a primary nighttime residence that is a public or private place not designed for, or ordinarily used as a regular sleeping accommodation for human beings; children and youths who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and migratory children (as such is defined in section 1309 of the Elementary and Secondary Education Act of 1965) who qualify as homeless for the purposes of this subtitle because the children are living in circumstances described above.~~

~~Children and youth experiencing homelessness are ensured educational rights and protections by the McKinney-Vento Homeless Assistance Act.~~

~~According to the child/youth's best interest, schools must either continue the child/youth's education in the school of origin, or enroll the child/youth in any public school that non-homeless students who live in the attendance area where the child/youth is actually living are eligible to attend. A homeless child or youth's right to attend his/her~~

school of origin extends for the duration of homelessness. If a child or youth becomes permanently housed during the academic year, he or she is entitled to stay in the school of origin for the remainder of the academic year. The school selected shall immediately enroll the child/youth in school, even if the child or youth lacks records normally required for enrollment, such as previous academic records, medical records, proof of residency, or other documentation.

Any known homeless student should be referred to a school social worker to assess need for school placement and available community services.

(F.S. 1003.21)

B. EMPLOYEES

**Clay County Resident Employees** of 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 Student Assignment (MIS 12414) 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 ALLOWANCES FOR REQUESTING ATTENDANCE IN NON-ASSIGNED SCHOOL ZONE

**Day Care (K-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 STD-1-2414).

**Academic Programs (Grades 9-12 ONLY)**: Must be verified 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

*(\*) 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.*

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

D. ESTABLISHMENT OF NEW SCHOOL ZONES

~~Special Student Assignments requested- Pupil Requests~~ by the parent/guardian as a result of a zoning change for secondary schools within the county are ~~to be denied (with the exception of allowances noted in "C"). (Amended: 08/18/94)~~ 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. ~~Guidelines established in "Section C" will prevail for non-residents.~~

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.

F. 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 Student Assignment Pupil Request~~ form (MIS-12414) (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. ~~(Amended: 03/25/93)~~

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 Student Assignment Pupil Request~~ for processing.

**SPECIAL STUDENT ASSIGNMENTS PUPIL REQUEST 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.**

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

Clay County students may be released by the Superintendent to attend school in an adjoining county 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.

**H. HOMELESS**

The term “homeless children and youths” means individuals who lack a fixed, regular, and adequate nighttime residence; and includes children and youths who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; are abandoned in hospitals; or are awaiting foster care placement; children and youths who have a primary nighttime residence that is a public or private place not designed for, or ordinarily used as a regular sleeping accommodation for human beings; children and youths who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and migratory children (as such is defined in section 1309 of the Elementary and Secondary Education Act of 1965) who qualify as homeless for the purposes of this subtitle because the children are living in circumstances described above.

Children and youth experiencing homelessness are ensured educational rights and protections by the McKinney-Vento Homeless Assistance Act.

According to the child/youth’s best interest, schools must either continue the child/youth’s education in the school of origin, or enroll the child/youth in any public school that non-homeless students who live in the attendance area where the child/youth is actually living are eligible to attend. A homeless child or youth’s right to attend his/her school of origin extends for the duration of homelessness. If a child or youth becomes permanently housed during the academic year, he or she is entitled to stay in the school of origin for the remainder of the academic year. The school selected shall immediately enroll the child/youth in school, even if the child or youth lacks records normally required for enrollment, such as previous academic records, medical records, proof of residency, or other documentation.

Any known homeless student should be referred to a school social worker to assess need for school placement and available community services.

(F.S.. 1003.21)

(Adopted: 01/08/81)(Amended: 02/17/94, 00/00/2006)