

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. 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.

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 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 (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 STD-1-2414.

Academic Programs (Grades 9-12 ONLY): 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

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.

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 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.

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 resident 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)~~

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 remove 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 the 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 not 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 schools 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 district's 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. Comparable Services

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)

- I. 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)

4.07 STUDENT ADMISSION AND ENROLLMENT

A. Kindergarten and First Grade

1. Age Requirements, Kindergarten

- a. Children who will have attained the age of five years on or before September 1 of the school year shall be eligible for admission to public kindergarten during that school year.
- b. Evidence of Age – **NOTE:** See 4.06 H, for Homeless Students

Before admitting a child to kindergarten or first grade, the principal shall require evidence that the child has attained the age required in Section A. 1. a. or Section C.

If the first prescribed evidence is not available, the next evidence obtainable in the order set forth below shall be accepted: (Ref. F.S. 1003.21(1-7))

- 1) A duly attested transcript of the child's birth record, or
- 2) A duly attested transcript of a certificate of baptism showing the date of birth and place of baptism of the child, accompanied by an affidavit sworn by the parent, or
- 3) An insurance policy on the child's life, which has been in force for at least two (2) years, or
- 4) A bona fide contemporary Bible record of the child's birth, accompanied by an affidavit sworn by the parent, or
- 5) A passport or certificate of arrival in the United States, showing the age of the child, or
- 6) A transcript or record of age shown in the child's school record of at least four (4) years prior to application, stating date of birth, or
- 7) If none of these evidences can be produced, an affidavit of age sworn to by the parent, accompanied by a certificate of age signed by a public health office or by a public school or a licensed physician, which certificate shall state the health officer or physician has examined the child and believes that the age stated in the affidavit is substantially correct.

The date of birth, so determined shall be recorded in the permanent record of each child entering kindergarten or first grade. The form of

evidence for the birth date shall be noted and the parent's affidavit filed, if such affidavit is used as proof of age.

B. Early Admission to Kindergarten

No provisions for early admission to kindergarten exist.

C. First Grade

Any child who has attained the age of six (6) years on or before September 1, of the school year and who has been enrolled in a public school or who has attained the age of 6 years on or before September 1, and has satisfactorily completed the requirements for kindergarten in a non-public school shall be admitted to first grade.

(Ref. F.S. 1003.21)(Amended: 09/20/90)

D. Early Admission to First Grade

No provisions for early admission to first grade exist.

E. Health Examinations – **NOTE:** See 4.06 H, for Homeless Students

All “initial entry students” to a Florida school (preschool through grade 12) must present certification of a school entry health examination performed within the 12 months prior to enrollment. Any child shall be exempt from a health examination upon written request of the parent or guardian of such child stating objections to such examination on religious grounds.

(Ref. F.S. 1003.22(1))(Adopted: 07/01/81)(Amended: 10/08/81)

F. Immunizations – **NOTE:** See 4.06 H, for Homeless Students

Prior to admittance to or attendance in a public school (preschool through grade 12) each child shall present or have on file, a certificate of immunization for the prevention of those communicable diseases for which immunization is required by the Department of Health.

These provisions shall not apply if:

1. A request for religious exemption from immunization requirements is presented to the facility/school on a Department of Health Religious Exemption Immunization Form (DH 681) that has been officially approved by the Department of Health.
2. A physician licensed under the provisions of Chapter 458, Chapter 459 or Chapter 460 certifies in writing on forms approved and provided by the Department of Health that the child should be exempt from required immunization for medical

reasons stated in writing, based upon valid clinical reasoning or evidence, demonstrating the need for the exemption at that time.

The presence of any of those communicable diseases for which immunization is required by the Department of Health in a Florida school shall permit the county health director or the health program officer staff director to declare a communicable disease emergency. The declaration of said emergency shall mandate that all children in attendance in the school who are not in compliance with the provisions of this section shall be identified by the School Board and the school.

Health and immunization records of such children shall be made available to the county health director. Those children identified as not being immunized against the disease for which the emergency has been declared shall be temporarily excluded from school until such time as specified by the county health unit director.

(Ref. F.S. 1003.22(5)(e))(Adopted: 07/01/81)(Amended: 08/21/97)

G. High School Enrollment

Any student who is enrolled in a secondary school shall present an official transcript of work or credit at the time of entrance. If the transcript is not presented, the student is tentatively enrolled on the basis of information available at the time of enrollment. Upon receipt of any official transcript, which indicates that the student is enrolled in the wrong subject or grade, the student shall be immediately withdrawn and re-enrolled in the appropriate grade or subject. The parents shall be so informed of such action.

(Ref. F.S. 1008.2)(Adopted: 01/08/81)(Amended: 08/21/97)

H. Entry into Kindergarten and First Grade by Out-of-State Transfer Students

1. Any student who transfers from an out-of-state public school and who does not meet regular age requirements for admission to Florida public schools shall be admitted upon presentation of the data required in subsection (3).
2. Any student who transfers from an out-of-state nonpublic school and who does not meet regular age requirements for admission to Florida public schools may be admitted if the student meets age requirements for public schools within the state from which he or she is transferring, and if the transfer of the student's academic credit is acceptable under rules of the School Board. Prior to admission, the parent or guardian must also provide the data required in subsection (3).
3. In order to be admitted to Florida Schools, such a student transferring from an out-of-state school must provide the following data:
 - a. Official documentation that the parent(s) or guardian(s) was a legal resident(s) of the state in which the child was previously enrolled in school.

- b. An official letter of transcript from proper school authority which shows record of attendance, academic information, and grade placement of student.
- c. Evidence of immunization against communicable diseases as required in Section 1003.22, Florida Statutes.
- d. Evidence of date of birth in accordance with Section 1003.21, Florida Statutes.
- e. Evidence of a medical examination completed within the last twelve (12) months in accordance with Section 1003.22, Florida Statutes.

(Ref. F.S. 1003.21 & SBER 6A01.0985)(Adopted: 09/09/92)(Amended: 10/04/98)

I. Disclosure of Previous Discipline Offenses Required Upon Initial Registration

Each student at the time of initial registration into Clay County Schools shall note previous school expulsions, arrests resulting in a charge, and juvenile justice actions the student has had. The registration form, completed by the student and parent at time of enrollment, shall accurately denote such incidences.

(Ref. F.S. 1006.07(1)(b))(Amended: 08/21/97)

J. Homeless Students – Documentation Required for School Entry

1. 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 resident 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 describe above. (Also, referenced in 4.06 H STUDENT ASSIGNMENT)

2. Evidence of Date of Birth Requirements

Homeless students being admitted to pre-kindergarten or kindergarten are to be provided a 30-day temporary exemption from the evidence of date of birth requirements. (Ref. F.S.1003.22, effective 07/01/01)

3. Health Examination

Homeless students are to be provided a 30-day temporary exemption to attend class without documentation of the required school entry health exam. (Ref. F.S.1003.22, effective 07/01/01)

4. Immunizations

Homeless students are to be provided an exemption of 30 school days to attend class without documentation of the required immunizations. The public school health nurse is responsible for the follow-up until proper documentation or immunizations are obtained.

(Ref. F.S. 1003.22, effective 07/01/01) (Amended: 10/18/01, 09/21/06, 08/19/10)