

**Board Policy JBCC: Student Assignment**

**Status:** DRAFT

**Original Adopted Date:** 01/15/2013 | **Last Revised Date:** 07/22/2014

It shall be the policy of the Newton County Board of Education to assign students to schools within the district based on school attendance zones established by the Board. A student may be assigned to another school pursuant to state and federal law or local board procedures regarding voluntary choice. Prior to the start of each school year, the Superintendent or designee shall determine and post on the school system's website a beginning and ending date for parents/guardians to submit out-of-zone applications. Except as indicated in this policy, out-of-zone requests will be accepted only during the designated dates.

Permission for a student to attend school outside the assigned attendance zone will be granted annually based on the following reasons when the application has been signed and approved by both principals and the Superintendent's Designee, the Director of Student Services.

1. The sons/daughters or other students under legal custody of full-time employees (those who work 20 hours or more per week) or Board members may attend any grade appropriate school in the county subject to review and approval of such request by the Superintendent or Superintendent's designee. Requests for pre-kindergarten and theme school placements are handled through a lottery process. The parent/legal guardian will be responsible for transporting the student (s) to and from a school that is not the student's home school. Once enrolled, the student will be expected to attend his/her assigned school for the entire school year. Tuition shall be exempted for out-of-county students of employees.
2. A student receiving services in the special education program may be assigned to another school to provide access to a special instructional program or service not available in the home school to which he/she would be assigned based on his/her place of residence. The parent/guardian may elect to enroll the siblings of this student in the particular school if the parents provide transportation. This stipulation for out-of-zone assignment will apply for the duration of the time a student is enrolled in special programs assigned to that school.
3. A student may be assigned to another school to provide access to a special instructional program not available in the home school to which he/she would be assigned based on his/her place of residence. Students and parents should refer to the annually published student handbook to review programs offered at each high school. This stipulation for out-of-zone assignment will apply for the duration of the time a student is enrolled in special programs assigned to that school. The parent/guardian will be responsible for transporting the student to and from school. Policies and procedures of the Georgia High School Association apply.
4. Siblings of students who are enrolled in a special instructional program may be allowed to attend the same school if the parents agree to provide transportation. This stipulation for out-of-zone assignment will apply for the duration of the time a student is enrolled in special programs assigned to that school. If the student attending the special instructional program graduates from the school or completes the highest grade level at the school, the sibling has the privilege to remain until completion of the highest grade at the school adhering to out-of-zone stipulations.
5. The parent/guardian of a student attending school in the zone of residence who moves from one attendance zone in the district to another must exercise one of the following two options:
  - a. transfer the student(s) immediately to a school within the new attendance zone; or
  - b. transfer the student(s) at the end of the semester, except for students in the fifth, eighth and twelfth grades, who may remain until the end of the school year;

If option (b) is exercised, the parent/guardian must provide transportation. In any event, the student(s) must enroll in the school in his/her attendance zone at the beginning of the next school year. The Superintendent or designee may revoke the privilege of (b) if the parent/guardian is unable to transport, if the student exhibits poor attendance (unexcused absences), is consistently tardy, or is consistently picked up prior to school dismissal and/or is not picked up from school promptly at the end of the day. If the student moves outside of Newton County, he/she must withdraw immediately.

6. The parent/guardian of a student residing in one attendance zone of the district who is in the process of building, buying, or leasing a residence in another attendance zone of the district into which they intend to

move within 90 calendar days, may enroll their student(s) in the school of that attendance zone if approval is granted by the Superintendent or designee. The parent/guardian shall present a letter of intent to reside in that attendance zone as well as a notarized copy of a contract or notarized statement from the builder, seller or lessor in support of the request. All transportation must be assumed by the parent. When exceptions are granted because the parent is building in another attendance area, occupancy must occur within 90 days from the time of the granting of the exception; when individuals own more than one home, residence will be considered the dwelling upon which homestead exemption is claimed. Policies and procedures of the Georgia High School Association apply.

If an extension is needed, the parents are responsible for providing written documentation of the new occupancy date. If this documentation is not provided, the student will be expected to return to his/her school of residence at the end of the grading period.

7. A student who is assigned to an alternative education center through the system-wide placement committee or through the Tribunal Hearing process shall attend an alternative education center.
8. A student attending a school that is labeled persistently dangerous under the Unsafe School Choice Option (USCO) of the ~~No Child Left Behind Act~~ **Elementary and Secondary Education Act** who is the victim of a violent criminal offense while on the property of the school in which he/she is enrolled, while attending a school-sponsored event that occurs on the property, or while attending an event under the jurisdiction of the school, shall be permitted within ten school days of the **school systems's determination by official action that the student is the victim of a commission of the** violent criminal offense to transfer to a safe school. Students who are victims of a violent crime where the offender is also a student in the same school may apply for out of zone placement. ~~Parents must provide a copy of the court order documenting such violent crime.~~ The parent/guardian/student shall be responsible for the transportation.

No student shall be refused admission to, be excluded from, or assigned to attend any school on the basis of race, creed, color, national origin, gender, religion, or disability. The Newton County School System reserves the right to request verification of place of residence and information provided on the out of zone application. If any false information is given, the transfer will not be approved. If the transfer is granted and false information is discovered at a later date, the approval for transfer will be rescinded.

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