

ADMINISTRATIVE GUIDELINES

CHAPTER 5.00 – STUDENTS

STUDENT ASSIGNMENT

5.20G

ADMINISTRATIVE GUIDELINES STATEMENT:

ESTABLISHMENT OF SCHOOL CAPACITY

- I. School Capacity and Grade Level Capacity shall be considered when identifying and/or projecting available space for student assignments.
 - A. Overall school capacity shall be determined by the Department of Planning and Growth Management and provided to the schools in a regular enrollment report, and posted on the Citrus County School Board Web Site on a regular basis.
 - B. Grade level capacity shall be determined by the principal of each school by looking at pupil/teacher ratio, available classroom space and building capacity.
 - C. The cutoff point for accepting out of zone students shall be set at 90 percent of overall school capacity and/or 90 percent of grade level capacity in order to maintain adequate space for students who live in zone or move in zone during the course of the school year. Schools that are open and closed for open enrollment shall be identified in the posted enrollment report.
- II. Maps showing the attendance zones applicable to each school, including the grades served by each school, shall be maintained in the office of the Superintendent or designee and posted on the District Website for public inspection.

STUDENT ASSIGNMENT

- I. Residence: The residence of the student shall be the primary residence of the student's natural/adoptive parents or legal guardian unless:
 - A. A student who has been adjudicated to be dependent or delinquent pursuant to Chapter 39, Florida Statutes shall be assigned by the Superintendent to the school that best meets the special needs of the student in consultation with representatives of the Department of Children

and Family Services or other person or agency having responsibility for the welfare of the student.

- B. A student who is found to have committed or pleads guilty or nolo contendere to a felony violation of any of the crimes identified in Florida Statute 1006.13(5) shall be subject to transfer from the student's home school if said student is attending a school attended by the victim or sibling of the victim of the offense. The student may be transferred from said school and shall not attend any school attended by the victim or victim's sibling or ride on the school bus on which the victim or sibling is riding. The offending student or parent of the offending student shall be responsible for arranging and paying for transportation associated with the transfer of schools.
- II. Proof of Residence: A principal or designee or other person so designated by the Superintendent may require reasonable proof of residency given by the natural/adoptive parents, legal guardians or adult student. Reasonable proof of the primary residence shall include, but not be limited to: a written statement executed by the natural/adoptive parents, legal guardians, or adult student in the presence of a principal or designee or other person designated by the Superintendent, or in the presence of a notary public and supported by documentation of homestead exemption, lease or rental agreement or utility deposit receipt. In all cases, the Superintendent or designee reserves the right to make an independent investigation and to make the final determination as to the residence of a student.
- III. Student over 18: Any student eighteen (18) years of age or older not living with the natural/adoptive parents or legal guardians enrolling in any school operated by the School Board shall be assigned on the basis of the student's own personal residence and the student may exercise the rights relating to school assignments without the consent of a parent.
- IV. False Information: Natural/adoptive parents, legal guardians, and adult students shall be responsible for insuring the accuracy of the primary residence address furnished to the Superintendent or designee and for insuring that such information is current. Students assigned to any public school based upon false, incorrect or inaccurate residence address may be immediately reassigned to the appropriate school by the Superintendent or designee.

STUDENT REASSIGNMENTS

- I. After a student has been assigned to a school in his/her attendance zone, a request for a reassignment to another school must be made by the student's natural/adoptive parents or legal guardians. Approval of any reassignment does not constitute approval to participate in varsity athletics.

- II. Approval to participate in varsity athletics is governed by the bylaws adopted by the Florida High School Activities Association (FHSAA). If a student is reassigned to an out of zone school, the student shall be eligible to participate in interscholastic and intrascholastic extracurricular activities. However, the student may not participate in a sport if the student participated in the same sport at another school during the same school year unless the student meets one or more of the following criteria;
1. The student is a child of active duty military personnel whose move resulted from military orders.
 2. The student is a child who has to be relocated due to a foster care placement in a different school zone.
 3. The student is a child who must move due to a court ordered change in custody due to separation or divorce, or the serious illness or death of a custodial parent.
 4. Authorized for good cause in District Policy.
- III. A student who transfers based on the provisions of this policy may remain at the school in subsequent years until the student completes the highest grade level at the school unless the student is suspended or expelled from the school. If the student is suspended or expelled from the school, the reassignment may be rescinded.
- IV. In order for a reassignment to be processed the natural/adoptive parents or legal guardians must do the following:
- A. Complete the Special Attendance Preference form. The form is available at school sites or online at the Citrus County School District website, www.citrus.k12.fl.us.
 - B. Return the completed form to the Planning & Growth Management Department.
- Upon review by the Superintendent or designee the natural/adoptive parents or legal guardians will be notified in a timely manner when the decision is made.
- V. Approval of a new special attendance preference will be based on one of the following criteria:
- A. The student is a child of active duty military personnel whose move resulted from military orders.
 - B. The student has to be relocated due to a foster care placement in a different school zone.
 - C. The student must move due to a court ordered change in custody due to separation or divorce, or the serious illness or death of a custodial parent.

- D. The student changes residence during the school year and the request is necessary so the student can remain in the school that they were previously zoned for.
 - E. An educational program that the student needs is not available at the zoned school but it is available at the out of zone school.
 - F. Childcare is provided by a relative, family member, or commercial childcare center, that is physically located in the zone of the requested school.
 - G. The student is a child of an employee of the Citrus County School Board who works at the requested school or in close proximity to the requested school (e.g., bus compound, school in close proximity, or other district facility in close proximity).
 - H. Special or extraordinary circumstances that have a bearing on the student's health, safety, and welfare.
- VI. Out of County students who wish to attend a Citrus County School must follow the same process as in county students. However, students residing in Citrus County shall not be displaced by students residing outside Citrus County.

The reassignment may be revoked for any of the following reasons:

- A. The receiving school has no available space based upon determined capacity;
 - B. The student has repeated discipline referrals;
 - C. The student has excessive absences and/or tardiness; and/or
 - D. Other reasons as deemed appropriate by the Superintendent or designee.
- VII. A student shall only be reassigned once in a school year unless the student's family relocates to a home in a different school zone and a new assignment is necessary so that the student can remain in the school of choice or for a program not available in the zoned school or for special or extraordinary circumstances as determined by the Superintendent or designee. Transportation shall not be provided unless the student is enrolled in a special program and the School Board has approved out of zone transportation for the particular program.

STUDENTS NOT RESIDING WITH HIS/HER NATURAL PARENTS, CUSTODIAL PARENT, OR LEGAL GUARDIAN

The adult must complete the Custodial Consent form which is available at the school and/or the Citrus County School Board Student Services Center. The Custodial Consent

form must be completed and returned within 30 days of the enrollment date to the principal or their designee.

HISTORY:

ADOPTED: 11/28/1984
REVISION DATE(S): 09/27/1995, 08/21/2008,
01/21/2010, 7/19/2012, 09/15/2016
FORMERLY: 7.5(1) G, 7.5(2) G, 7.5(3) G, 7.5(4) G