

<b>KENT COUNTY PUBLIC SCHOOL SYSTEM</b>	<b>Procedure Number: 600-42</b>
<b><i>Curriculum and Instruction</i></b>	<b>Date of Review by Board: 7/2/01; 7/14/10;5/2/11, 11/7/11, 4/13/15, 3/13/17,6/11/18</b>
<b>Subject: Out of Attendance Zone Placement</b>	<b>Date Revised: 08/05/02, 05/04/09, 04/29/10, 03/29/11, 11/1/11, 4/13/15, 3/13/17,6/11/18</b>

I. Purpose and Scope

The purpose of these procedures is to set forth specific requirements regarding approval of requests for out-of-zone placements.

II. Requirements

The attendance area for each school located in the county will be designated by the Board of Education. The Supervisor of Student Services or a Pupil Personnel Worker will investigate all requests for exceptions to this policy.

Out-of-zone placement decisions require balancing countywide considerations with those of the student and family. Building utilization, enrollment levels, and the educational program needs of the individual student are considered in weighing the impact of a request to transfer a student from the home school to some other school of choice. Applications for an out-of-zone placement will be processed on a first come-first served basis.

Once approved, Out-of-zone placements are in effect until the end of the school year during which the request occurred. Application for continued out-of-zone placement must be made yearly and submitted by **June 30<sup>th</sup>** for the following school year.

The Pupil Personnel Worker and Supervisor of Student Services are sensitive to requests which may reflect a desire to avoid schools which may have a different social composition, or to situations where a change is requested simply because of the parent's perceptions that one school is better than another. School preference is not a qualifying reason for an out-of-zone placement.

Students who reside in Kent County but who reside outside the service area of the school in which they wish to enroll will not be admitted until the Pupil Personnel Worker and Supervisor of Student Services reviews the placement request. The Supervisor of Student Services must give final approval before the student may be enrolled at the requested school.

III. Criteria for Approval

An out-of-zone placement may be requested for one of the following reasons:

1. Childcare

These requests are made when the primary issue is the child's safety and welfare. A childcare provider is that person, nursery school, day care center, or other facility, which directly provides childcare for the referred child.

2. Curriculum

These requests involve the pursuit of a program of instruction unavailable in the student's home school. A program is defined as a sequence of courses leading to a specific academic or vocational preparation or to the development of a specific interest or need. Consideration will not be given to a request based on a single course, athletic activities, or extracurricular activities, as these do not constitute a program of instruction. Curriculum requests are granted only for the duration of the curricular program.

3. Hardship

These requests pertain to personal and family circumstances of an unusual and adverse nature, which precludes the student's enrollment in his/her home school.

4. Other Conditions

Other conditions, to be determined by the Superintendent, may be justification for waiving the attendance zone procedures if they are in the best interest of the student and/or school system.

IV. Limitations

The Office of Student Services will review the reasons for the request and determine whether any limitations apply such as: school enrollment, grade level class size, program eligibility and capacity, and impact on building utilization and support services. Factors limiting an out-of-zone placement in a requested school:

- School is at or over 95 percent of state-rated capacity based on adjusted enrollment
- Over enrollment of a particular grade level--out-of-zone placements will be viewed as adversely affecting class size if the average class size at any grade level meets or exceeds the following:

Pre-kindergarten - 20

Kindergarten through Grade 1 – 20

Grades 2 & 3 – 22

Grades 4 & 5 - 24

## V. Conditional Attendance

If a family is planning to move into a different attendance zone in Kent County, documentation of construction completion, settlement date, or rental agreement is required from contractor, lawyer, realtor or landlord.

If a family moves from one school attendance area to another in the county after February 1 of the school year, the children may continue in the school in which they are already enrolled for the remainder of the school year. This is not obligatory, but may be done at the option of the parents. Parents would assume responsibility for transportations once the family moves.

## VI. Transportation

Transportation for students given out-of-zone placement shall be the responsibility of the parents/guardians.

## VII. Required Application

Requests for placement outside of a student's attendance zone must be made in writing to the Supervisor of Student Services on request forms available from the student's school. These forms must be submitted to the student's school by **June 30<sup>th</sup>** for the following school year. The principal will forward the completed forms to the Supervisor of Student Services as they are received. Application for out-of-zone placement must be submitted every year. There is no guarantee of approval for continued placement from year to year..

## VIII. Notification of Approval/Denial

**Applications that meet the deadline of June 30<sup>th</sup> will receive notification of approval, denial or waitlist by July 31<sup>st</sup>. Applications received after June 30<sup>th</sup> will receive denial or approval to the parent/guardian two weeks prior to the start of school unless the student is new to KCPS or there is a bonafide emergency or event that could not be foreseen prior to June 30<sup>th</sup>.**

## IX. Transfers During the School Year

Requests for a change of school placement during the school year will be acted upon, and notification will be provided within ten (10) working days of the receipt of the request. Since school changes during the school year impact severely upon both the student and the school, such requests will be carefully scrutinized as to need. The sending school will be required to document efforts to resolve the problem if the request is based upon personal differences between the school and the home, student attendance, or student academic progress.

## X. Returning to Attendance Zone School

Families receiving approval for out-of-zone placement who wish to return to their former school may do so upon written request to the Supervisor of Student Services.

## XI. Termination

Upon the written recommendation of the receiving school principal or a Pupil Personnel Worker, an out-of-zone placement may be revoked by the Supervisor of Student Services under any of the following conditions:

1. The stated reason for the out-of-zone placement is no longer valid.
2. False information was given at the time of the out-of-zone placement request.
3. There are more than three (3) unexcused absences or tardies in any marking period.
4. The parent/guardian picks up the child early from school more than three (3) times in any marking period.
5. **The child is considered a chronic disruption. This disruption interferes with the learning of other students.**

The parent will be notified in writing of the decision of the Supervisor of Student Services.

## XII. Appeal Process

Appeals should be addressed in writing to the Superintendent of Schools within 15 days following notification of denial or termination of an out-of-zone placement.