File: JC-R

SCHOOL ATTENDANCE ZONES
(FOR RESIDENTS OF CHARLOTTESVILLE CITY)

1. The attendance zones for each school will be determined by the School Board.

2. Changes in attendance areas shall be approved by the School Board, upon recommendation of the Superintendent based on the need to provide for the orderly administration of the schools, the competent instruction of the students, and the health, safety, best interests and general welfare of all students.

3. All resident students shall attend the school which serves the attendance zone in which they reside except under special conditions approved by the Board and with approval of the Assistant Superintendent for Administrative Services.

4. The residence of the person having legal custody of the student is considered the residence of the student. The Board reserves the right to verify the residency of any student as a part of the application process for out-of-zone attendance.

A. Requests for Out of School Zone Attendance by Resident Students

A parental request for out of school zone attendance by a resident student may be considered under the limited circumstances set forth below:

- Grade K-4 student child care issues. The parent/guardian must demonstrate hardship in providing appropriate supervision for the child in the designated school area where the parent/guardian resides.

- Change of residence during the course of a school year. A student changing residence within the city shall be permitted to complete the school year in the school in which he/she was in attendance, and the parent/guardian must provide transportation to and from school. A student who has attended a school for at least three years and moves to another residence in the city is eligible to complete his/her education at the school he/she was attending, and the parent/guardian must provide transportation. If the student has not been in attendance for three years, the student shall enroll in and attend the school serving the attendance zone in which he/she resides at the beginning of the next school year.

B. Application for Out of School Zone Attendance

1. A request for out of school zone attendance must be made on a form provided by the Charlottesville City Schools. The form shall be submitted to the office of the Assistant Superintendent for Administrative Services

who will forward a copy to the office of the principal of the desired school of attendance. Copies are located at each school and in the Administrative Services Handbook.

2. A request based solely upon convenience or personal preference shall not be considered.

3. Out of zone attendance may be approved only when the approval does not exceed the optimum student capacity, as determined by the Superintendent, of the grade and school requested. The Assistant Superintendent for Administrative Services, shall provide an applicant with written notification of the approval or denial of a request by May 15 of the year prior to the school year in the request.

4. Approval, if granted, is valid only for the school year in which it is received and a parent/guardian shall reapply in writing each school year for consideration.

5. Falsification of any information stated in a request will be cause for immediate revocation of out of school zone attendance permission and no further application shall be considered.

6. Approval of out of zone attendance can be revoked by the Superintendent or designee with written notification to the parent/legal guardian.

7. Reasons for revocation include, but are not limited to, overcrowding, poor attendance, habitual tardiness, failure to provide safe and punctual transportation, Code of Conduct violations, and any action or behavior by the student or parent/legal guardian that is disruptive to and/or interferes with the educational process.

C. <u>No Child Left Behind</u>

1. Federal *No Child Left Behind* mandates shall supercede Board policies or regulations related to out of school zone attendance by resident students.

2. In the event that students are eligible for school choice due to *No Child Left Behind* mandates, the Superintendent shall issue procedures to be used to comply with the mandate.

D. Homelessness

1. Federal and state mandates regarding the admission of homeless students shall supercede Board policies or regulations related to out of school zone attendance by resident students.

2. Procedures for complying with McKinney Vento School of Origin for students experiencing homelessness are located in the CCS Homeless Manual which is located in each school and in the Office of Special Education and Student Services.

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Legal References.: Code of Virginia, 1950 as amended, §§ 22.1-78, 22.1-79.

Cross References:
JCA Transfers by Student Victims of Crime
JCB Transfers by Students in Persistently Dangerous Schools
JCC School Choice for Students Enrolled in Schools Identified for Improvement