

ASSIGNMENT OF SCHOOLS

Students shall attend the school in the attendance area in which they live with such exceptions as are provided in this policy. Thus the assignment of a student to a specific school shall be determined by the residence (domicile) of his/her parent/guardian. If a student's parent/guardian resides within an attendance zone on the first day of the school year, the student must attend the school of that attendance zone for the entire school year, unless said parent/guardian moves to another attendance zone.

A. SPECIAL EXCEPTIONS TO POLICY

1. Special Education Students

- a. Special exceptions are granted for students attending special education classes. These students must be recommended and approved by the Director of Special Education in order to attend a school other than the one in their zone.

2. Student Educational Advantage Transfer

- a. A student with an approved free/reduced application on file in the Child Nutrition office may transfer to any other school within their cluster, depending on available seats. Transportation from designated stops to the school of his/her choice shall be furnished by the Board.

A student with an approved free/reduced application on file in the Child Nutrition Office may transfer to any other school outside of their cluster, depending on available seats. Transportation to the receiving school is the responsibility of the parent/guardian.

- b. The Student Educational Advantage Transfer forms must be filled out by the parent/guardian in the Child Welfare and Attendance Office. A copy will be sent to the school involved, and the original copy will be filed in the Child Welfare and Attendance Office.
- c. A Student Educational Advantage Transfer, once granted, cannot be changed during a school year unless a student's parent/guardian moves out of the parish during the school year or unless the student's parent/guardian moves to another attendance zone during the year. The registration period for obtaining a student educational advantage opportunity must be between the beginning of the school session and the last working day of April.

3. Completion of School Year

- a. Any student completing the first semester of any school year in a school located within his/her official residential zone may remain in that school for the remainder of the school session regardless of his/her new residential address within the parish of Lafayette. However, he/she shall provide his/her own transportation. During the next school session, he/she shall attend the school in his/her official zone.

4. Change of Domicile After Beginning of School Session
 - a. A student may be enrolled in a school other than the one he/she would be assigned under the Court Ordered Zoning Plan provided that:
 - (1) The parent/guardian will be moving to an address in that school zone within six (6) weeks after the beginning of the school session.
 - (2) Proper documents from the building contractor are submitted to the principal verifying the construction of the home at an address in that school zone.

5. School Choice

In accordance with No Child Left Behind regulations, Lafayette Parish students attending a district school which has been identified as a School Improvement Level 2 site shall be provided the opportunity to transfer to a higher performing public school designated by the school district.

- a. The district assures that all qualifying students in choice schools will be provided the option to move to a higher performing school utilizing the following measures at each choice school. The district assures that low income, low performing students will be given first priority in the selection process. In case of a tie, transfers will be awarded by a random lottery.
 - (1) Parents in schools that have been identified as schools in need of improvement will be notified by letter of the opportunity to transfer their child to a higher achieving school in the district. The letter will explain the criteria that identified this school as a choice school, what the choice school is doing to address the problem of low achievement, and how the parents can become involved in addressing the academic issues that caused the school to be identified for school improvement.
 - (2) Parents of students in choice schools will be notified of the two higher achieving schools available for transfer.
 - (3) Low-income, students qualifying for free or reduced lunch, low-achieving students will be given first priority in the selection process. In case of a tie, transfers will be awarded by a random lottery.
 - (4) Parents will have a ten (10) day deadline to declare the school choice by making formal application at the district Director of Schools of Choice Office.
 - (5) The district No Child Left Behind Specialist Office will notify parents, sending school, and accepting school of the approved transfer within seven (7) days.
 - (6) The No Child Left Behind Specialist Office will assist parents in securing transportation.

- b. When district-funded transportation schedules meet the transportation needs of school choice students, students will be assigned accordingly. The LEA ensures that an amount equivalent to at least 5% of Title I Part A will be used to supplement school choice, if necessary.
- c. Implementation of Public School Choice
 - (1) Upon notification from the Louisiana State Department of Education, the district will identify schools required to offer choice.
 - (2) Within seven (7) working days of State Department notification, letters will be mailed to parents of student enrolled in choice schools notifying them of the option to transfer their child to a higher performing school. Parents will be given two schools from which to choose.
 - (3) Parents of students in choice schools will have a ten (10) workday application period.
- 6. Employee's Student(s) Transfer Option
 - a. An employee of the Lafayette Parish School System, who resides within the Parish, may have the option of transferring his/her child/children ages 5-16, to the school nearest their work site or child care site, provided space is available. Employees who desire to use this option will be required to follow the procedures listed below:
 - (1) Will request permission to transfer the student from the principal of the receiving school. The principal will admit the student if space is available.
 - (2) Will provide the principal with proper forms and documentation of employment site or verification of the child care site.
 - (3) Will inform parent/guardian that transportation to and from school rest with the parent/guardian.
 - (4) Will assume that once the student transfers from his/her base school to the new school under this option, transferring back to the base school may be granted during the first six (6) weeks or at the end of the school year.
 - (5) Will ensure that approved transfer must be renewed annually by the Census and Attendance Office. New forms must be completed each year by the employee in order to continue this option.
 - (6) Implementation of Policy
 - a. Each school principal shall be responsible for assuring that no student shall be admitted to his/her school unless the

student resides within the boundaries of the school zone or qualified for enrollment under one of the exceptions above.

7. Schools of Choice

- a. In an attempt to give students a more exciting and fulfilling educational experience and improve the ethnic diversity of its schools, the Lafayette Parish School System offers Schools of Choice at the Elementary, Middle and High School levels. These schools offer specialized programs or themes which give students the core curriculum required by state guidelines in the context of a subject in which the student has an interest. All students in the parish are eligible to apply for admission to any School of Choice, although they must complete the application process.
- b. The Lafayette Parish School System holds its annual Schools of Choice recruitment event in November. Applications to Schools of Choice will be accepted as early as the day of the recruitment event, but the deadline to apply for admission to a School of Choice will be no later than the last school day in January.
- c. A lottery will be conducted for each School of Choice. The lotteries will be conducted at the same time, on the last Monday of February. Parents will be notified of the outcome of the lottery, by mail, no later than the first day of March.
- d. The above calendar applies to established Choice programs only. If a new Choice program is approved during the calendar year, it may have a different schedule. Information about different schedules for new programs will be available at the fall recruitment event.
- e. There are no special performance standards or test scores required for admission to Schools of Choice. Some schools may require an interview prior to acceptance, and if so, applicants are required to complete the interview process.
- f. Acceptance at a School of Choice is limited only by program capacity and socio-economic status in the chosen school.
- g. Students who wish to apply to more than one School of Choice may do so, but will be required to rank their applications in terms of priority. If the student, through the lottery, wins a place at his first-priority Choice program, he will be offered that space, and his name will be removed from his second and third-priority Choice program lottery lists. In other words, a student who applies to two or three Choice programs will not be allowed to win a place in two or three Choice programs through the lotteries. He will be offered the space which he won, through the lottery, at the Choice program to which he gave the highest priority.
- h. No applications will be accepted at Schools of Choice.

- i. Students who have priority in the assignment process due to siblings will be given first choice to enroll in a School of Choice. All other spaces in a School of Choice will be assigned by lottery. The lottery is a computerized program that randomly selects students. The lottery for each program also will be conducted by the District Schools of Choice Office.
- j. If a child is accepted to the School of Choice to which he applies, he will be assigned to that school. If a child is not accepted to the School of Choice, or if he is placed on a waiting list, he will be assigned to the school for which his home address is zoned. Once parents are notified that their child was not accepted, they must register their child at their home zone school. Once parents are notified that their child has been accepted to a school of choice by mail, they must accept or decline the assignment within the deadline set by each School of Choice.
- k. Priority is granted to students who have a brother or sister residing at the same address who attends a Choice program at the same school and is eligible to return to that program in the next school year. Parents will need to write the name and ID number of the brother or sister on the other sibling's application form. Sibling priority applies only to Choice Programs; in other words, the sibling of a Choice student receives preference only to attend the same school, not to attend the same Choice Program.
- l. The lottery also will determine the order of the waiting list. Parents will be notified of their place on the waiting list at the time they are notified that their child did not win admission. Parents may register their child at their home zone school and remain on the waiting list for the School of Choice. As spaces become available in the School of Choice, students will be assigned to those spaces according to their place on the waiting list. Once a space becomes available, the first student on the waiting list will be notified of the opening, and will have 48 hours to accept or decline the space. If the space is not accepted within that time period, it will be offered to the next student on the waiting list.
- m. Students who move into the district after the selection process is complete may apply to Schools of Choice, and will be placed on a space-available basis prior to June 30 for the coming school year, unless the director of the program allows later admission which is approved by the district Schools of Choice office.
- n. If there are spaces available in the School of Choice, and there is no waiting list, the student may be admitted to the School of Choice prior to June 30, unless the program allows later admission. New students who wish to attend a School of Choice with a waiting list will be placed at the end of the waiting list.

- o. If a student is selected for admission to a School of Choice based on application information which is later determined to be false, he will lose his admission to the School of Choice and will be subject to the penalties laid out in the district's Discipline Policies.
- p. If a student or parent wishes to appeal any aspect of the application, lottery or assignment process, they must first fill out a Documentation of Appeal form and present it to the District Schools of Choice Office.
- q. Special Education students who wish to attend a School of Choice may apply, but will be required to reconvene their IEP committee for approval of their application. Special Education students must receive approval of their application from their IEP committee in order to be eligible for admission to a Choice Program.
- r. The parents of students who have been accepted into Schools of Choice must sign a contract at Orientation. This contract commits the parent and the child to support the school's beliefs, philosophy, academics and behavior code of conduct for the upcoming year. This contract will be renewed on a yearly basis. Nothing in the contract shall be construed as allowing any child to be excluded from a Choice program.
- s. Transportation, utilizing designated stops, is available for all students who choose to attend a School of Choice.
- t. Students who wish to participate in athletic programs at a School of Choice may do so in compliance with the guidelines of the Louisiana High School Athletic Association. Currently, the LHSAA requires students who have not attended a feeder school to sit out a year prior to obtaining athletic eligibility at their new school. However, if a student attended a middle school which feeds to the high school he has chosen for at least one year, he would be eligible to play sports in his first year at the high school.
- u. Students who wish to participate in extracurricular activities at a School of Choice may not be excluded from doing so, unless the guidelines of a state or national organization which sanctions the activity has guidelines which prohibit immediate participation. Students are responsible for their own transportation, unless transportation is provided.
- v. If a student who has accepted assignment to a School of Choice wishes to cancel this assignment before the school year begins, this can be accomplished by visiting the Schools of Choice Office and completing a withdrawal form. Once this form has been processed, the space will be offered to the first person on the waiting list.
- w. Once the school year begins, students will remain in their School of Choice for the entire school year. If a student wishes to withdraw after

school begins, the procedure must begin at the School of Choice. Withdrawal from a School of Choice will only be granted in special or extenuating circumstances. Decisions regarding withdrawal will be made at the district School of Choice office, not at the school level.

- x. Once a student enrolls in a School of Choice, he may remain at that school the following year if he is retained. New students who apply for a School of Choice and then are retained prior to enrollment are subject to losing their seat. This is because the lottery assumes the student will be promoted; in other words, the lottery is for a space in the next grade up. Students who are enrolled in Summer School in attempt to achieve promotion to the next grade will not lose their spaces at their School of Choice until after Summer School is over.
- y. Students in high school academies must complete each year's required coursework to remain in their academy.
- z. Academy and Choice students are subject to the same discipline policies and procedures, and have the same rights, as any other student in the district.
- aa. Nothing in these rules shall be construed as preventing any child from applying to a School of Choice. Schools of Choice shall have no requirements designed to exclude students from attendance, and no student's application will be rejected based on his discipline, academic or social history.

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