

## STUDENT ASSIGNMENT

The Central Community School Board shall have authority and responsibility for the assignment, placement, transfer, and continued education of all students attending schools within its jurisdiction. The School Board shall generally require a student to attend the appropriate school as determined by the domicile of the parent or legal guardian, unless the School Board assigns the student to another school.

### DOMICILE

Each student shall have only one residence (domicile) which is determined to be the place where he/she predominantly sleeps, takes meals, and maintains personal belongings. To establish domicile in the Central Community School District, a parent or legal custodian must present sufficient information which supports both that the parent, legal custodian, or caregiver is actually domiciled within the School Board jurisdictional school boundaries, and confirm that the child under his or her care, custody and/or control is actually domiciled with that parent or legal custodian.

When legal custody has been awarded by a court of law, the domicile shall be the principal residence of the parent/guardian awarded primary or domiciliary custody, or if the student is eighteen (18) years old or has been emancipated by a court order, by the student's own domicile, if not specifically contrary to the provisions of an order of a court of competent jurisdiction providing for the assignment of students.

### Evidence of Domicile within Central Community School System

When examining the domicile of a student, the School Board through the principal shall attempt to verify the domicile (primary place of residence) of the legal parent or guardian.

Each principal shall be responsible for monitoring the school enrollment list and for referring any student who is believed not to be domiciled within the Central Community School District to the Director of Student Services who has the authority to conduct a thorough investigation. The following evidence of domicile within the Central Community School District shall be required:

1. If a child's domicile is owned by the parent:
  - A. Certified copy of documents recorded with the East Baton Rouge Parish Clerk of Court showing ownership of domicile *or* the most recent tax year for the domicile.  
  
***or***  
  
Property tax bill or homestead exemption for the most recent tax year for the domicile.

***and***

- B. Previous two (2) months bills for the electricity bill *and* previous two (2) months of one of the following utilities (gas, water, or garbage) for the domicile. Disconnect notices will not be accepted.

***and,***

- C. Domiciliary parent's current driver's license with the same address within the Central Community School System.

2. If a child's domicile is leased by the parent:

- A. Copy of the lease of the residence for the school year. If the lease expires prior to the end of the school year, additional documentation shall be required upon expiration. Parent shall be required to present updated information prior to the start of each school year in order for his/her children to be enrolled for the next school year.

***and,***

- B. Previous two (2) months' bills for the electricity bill *and* previous two (2) months of one of the following utilities (gas, water, or garbage) for the domicile if it is not provided for in the lease agreement. Disconnect notices will not be accepted.

***and,***

- C. Domiciliary parent's current driver's license with the same address within the Central Community School System.

If domiciliary parent does not possess the documentation required by this section, parent shall present an *Affidavit of Domicile* on Form H-1, together with available evidence of domicile within the school district to the Director of Student Services for review.

If a parent declares occupancy of a residence by more than one family (double-up) then the staff shall research all available information sources to determine if the parent still has a residence elsewhere. If in fact they still have a residence elsewhere, then the student(s) shall be dropped from the School Board's rolls.

Circumstances involving custody of child/children, court ordered custody papers must be provided. A *provisional custody by mandate* will not be accepted.

Provisional registrations will only be issued for a thirty-day period.

## LEGAL CUSTODY

*Legal custody* is defined as the legal status created by a court order which establishes in a custodian the right to have physical custody of the child or minor. Proof of legal or domiciliary custody, or guardianship, or judicially ordered tutorship, shall be a certified copy of the decree of the court which issued the custody order, whether the order grants temporary or permanent custody. The school principal or his/her designee shall be responsible for monitoring the school enrollment list and shall immediately refer to the Supervisor of Child Welfare and Attendance the determination of proper school assignment.

## SCHOOL ASSIGNMENTS

The School Board shall require a student to attend the appropriate school located in the attendance zone in which the student's domicile is located.

The School Board reserves the authority to assign a student living in one school zone to attend school in another zone, if circumstances warrant. The parent or legal guardian of a pupil may file in writing to the School Board an objection to the assignment of the pupil, in which case the School Board shall review the assignment and investigate the circumstances in order to render a decision. However, no decision of the School Board in response to an objection to the assignment of the pupil shall conflict with the student assignment provisions of any court-ordered judgment.

Any child temporarily residing within the district who has no permanent address, or who has been abandoned by his/her parent, or who is in foster care, shall be enrolled and allowed to attend school in the zone appropriate to the special circumstance of the child. Surrogate parents may be appointed when appropriate for special needs students.

## ATTENDANCE OUT OF ZONE

Attendance out of zone may be allowed whenever a mental or physical impairment, medical condition, or other exceptional condition requires services which are unavailable at the school in the child's regular attendance zone (see policy *JBCD, Student Transfer and Withdrawal*), provided that a student requesting transfer for medical reasons and taking elective courses not offered at his/her regular school satisfies the following criteria:

1. Transfers requested for medical reasons must be verified by a physician's statement.
2. The parent or legal guardian must provide transportation.
3. The transfer must not create an overcrowded condition.

## ASSIGNMENT OF STUDENTS WITH EXCEPTIONALITIES

Unless the *Individualized Education Program* (IEP) of a student with an exceptionality, except a gifted and talented student, requires some other arrangement, the School Board shall require the student with such an exceptionality to be educated in the school that the student would attend if he/she did not have an exceptionality. However, if the educational needs of the student cannot be achieved satisfactorily in a regular class setting, the student may be placed in an educational environment designed to meet the appropriate needs of the student, as determined by the IEP committee.

However, a student with an exceptionality, except a gifted and talented student, shall be assigned to a school as requested by the parent, in accordance with La. Rev. Stat. Ann. §17:1944, if all the following conditions are met:

1. The parent submits a written request to the School Board responsible for the student and the respective School Board having jurisdiction over the school being requested, by not later than April first of the school year preceding the school year for which the parent is requesting the school assignment. The request shall include a recommendation from at least two (2) licensed physicians who have treated the student during the year prior to the submission of the request.
2. The School Board responsible for the student and the respective School Board having jurisdiction over the school being requested by the parent enter into an agreement for the assignment of the student to the requested school.
3. The requested school is located at least ten (10) miles from the school to which the student is assigned, in accordance with applicable school attendance zone requirements.
4. The requested school is located at least fifteen (15) miles from the student's home.
5. The requested school is not located in a public school district in which fifty percent (50%) or more of the public schools in the district are charter schools and fifty percent (50%) or more of the public schools in the district participate in a single application and enrollment process for public school enrollment.

## GRADE ASSIGNMENT

Student assignments in K through 8 will be made by the principal of the school with teacher input. The placement of a student shall be based on grades, achievement test scores, and participation in special programs and be made in accordance with the *Pupil Progression Plan* for Central Community School Board.

## CLASSROOM ASSIGNMENT

### High School

Selection of courses of study in grades 9 through 12 shall be made by individual students. Assistance in planning for a student's course of study and selection of classes shall be provided by teachers, counselors, parents, and administrators. Each student shall be furnished a schedule of classes offered and requirements for graduation. Some classes may have prerequisites for enrollment.

### Multiple Siblings

In grades kindergarten through second grade, the parent of twins, triplets, etc. (more than one child at a single birth event) may request that their children be placed initially in the same, or separate, classrooms, if the children are in the same grade at the same school. Such a request shall be presented to the Superintendent or his/her designee no later than fourteen (14) days either after the first day of the school year or after the first day of attendance if the child enrolls after the fourteenth day of the school year. Notwithstanding any law, rule, regulation, or School Board policy to the contrary, the request of the parent for initial placement shall be granted subject to further review.

As soon as possible after the end of the student's first grading period, the Superintendent or his/her designee shall review the initial placement of the child. If the Superintendent or his/her designee, in consultation with the school principal, the child's(ren's) teacher(s), and the parent, determines that the initial placement of the children is disruptive to the school or is not in the best educational interests of the child(ren), the initial placement of the child shall be modified, and the child(ren) shall be placed in accordance with School Board policy otherwise applicable to the child(ren).

### Teachers with Felony Convictions

At the request of a student's parent or legal guardian, a student shall be removed from the class of any teacher who has a felony conviction and placed in another class.

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Ref: La. Rev. Stat. Ann. §§9:951, 9:952, 9:953, 9:954, [17:15](#), 17:81, 17:104.1, 17:221.2, 17:221.4, 17:221.5, 17:238, 17:1944; Louisiana Handbook for School Administrators, Bulletin 741, Louisiana Department of Education; Board minutes, 3-24-14, 9-14-15, 2-13-17.