

## STUDENT ASSIGNMENT

### ATTENDANCE ZONE REQUIREMENTS

The Lincoln Parish 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 require a student to attend the appropriate school as determined by the residence (domicile) of the student or the parent, legal guardian, or if he/she is eighteen years old or has been emancipated by a court order, by the student's own domicile. However, the Board reserves the authority and responsibility to assign and/or transfer a student to any of the public schools within its jurisdiction, if circumstances warrant. The parent or legal guardian of a pupil may file in writing (transfer request form) to the Superintendent or his/her designee an objection to the assignment of the pupil, in which case the Superintendent or his/her designee shall review the assignment and investigate the circumstances in order to render a decision.

The School Board, by statute, shall be required to assign a student to attend any public school requested by a parent or other legally responsible person when the requested school has space available and is of suitable grade level, and the child resides not more than one (1) mile from such school. However, appropriate school assignment may be based on issues such as previous behavior patterns, grade averages, ability, etc. Such assignment shall be made if not specifically contrary to the provisions of law, rule, regulation, or an order of a court of competent jurisdiction.

*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. Change in custody that affects the school assignment of a student will be made pursuant to a court order. The Superintendent or his/her designee shall make assignment of students where extenuating circumstances exist (i.e. the legal parent or guardian is incapacitated due to health reasons, is incarcerated, etc.)

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.

The school principal or designee shall be responsible for monitoring the school enrollment list and shall immediately notify the Superintendent or his/her designee if circumstances or residence changes from the documentation used for original placement. In such cases, the principal shall notify the superintendent or his/her designee who shall investigate the circumstances and make a determination whether to terminate and/or transfer an unauthorized student.

### VERIFICATION OF RESIDENCE

The School Board shall require verification of residence of those students whose residence is suspected to be outside the attendance zone of the school the student is attending. When investigating the residence of a student, the School Board shall attempt to verify the primary place of residence of the legal parent or legal guardian. Such verification of residence shall be based on such items as the following:

1. Voter registration card of parent or guardian, or
2. Property tax statement of parent or guardian showing homestead exemption, or
3. Certified copy of any judicially ordered tutorship, custody or guardianship of any minor child student not domiciled or in the custody of their natural and/or legal parents. Verification of the physical residency of the legal custodian, tutor/tutrix or non-parent shall also be required, or
4. Any other documentation as may be stipulated by the Board.

### SPECIAL EDUCATION ASSIGNMENTS

The Board shall require that special education students be assigned to programs within their attendance zones, if possible. However, if an appropriate program is unavailable within a student's attendance zone, the student may be placed in a school specifically designed to provide the appropriate learning style of the student.

### CLASSROOM ASSIGNMENT

Generally, student assignments in K through 8 will be made by the principal of the school. However, in some cases schools may be structured so that students in higher grades may select classes and courses of study. The placement of a student shall be based on grades, achievement test scores, and participation in special programs.

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

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).

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Ref: La. Rev. Stat. Ann. §§9:951 et seq., 13:1569, 17:81, 17:101, 17:104, 17:104.1, 17:221.2, 17:221.4, 17:238; Board minutes, 4-10-07, 11-11-08.