

FILE: JBCC

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STUDENT ASSIGNMENT

ATTENDANCE ZONE REQUIREMENTS

The Jefferson Davis 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 domicile of the student. The domicile of a minor not emancipated is that of his/her father, mother, tutor, or legal guardian. A parent or legal guardian can have only one domicile for school enrollment purposes. *Legal guardian* is herein defined as a person who has been issued a judicial order of custody for a child. The awarding of custody or the appointment of a guardian can only be done through the appropriate court proceeding and order by the state court. Legal guardianship shall also include cases where provisional custody of a minor student has been granted to a person of legal age by the child's parent or natural tutor or grandparents awarded custody. However, a provisional custody agreement may not affect a minor child's attendance zone, pursuant to La. Rev. Stat. Ann. §[17:104.1](#). In the case of a child whose parents have abandoned him/her, and who has no legal guardian, the determination of domicile by the State Department of Welfare shall govern. However, the School Board shall reserve the authority and responsibility to assign and/or transfer a student to any of the public schools within its jurisdiction, if circumstances warrant, pursuant to La. Rev. Stat. Ann. §[17:104.1](#). The parent or legal guardian of a student may file in writing to the School Board an objection to the assignment of the student, in which case the School Board 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. 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. Assignment shall also be made without regard to parish boundaries.

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 his/her designee is responsible for monitoring the school enrollment list and shall immediately terminate and/or transfer a student found to be out of zone. The preceding shall not be implemented after the end of the fifth six-week period.

Each student approved for a school zone transfer shall have in their file an updated domicile form signed by a

parent/legal guardian.

REQUESTS DUE TO CHANGES IN DOMICILE

A student whose parents or legal guardian move their domicile to another school attendance zone during the course of a school year may request permission to remain at the initial school until the end of the school year. However, no out-of-school attendance zone permit shall be issued to a student whose legal domicile changed prior to the beginning of a school year. Transportation for students requesting to remain at their initial school after a change in domicile shall be the responsibility of the parent or legal guardian.

VERIFICATION OF DOMICILE

The School Board shall require verification of domicile of those students whose domicile is suspected to be outside the attendance zone of the school the student is attending. When investigating the domicile 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 legal guardian, or
2. Property tax statement of parent or legal 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 may also be required, or
4. Any other documentation as may be required by the School Board.

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.

EXCEPTIONS

All students classified as sophomores, juniors, and seniors during the 1994-95 school year who are attending schools outside their attendance zones will be allowed to continue attending schools outside their attendance zones until graduation.

All school system employees have an option of placing their children in schools in the attendance zone in which they are domiciled or enrolling them in the schools located in the attendance zone where they work.

If any part of this section of this policy is ruled invalid, it shall in no way affect the validity of any other part of this policy.

CLASSROOM ASSIGNMENT

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

High School

Assistance in planning courses 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.

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](#)

La. Civil Code, [Art. 38](#), [Art. 39](#), [Art. 41](#), [Art. 43](#), [Art. 44](#)

[*Louisiana Handbook for School Administrators, Bulletin 741*](#), Louisiana Department of Education

Board minutes, 2-16-95, [10-16-08](#), [1-21-10](#), [12-16-10](#), [1-19-17](#), [1-17-19](#)

Jefferson Davis Parish School Board