

## ***School Operations – Out of Zone Request Procedures***

Houston County Schools are zone-based and Board policy requires that students attend school in the zone in which they reside. School choice is not an available option except in the following circumstances:

### **HB251 – Georgia House Bill 251**

Beginning with the 2009-2010 school year, the state of Georgia required that we offer school choice based on “space availability.” This is not building capacity, but student-teacher ratio capacity. Parents may elect to enroll a student in a public school other than the one to which the student has been assigned by the local board of education if such school has classroom space available after its assigned students have been enrolled. The parent shall assume the responsibility and cost of transportation of the student to and from the school. This process is offered beginning July 1 of each year and we will provide a preliminary list of schools based on existing data. Parents must complete an “**Application to Request Public School Transfer**” form and submit it to the Assistant Superintendent for School Operations, HCBOE, P.O. Box 1850, Perry, GA, 31069. Applications for transfer will be available on our website beginning July 1<sup>st</sup> and will be accepted through the 14<sup>th</sup> day of school. Capacity will be determined by a school’s enrollment on the tenth day of the school year after all assigned students have been enrolled. Schools and/or grade levels may be removed or added after this date due to student enrollment. Students must begin the year in their zoned school and will be given the date they may enroll in the new school if the application is approved. They may progress through all grade levels at the school once the initial approval is granted.

### **SENIOR PRIVILEGE (12<sup>th</sup>, 8<sup>th</sup>, and 5<sup>th</sup> grades)**

A student who has successfully completed the junior year (has met all requirements for promotion to grade 12 at the end of the regular school term) will be allowed to complete the senior year at the same school if the parents move out of that school zone after the end of the student’s junior year but maintain residence in Houston County.

Additionally, students who have completed the 4<sup>th</sup> or 7<sup>th</sup> grades, or started their 5<sup>th</sup> or 8<sup>th</sup> grade, will be allowed to complete the 5<sup>th</sup> or 8<sup>th</sup> grades at the same school if the parents move out of the zone after the end of the 4<sup>th</sup> / 7<sup>th</sup> grade year but maintain residence in Houston County.

### **CHANGES IN RESIDENCE- Last 20 Days of Semester**

Change in residence within Houston County: Students who move from one attendance zone to another prior to the last 20 school days of the first semester must withdraw from the school which they attend and enter the school in the zone into which they move. Students who move during the last 20 school days of the semester may delay withdrawal until the end of the semester, provided parents provide transportation to the school.

**CHANGES IN RESIDENCE – Last 40 Days of School Year** Students who move into a different attendance zone in Houston County during the last 40 school days of the school year may delay entry into the school of the new residence zone until the beginning of the next school year; in such cases, the parents must provide transportation to the school until the students enter the school in their attendance zone.

**CHANGES IN RESIDENCE – First 90 Days of School Year**

Students who are moving to a new home in Houston County at the beginning of the school year and will be residing in that home 90 days from the first day of school may begin the year in the out-of-zone school if the family presents evidence of formal transaction of new housing arrangements to be completed within 90 days, and their temporary housing is also in Houston County.

**SIBILING OF SPECIAL EDUCATION STUDENT**

If a student is placed at a specific school for educational services, the siblings of that student may attend the school as well. However, siblings may not ride buses designated for special education students.

**PLEASE NOTE THAT TRANSPORTATION IS NOT PROVIDED FOR STUDENTS WHO ATTEND SCHOOL OUT OF ZONE FOR ONE OF THE CIRCUMSTANCES LISTED ABOVE.**