

File: J11

ASSIGNMENT OF STUDENTS TO SCHOOLS AND OUT OF ATTENDANCE ZONE PLACEMENT

Attendance zones for the various schools of the city will be drawn up by the Superintendent and approved by the School Committee. The primary considerations that govern the establishment of a school attendance zones are school capacity and transportation considerations. Exceptions will be made only on the basis of unusual circumstances, such as child care responsibilities, proximity to after school job, or responsibilities relating to elderly relatives. Transportation will be provided by the parent(s)/ guardian(s) unless all procedures for transportation requests have been satisfied. The ultimate decision granting or denying the request rests with the receiving principal.

Requests for all Out of Attendance Zone Placements will be governed by Out of Attendance Zone Placement Procedures (File: J11.1).

Legal References

- M.G.L. 71:37C; 71:37D; 71:37I; 71:37J
- Board of Education Regulations Pertaining to Section 8 of Chapter 636 of the Acts of 1974, Regarding Magnet School Facilities and Magnet Educational Programs, adopted 2/25/75
- Board of Education Regulations Pursuant to Chapter 636 of the Acts of 1974, adopted 9/10/74
- Board of Education Regulations Pertaining to the Preparation of Racial Balance Plans which Involve Redistricting, adopted 4/24/73

1st Reading: Reg SC Mtg 12/3/2014

2nd Reading: Reg SC Mtg 12/17/2014

**Please refer to Out of Attendance Zone Placement Procedures (File: J11.1).*

File: J11.1

OUT OF ATTENDANCE ZONE PLACEMENT PROCEDURES

The parent(s)/guardian in question must:

1. Schedule a meeting with the principal of the school their child is currently attending.
2. Inform in writing the intent and the reasons for the transfer to the sending principal using the authorized form.
3. Complete the Out of Attendance Zone Placement Request and return to sending principal. Sending principal will forward form to receiving principal for consideration.
4. Meet jointly with their child and the principal of the receiving school to discuss reasons and logistics of such a transfer.
5. Requests for transfer will be considered only for the upcoming school year or semester except under emergency circumstances.
6. Requests for Out of Attendance Zone Placements for the following year must be received no later than May 15th of the current year and must be renewed annually.
7. A student will be allowed to attend a school out of their attendance zone only if space in the receiving class is available. Priority placements will always be given students within the attendance zone.
8. A letter confirming or denying the request will be sent by the receiving principal to the parent(s)/guardian, to the sending principal and to the Superintendent of Schools approximately one (1) week before the start of the new school year or semester.

**Please refer to Assignment of Students to Schools and Out of Attendance Zone Placement (File J11).*