

## CHAPTER 5.00 – STUDENTS

### STUDENT ASSIGNMENT (In-County/Out-of-County)

5.20+

The School Board shall establish residential attendance zones for each school. All students, unless otherwise provided by School Board rule or authorized by the School Board's order, shall attend the school serving the student's residential attendance zone. A student's residence is the residence of his/her parent(s), as defined by Florida Statutes. Any student residing in the School District shall be assigned to a school for attendance by the Superintendent or designee. Students may request placement in a school outside their attendance area on the basis of space availability in each program/grade. The School district is not obligated to provide transportation.

- (1) The student shall be automatically assigned to the School which contains his/her appropriate grade level. Exceptional students shall be assigned in the manner prescribed in the District procedures for Exceptional Student Education.
  - (a) No student shall be permitted to cross district school lines for the purpose of attending school in the Washington County School District or outside the Washington County School District except by a written agreement between the two (2) Superintendents. Any such request shall be submitted to the Superintendent in writing; and if the conditions listed in the next paragraph are met, he may grant permission on the basis of space availability in each program/grade. The specific procedures to implement this rule are incorporated by reference and are made a part of these rules. This rule does not apply to the Washington-Holmes Technical Center or Washington County School Board employees' children.

If the student's family has its legal residence in a county other than Washington County, the parents or legal guardians must apply for the student to attend Washington District Schools. Out-of-County students desiring enrollment in Washington District schools shall provide evidence of a minimum of 2.0 GPA, prior performance of at least a 3 on FCAT, and no out-of-school suspensions or expulsions or placement in alternative school within the past calendar year. K-3 students must provide evidence of achievement test scores indicating that the student is on grade level. Upon enrollment in a Washington District school, the student and their parent or legal guardian shall be required to sign a performance contract specifying maintenance of the above-referenced academic standards, attendance and discipline standards. Violation of the performance contract shall result in the student's return to their home county school district.

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For the 2007-2008 school year, students who were enrolled out-of-county during the 2006-2007 school year will be “grandfathered in” and allowed to continue enrollment in the Washington County School District. At the beginning of the 2008-2009 school year, and thereafter, these students will not be required to complete the application process, but must sign and maintain compliance with the Student Performance Contract (grades-minimum of 2.0 GPA, attendance and discipline) to remain in the Washington County School District.

For those out-of-county students enrolling in the Washington County School District for the first time in 2007-2008, and thereafter, the application process must be completed **annually**. Each request for enrollment will be evaluated on the basis of space availability in each program/grade provided compliance with the Student Performance Contract (grades-minimum of 2.0 GPA, attendance and discipline) has been met. However, the assessment standard (performance of at least a 3 on the FCAT or achievement test score indicating that the student is on grade level) will not be required after the initial year of enrollment. **Note:** Kindergarten students will be screened for school readiness to determine initial enrollment eligibility.

- (b) Any student living in the school district whose parents are non-residents of the State of Florida, as defined by law, may be enrolled in school upon payment of the non-resident tuition fee. Children of migratory agricultural workers and children of parents serving in the armed forces of the United States shall be exempt from the payment of such a fee. The School Board may approve additional waivers of the tuition fee on an individual basis.
  - (c) During any one school year, students will not be permitted to transfer between schools within the district, unless there is a change in residence or circumstances that are deemed extenuating by the principal and approved by the Superintendent.
- (2) Any student who has been attending a school that has been designated with a grade of “F” failing to make adequate progress for two (2) school years in a four (4) year period, may choose to attend a higher performing school in the District or an adjoining district consistent with Florida Statutes and State Board of Education rule.

[STATUTORY AUTHORITY:](#)

[1001.41; 1001.42, F.S.](#)

## CHAPTER 5.00 – STUDENTS

**LAWS IMPLEMENTED:**

1000.21; 1001.42; 1001.43;  
1001.51; 1002.31; 1002.38, F.S.

**HISTORY:**

**ADOPTED:**  
**REVISION DATE(S):** 11/14/05 (EDITORIAL); 01/08/07;  
04/16/07 (EDITORIAL); 07/23/07  
**FORMERLY:** 6.112, 6.192, 6.195

## CHAPTER 5.00 – STUDENTS

### STUDENT ASSIGNMENT PROCEDURES (In-County/Out-of-County)

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#### In-County Procedures

Residential attendance zones are established by the School Board. Students residing **within** the school district shall be assigned to a school for attendance by the Superintendent or designee. Students who wish to attend a school **outside** their attendance area must request this in writing to the Superintendent and may be granted permission on the basis of space availability in each program/grade. In such case, the school district is not obligated to provide transportation.

#### Out-of-County Application Procedures for Initial Enrollment

Students whose legal residence is in a county other than Washington must apply **annually** for approval to attend Washington District Schools. All out-of-county requests must be approved by the Washington County School Superintendent prior to enrollment.

#### **A. Any parent wishing to apply for out-of-county approval should complete the following steps:**

1. The parent / guardian will send a letter to the Superintendent of their “home” county requesting permission to attend a school in Washington County. The home county in turn sends an approval letter to Washington District Schools.
2. The parent / guardian will send a letter to Washington District Schools requesting permission to attend a school in Washington County. Letter should include: applicable school year, the child’s name, address, phone number, grade, school requested and alternate choice of schools.
3. The parent / guardian will complete an **Out-of-County Performance Contract** available at any Washington District School or the District School Board Office at 652 Third Street, Chipley, Florida.
4. The parent / guardian will provide evidence that the student has a minimum of 2.0 GPA, a score of 3 or better on FCAT, and no out-of-school suspensions or expulsions within the past calendar year or placement in an alternative school. For K-3 students, documentation of an achievement test score indicating student is on grade level is required.

#### **B. Once the Washington District School Board office receives the approval letter from the home county superintendent, the parent letter of request, the signed Performance Contract, and proof of GPA, FCAT or achievement test score and discipline, the request will be reviewed. All requests must be completed and submitted to the Superintendent at least one (1) week prior to anticipated enrollment.**

Upon approval by the Superintendent, a letter will be sent to the parents and to the school the student was approved to attend. Only then may a parent / guardian register the student in Washington County at the approved school.

**Send request letters to:**

*Washington District Schools  
652 Third Street  
Chipley, FL 32428*

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WASHINGTON DISTRICT SCHOOLS  
STUDENT SUPPORT SERVICES

*OUT-OF-COUNTY*  
*Student Performance Contract*

You have elected to attend a school in Washington District Schools instead of your home county school. Washington District Schools is proud of its tradition of excellence and the academic challenges it offers to students. As such, you will be expected to adhere to these standards.

I \_\_\_\_\_ will be attending \_\_\_\_\_  
a Washington District School in the \_\_\_\_\_ school year rather than a school in  
\_\_\_\_\_ County, to which I am zoned. By signing this contract I agree  
to abide by the following:

- A. **Grades:** I understand that I must maintain a minimum 2.0 cumulative grade point average. K-1 students must maintain satisfactory academic performance.
- B. **Attendance:** I understand that I must abide by the Washington County School Board attendance policy.
- C. **Discipline:** I understand that I must not have any repeated discipline referrals in violation of the Code of Student Conduct.

I understand that if I fail to comply with any one of the above standards my Out-of-County approval will be revoked, and I must immediately return to my home zoned county.

This contract is good only for the current school year. I understand that a new contract must be signed prior to the beginning of each new school year.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

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### Out-of-County Student Checklist

Any parent / guardian wishing to apply for **out-of-county** approval for their child must complete **ALL** the following steps.

1. A letter from your “Home” county school district granting permission to attend school in Washington County.
2. Provide school record showing the student has a minimum of 2.0 GPA. K-1 students must provide documentation of satisfactory academic performance.
3. Provide a copy of the most recent FCAT scores (reading, math and writing). Must have a **3** or higher in all areas. Grades K-3 students, achievement score indicating student is **on** grade level.
4. Provide school record showing no out-of-school suspensions or expulsions within the past calendar year or placement in an alternative school.
5. A letter to “Washington District Schools” requesting permission to attend a school in Washington County.
6. Complete an **Out-Of-County Performance Contract**.

**Send all documentation to the Washington District School Board Office. Upon approval by the Superintendent, a letter will be sent to you and the school your child was approved to attend. Only then may you register your child in Washington County.**

*Washington County School Board  
652 Third Street  
Chipley, Florida 32428  
(850) 638-6222*

REVISION DATE: 02/14/05; 07/23/07